

# The Brigham

## Memorial Services Packages

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2025 - 2026

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## The Brigham

It's important to honor the life of a departed loved one.

We fully understand that accepting the loss of a beloved one can be incredibly challenging.

Allow us to relieve some of the stress by organizing a memorial ceremony that will enable your family and friends to console and support one another through a very difficult time.

With its lovely, well-maintained 3-acre gardens and adaptable catering area, we can give you a wide range of alternatives to arrange a memorial ceremony that is genuinely meaningful.

Let The Brigham give you a shoulder to lean on as you and your family members remember your loved one's full life by sharing special thoughts, memories, and stories about them.



# Platters

## Hot platters

- ~ Kumara & Herb croquette : \$75
- ~ Spiced Chicken Skewers : \$95
- ~ Tempura prawns : \$105
- ~ Meatballs : \$90
- ~ Crumbed fish bites : \$90
- ~ Freshly baked sausage rolls : \$75
- ~ Assortment sliders : \$120

## Colds

- ~ Sushi (Chicken/Salmon/Vegetarian) : \$105
- ~ Smoked salmon blinis with citrus cream cheese : \$95
- ~ Chicken & Sundried tomato on crostini : \$75
- ~ Assorted Sandwich triangles : \$90

## Sweet treats

- ~ Chocolate fudge brownie : \$90
- ~ Bite size Cheesecake : \$90
- ~ Chocolate dipped creampuffs : \$90

(All platters contain 30 pieces per platter)

Minimum spend of \$2500 applies on Food & Beverages combined.  
(including Alcoholic & non-alcoholic drinks)





# Venue Hire Details

- **Venue Hire charges**

-No venue hire charges for the first 4 hours of access to the venue

-After the first 4 hours, venue hire charges apply as below

Friday - Sunday : \$250 per hour

Monday - Thursday : \$200 per hour

- **Capacity**

-80 in the main dining area

-30 on the wraparound conservatory (covered deck)

-80 under the outdoor covered canopy in the gardens

(Exclusive use of the premises dependent on numbers and access times required)

-Day time events: between 9AM-3PM

-Evening events: after 4PM

- **Costs**

-Minimum spend of \$3000 on Food and Beverages apply, including alcoholic and non-alcoholic beverages

- **Inclusions**

-Projector & screen (inside the main dining room)

-White tablecloths provided for all indoor functions with a buffet menu. For platter-only functions, tablecloths can optionally be laid-out for \$12 per table.

-Sound system to plug in your music and microphones

-DJ's allowed (If you book entire venue) . DJ's must plug into our sound system

-Fairy lights (main indoor area)

-Glassware, cutlery & crockery

-Use of wishing well

-Ample free car parking

-Set up & cleaning

- **Licensing hours:**

Monday-Thursday: 8AM-11PM

Friday-Saturday: 8AM- 12:30PM

Sunday: 8AM- 10:30PM

- **Optional Add ons:**

-Pre-dinner canapes from \$8 per person.

-Buffet option from \$55 pp

-Chair covers, sash & table runners \$8 per chair

-Beverage packages



# Terms of Booking & Agreement

## Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your Event. To enable us to provide maximum service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to The Brigham.
- Client obligations pertinent to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to The Brigham, but not necessarily granted.
- If a copy of your signed contract or deposit is not received by the date requested The Brigham reserves the right to release all venue space held. The Brigham must agree to any alterations to arrangement details in this document in writing.
- **All prices quoted include Goods and Services Tax, 15%.**

## Confirmation

- No provisional bookings will be held under any circumstances.
- By Paying or agreeing to pay the deposit for the booking, you are deemed to have accepted these terms and conditions, you also acknowledge that you have received a copy of the terms of booking.

## Deposit

- A non-refundable deposit \$500 is required no later than 5 working days after the receipt of the signed booking Form and terms of Booking.
- Failure to pay the deposit within this time will result in the booking being released and reservation cancelled.

## Cancellations or Change of date

- All cancellations and change of event date must be in writing.
- A change of date is allowed (subject to availability) without any penalty, within 90 days of the original date of booking (date deposit was paid), but not less than 30 days prior to the Event date.
- A date of change is allowed only once and without change to the cancellation policies listed herewith.
- All monies paid are non-refundable and will only be adjusted on the Final account.
- The reduction (significant drop in numbers and minimum spend) in any services confirmed at the time of booking are also subject to cancellation fees as outlined above.
- If a cancellation or change of date is notified less than 30 days prior to the event date, you may be liable for the total estimate of the Event (minimum spends agreed at the time of booking).
- In event of "Force Majeure", and our inability to operate, The Brigham's liability is limited to the refund of monies paid or as required by law.

## Guaranteed Food and Beverage numbers

- Final catering numbers are to be advised 10 days prior to the event/booking date; this is regarded as the minimum number for catering purposes; this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly. (MINIMUM GUARANTEED OR ACTUAL, WHICHEVER IS HIGHER).
- Please note that the final catering numbers cannot deviate more than 20% from the original catering numbers booked.

## Payment

- Full payment is required 7 days prior to the event date. You will be provided with a total estimate / invoice. Please note any additional on consumption charges such as beverage will be required to be paid in full upon departure from the venue.
- The Host accepts responsibility for all accounts (e.g. dinner, liquor, decorations, set up, incidentals, if any (and any other miscellaneous charges) for the guests or invitees that are not paid directly on departure.
- The deposit of \$500 will be retained till the conclusion of the event to cover any incidentals. Any balance (after deducting the incidental expenses) will be transferred to your nominated account within 2 working days.
- Credit card payments will incur a surcharge of 2%.

## Menu selection

- Please confirm your menu selection no later than 10 days prior to the event, or as otherwise advised. If the menu choices are not selected 10 days prior, we will make the selection as deemed fit.
- Wine List is subject to change, please contact The Brigham to obtain an updated wine list when making your menu selection.

## Food & Beverage

- No Food or Beverage of any kind is permitted to be brought into or removed from the premises by the Host, guests or invitees under any circumstances unless agreed prior in writing (celebration cakes are exempted)
- In case we have agreed to, and you are bringing your own food or beverage, The Brigham will not be liable for any food related incident and our Kitchen and staff will not handle that food. No reduction in Menu prices applies.

## Insurance and Damages

- We will take all necessary care but will not accept any liability for damage to or loss of any property or merchandise left in the premises prior to, during or after any event.
- It is recommended that the host/ organizers arrange their own personal liability insurance and security as required.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e. walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

## Decorations

- Table items/decorations are the responsibility of the Host to arrange and organize the placement of on the tables.
- It is the Host's responsibility to arrange collection of all material within 24 hours (or as agreed) after the event. Any items left at The Brigham will be disposed of after that time period –this includes table decorations, flowers and cakes.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue, except with prior consent of the Manager.
- No Confetti, glitter/glitter or confetti filled balloons or artificial petals are to be used.

## Music Options

- We provide a plug in for Music and it must comply with the permitted noise levels for the zoning (Rural). Management discretion is binding.
- No amplified music is permitted in the grounds after dark, However Music within the building/deck is allowed.
- DJ's/ Juke box or Two-piece bands can be booked. Sorry, bigger bands are not permitted. DJ's must plug into our sound system and not allowed to bring speakers.

## Alcohol & Drinks

- Our closing times are dictated by our licensing hours.
- We do allow pre-determined BYO Wine ONLY, (Corkage charges apply). Please note that the alcohol/ drinks must be in our control. No other BYO drinks allowed.
- No drinks can be carried in the Car park.
- The Duty manager reserves the right to decide on the level of intoxication of patrons and request them to leave the premises if deemed so.
- If the venue finds patrons acting in a manner which is a breach of Liquor license conditions, Management reserves the right to deny service.
- If the management deems fit that there is requirement of security arrangements, these charges will be passed on to you.

## Access Times

- Access to the venue is during the agreed times only. Extra charges will apply for any extended times, subject to availability (must be pre-arranged).

# Event Booking Form

EVENT DATE : \_\_\_\_\_ Deposit Paid (Nonrefundable) : \$ \_\_\_\_\_

Type of Event : \_\_\_\_\_

All Access times to the Venue: From : \_\_\_\_\_ Till \_\_\_\_\_

Event/Service Start Time: \_\_\_\_\_ Event Concludes at : \_\_\_\_\_

Minimum numbers of adults guaranteed for catering purposes: \_\_\_\_\_

Estimated Numbers Attending: Adults \_\_\_\_\_ Children aged between 2 & 9 years- Half price): \_\_\_\_\_

No. of vendors for Catering purposes(Photographer/ Videographer/ DJ/ Celebrant/ others): \_\_\_\_\_

Venue Hire Costs: \_\_\_\_/ Minimum Menu Price: \_\_\_\_ (per person) / Minimum Beverage spend: \_\_\_\_ (pp)

Mode of Payment: (2.5% Surcharge applies for Credit card payments) \_\_\_\_\_

Account Name : (Person or Company responsible for all accounts) \_\_\_\_\_

Full Name/s of Event Organizer or Contact person/s:

\_\_\_\_\_

Postal Address : \_\_\_\_\_

\_\_\_\_\_

Physical Address (if different) : \_\_\_\_\_

\_\_\_\_\_

Contact Number/s: Primary : \_\_\_\_\_ Alternate Contact number: \_\_\_\_\_

Email (Primary) : \_\_\_\_\_

Email (Alternate) : \_\_\_\_\_

We have carefully read & fully understood the Event booking terms and conditions as outlined by The Brigham. We agree to adhere to these

terms & conditions; as such, we wish to confirm our event to be held at The Brigham, 164 Brigham creek road, Hobsonville, Auckland, as per details given on this booking form.

Payments Can be made into our ASB Bank a/c – The Brigham 12-3489-0039202-00, quoting the Ref no. on the top corner of the booking form.

This form can be treated as a GST invoice once paid. GST no. 110-592-655 (GS Hospitality NZ Ltd T/A The Brigham)

Agreed & Signed \_\_\_\_\_ Dated : \_\_\_\_\_