



VENUES & EVENTS  
PALMERSTON NORTH

# WEDDINGS

INFORMATION BOOKLET



PALMERSTON NORTH  
Conference & Function Centre

Central Energy  
Trust **ARENA**





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# > WELCOME

## CONGRATULATIONS ON YOUR ENGAGEMENT!

Venues & Events Palmerston North boasts purpose-built event spaces to cater for small intimate weddings or large formal receptions with unique flexibility across two venues; Central Energy Trust Arena and the Palmerston North Conference & Function Centre. Planning your perfect wedding has never been easier.

Our wedding packages are designed to offer value for money without compromise, and exceptional service, food and ambience. Every package includes a dedicated Venues & Events Coordinator to help ensure your wedding goes off without a hitch and exceeds your expectations. Your Venues & Events Coordinator will put together floor plans, provide advice on scheduling and run sheets, direct you to theming and entertainment specialists, and introduce you to our AV, operations and catering teams.

Our onsite catering team, Absolute Caterers, have many years of combined industry experience both locally and internationally. The team knows the key to a fantastic wedding is not just the food but the service as well, so whether you've planned a small, intimate affair or a large scale, sumptuous event, the team at Absolute Caterers provide wedding catering to make your day perfect.

## WHY WE'RE THE PERFECT VENUE



**Event coordinators**



**Onsite technician**



**Multiple venues under one roof**



**CBD location**



**Operations staff**



**Onsite catering**



**Walking distance to accommodation**



**Free car parking**

# PACKAGES <



## SILVER PACKAGE

### Buffet Dinner

\$70 + GST per person\*

#### Choose:

- Two meat dishes OR one meat dish + one carvery meat
- Two vegetable dishes
- Two salads
- One starch
- One dessert

#### Plus:

- Sound system
- Lectern
- Microphone
- Dancefloor
- Chair covers
- Linen napkins
- Table cloths

## GOLD PACKAGE

### Buffet Dinner & Canapé on Arrival

\$85 + GST per person\*

#### Choose:

- Three canapé items
- Two meat dishes OR one meat dish + one carvery meat
- Two vegetable dishes
- Two salads
- One starch
- One dessert

#### Plus:

- Sound system
- Lectern
- Microphone
- Dancefloor
- Chair covers
- Linen napkins
- Table cloths

## PLATINUM PACKAGE

### Banquet Dinner & Canapé on Arrival

\$99 + GST per person\*

#### Choose:

- Three canapé items
- Two mains
- Two sides
- Two salads
- One dessert

#### Plus:

- Sound system
- Lectern
- Microphone
- Dancefloor
- Chair covers
- Linen napkins
- Table cloths

All menus are served with fresh dinner rolls, tea, coffee and iced water

\*minimum of 80 attendees for all wedding packages

## CANAPÉ MENU

- Marinated Cherry Tomato, Basil and Buffalo Cheese Crostini
- Prawn and Avocado Crepes
- Citrus Marinated Ceviche and coriander emulsion
- Assorted Arancini Balls with golden panko crumb (V)
- Mini Roasted Pumpkin Tartlets with creamed feta (V)
- Thai Prawn Cakes with chilli relish
- House Smoked Salt Salmon Tartar stuffed in sesame coated cornet with red onion creme fraiche
- Hoisin Roasted Duck Pancakes
- Beef Carpaccio en Croute with parmesan crisp
- Braised Pork Belly with glass crackling and vanilla infused apple sauce
- Merlot Braised Beef Cheek Tartlets with English mustard mayonnaise
- Prosciutto and Crispy Filo Wrapped Asparagus and porcini mushroom sauce

## BUFFET MENU

### CARVERY

- Apricot Glazed Champagne Ham with cranberry sauce and sweet mustard
- Beef Porterhouse with port red wine jus and horseradish sauce
- Moroccan Spiced Leg of Lamb with parsley, mint and lemon pesto
- Roasted Pork Loin with vanilla infused apple sauce, crackling and pan juice gravy
- Whole Roasted Chicken with seasonal vegetables

### MEAT DISHES

- Lemon & Thyme Roasted Chicken with sage and onion stuffing and pan juice gravy
- Moroccan Beef Tagine with tomatoes, onions, carrots, dried fruits and aromatic spices
- Braised Lamb Shank, bone removed, with seasonal vegetables
- Seafood Mornay with sumptuous seafood in a white wine sauce
- Stir Fried Beef, Asian vegetables and noodles

### VEGETABLE DISHES

- Vegetable Lasagne
- Roasted Pumpkin, spinach and feta penne pasta gratin
- Balsamic Roasted Beetroot with cumin, brown sugar and balsamic dressing
- Cauliflower Gratin
- Roasted Seasonal Vegetables

### STARCH

- Gourmet Roasted Potatoes with garlic and herb
- Honey and Sage Roasted Pumpkin with baby spinach
- Honey and Cumin Roasted Kumara, red onion and feta
- Potato and Caramelised Onion Bake with fresh Italian parsley

### SALADS

- Roasted Vegetable and Prawn Pasta Salad
- Caesar Salad
- Tabbouleh Salad
- Broccoli and Cranberry Salad
- Beetroot, Carrot and Feta Salad with orange segments

### DESSERT

- Seasonal Fruit Platter with chocolate dipping sauce
- Chocolate and Berry trifle
- Apple and Rhubarb Crumble
- Lemon Meringue Pie
- Brandy Snaps with chantilly cream

## BANQUET MENU

### MAIN DISHES

- **Herb Crusted Prime NZ Strip Loin**  
served with a roasted garlic gravy and horse radish cream
- **Succulent Locally Farmed Beef Porterhouse** (gf, df) with our port red wine jus and creamy horse radish sauce
- **Slow Cooked Beef and Tomato Ragout**  
served with fresh herbed parpadelle pasta
- **Moroccan Spiced Leg of Lamb** served with a parsley, mint & lemon pesto
- **Rosemary and Garlic Infused Leg of Lamb**  
served with a red currant, mint jelly & lamb jus
- **Seared Salmon** with salsa rosa
- **Pork Loin** served with vanilla infused apple sauce, crackling and pan juice gravy
- **Lemon and Thyme Roasted Chicken Breast**  
served with a sage & onion pan juice gravy
- **Authentic Thai Chicken Curry** served with steamed jasmine rice

### SIDE DISHES

- **Roast Pumpkin, Spinach and Feta Penne Pasta Gratin** (vegetarian)
- **Roast Seasonal Vegetables** Pumpkin, parsnips, carrots & kumara (vegetables subject to seasonal availability)
- **Green Beans** Sautéed with tomatoes, shallots & bacon (bacon optional)
- **Broccoli and Caramelised Onion** (gf) blanched broccoli dressed with caramelised onion
- **Steamed Gourmet Potatoes** (gf) steamed nadine potatoes finished in mint butter
- **Roasted Agria** (gf) (roasted duck fat available for extra 50c) locally sourced golden agria potatoes roasted with garlic and herb
- **Balsamic Roasted Beetroot** local purple beets roasted with cumin, brown sugar and balsamic
- **Sicilian Vegetables** courgette, eggplant, carrots, olives, onion, garlic roasted with bay leaves, thyme, rosemary and crispy capers, finished with a tomato ragout
- **Roast Potatoes** with fennel, garlic, spring onion
- **Buttered Seasonal Vegetables**
- **Braised Greens** (spinach, cavolo nero, Chinese leaf, sprouting broccoli)
- **Roast potatoes** with sage & orange
- **Cumin and Honey Roasted Carrots**
- **Garlic Bread**
- **Stir Fried Asian Vegetables and Noodles** in a black bean sauce

### SALADS

- **Honey and Cumin Roasted Kumara, Red Onion and Feta Salad**
- **Roasted Vegetable and Prawn Pasta Salad**  
spiral pasta with a homemade sun dried tomato pesto finished with fresh basil, diced tomato & black olives, roasted vegetables and prawns
- **Rocket, Roast Red Onion and Parmesan Salad**
- **Prawn Salad** (gf) prawns and shrimp, spring onion, red onion, tossed through a traditional thousand island dressing on a bed of shredded iceberg lettuce
- **Broccoli and Cranberry Salad** (gf) steamed broccoli and dried cranberries tossed with a creamy lemon mayo and parmesan
- **Beetroot Salad** (gf) beetroot, carrot and marinade feta tossed with orange segments
- **Caprice Salad** (cold) (v) add prosciutto for extra \$1.90 per head, cherry tomatoes, sicilian olives, basil, olive oil, balsamic reduction, tossed through penne pasta
- **Crisp Salad Bowl** (gf, df) a bowl of fresh mixed green leaf tossed with tomato, cucumber n carrot thins, roasted capsicum s/w balsamic
- **Orange and Kumara Salad** (gf, df) navel orange segments, cumin, kumara and fresh fennel dressed with house made aioli
- **Caesar Salad** freshly tossed cos & iceberg lettuce, crispy bacon, balsamic croutons, fresh parmesan & creamy caesar dressing (smoked chicken extra)
- **Pumpkin, Leafy Green & Feta Salad** (gf) roasted pumpkin, red onion, mixed green leaf, topped with feta
- **Candied Walnut and Bacon Green Salad** (gf, df) candied walnuts, infusion lettuce, bacon, roasted red capsicum, chipolini

### DESSERTS

(Desserts can be made as individual portions)

- **Pecan Pie**
- **Apple Pie**
- **Custard Tart**
- **Plum and Frangipani Tart**
- **Lemon Meringue Pie**
- **Homemade Cheesecakes**
- **Chocolate Brownie** (gf available at extra cost)  
Rich chocolate brownie dusted with icing sugar served with fresh cream
- **Fresh Fruit Platter** with chocolate dipping sauce
- **A Selection of Fruits** (subject to availability)
- **Chocolate and Vanilla Cream Profiteroles**

# VENUE



## OPTIONS



### **ELWOOD ROOM**

(CONFERENCE & FUNCTION CENTRE)

The attractively presented Elwood Room is ideal for larger weddings, comfortably seating 70 – 300 guests for a reception. The Elwood Room is located on the ground floor at the Conference & Function Centre with easy accessibility, plus the convenience of a loading dock at the rear of the venue. Portable staging and lighting options are available in the Elwood Room, plus a dancefloor, buffet or photobooth can be installed with ease.

The Elwood Room can be sectioned off to create a smaller cocktail and canapés area on arrival, before guests move into the reception area, or alternatively the Foyer or The Gallery would be suitable spaces for arrival drinks.

### **THE GALLERY**

(CONFERENCE & FUNCTION CENTRE)

The Gallery is flooded with natural daylight, with a beautiful setting and view down George Street. The light and airy Gallery provides the perfect setting for a wedding ceremony or smaller wedding reception. The Gallery is located on the first floor of the Conference & Function Centre and can be accessed by stairs or a lift. This venue has a permanent bar and is a popular choice for a cocktail function or a small intimate sit-down dinner.



**CONFERENCE ROOM**  
(CONFERENCE & FUNCTION CENTRE)

Like the Elwood Room, the Conference Room provides the perfect space for larger weddings. Located on the first floor, the Conference Room can easily be used in conjunction with The Gallery for pre-dinner drinks, allowing guests to flow down the hallway into the Conference Room for the reception.

The Conference Room has a permanent stage with unobstructed sightlines and can be sectioned off to a smaller wedding venue with the use of floor-to-ceiling soundproof folding doors. The Conference Room also provides plentiful space for a dancefloor, buffet or photobooth to be installed.



**J.A. RUSSELL SUPPLIES LOUNGE**  
(CENTRAL ENERGY TRUST ARENA)

The J.A. Russell Supplies Lounge is the premium viewpoint at Central Energy Trust Arena and boasts 360-degree views of Palmerston North on level 4 of the grandstand. This lounge can accommodate 300 people for a cocktail function or 160 seated banquet style.

The J.A. Russell Supplies Lounge is accessible via two lifts with extensive free onsite car parking. Flooded with natural light, the Lounge also features a smaller meeting room which can be easily converted into a buffet/catering area, children's space or a photobooth room. The dancefloor can be installed in this venue with ease, with portable bars providing flexible setup options.

For those rugby and speedway fans, you can enjoy having a few photos on the field or track, in the Grandstand and in the tunnels!

# FAQs



## **Can we do a meal tasting?**

Yes, we can arrange a meal tasting closer to your wedding date.

## **Can we choose our own caterers or cater ourselves?**

Unfortunately, no. You will be required to use our contracted catering company, Absolute Caterers, who provide outstanding food and service.

## **Will the menu be able to cater to different dietary requirements?**

Yes, we will work with you to ensure all of your guests' dietary requirements are catered for.

## **Do you allow BYO?**

Unfortunately, we cannot accommodate BYO, however we have an extensive wine and beverage list to suit every taste and budget.

## **How many people can be seated at a table?**

Both round and trestle tables can seat eight people, alternatively you can opt for an "open ended" option to seat six at a table.

## **Do you provide free onsite parking?**

Yes. At Central Energy Trust Arena we have a large carpark located onsite. At the Conference & Function Centre we have free car parking at the rear of the building, with a vehicle bay directly in front of the entrance for the bridal party.

## **When do I pack down?**

Our staff will complete pack down and collect any stray items for you to pick up the following week.

## **Who will be our point of contact on the day?**

Unless advised otherwise your contact will be one of our operations staff who will be there on the day to ensure everything runs smoothly.

## **Are we allowed a band/DJ?**

Yes, both are allowed at the venue. Please arrange a set up time prior to your wedding with the Venues & Events Coordinator.

## **What time does the bar/venue close?**

The bar will be closed by 11:30pm and all guests are required to have left the building by 12:00am.

## **What are the access times for decorating/deliveries?**

We try our best to accommodate access for decorating and deliveries. Depending on room availability and other event bookings, we aim to have your room fully set the day prior, leaving you ample time to add your finishing touches.

## **Can you store our cake overnight?**

Yes we can. Please enquire with the Venues & Events Coordinator to make arrangements.

## **Can we bring our own decorations?**

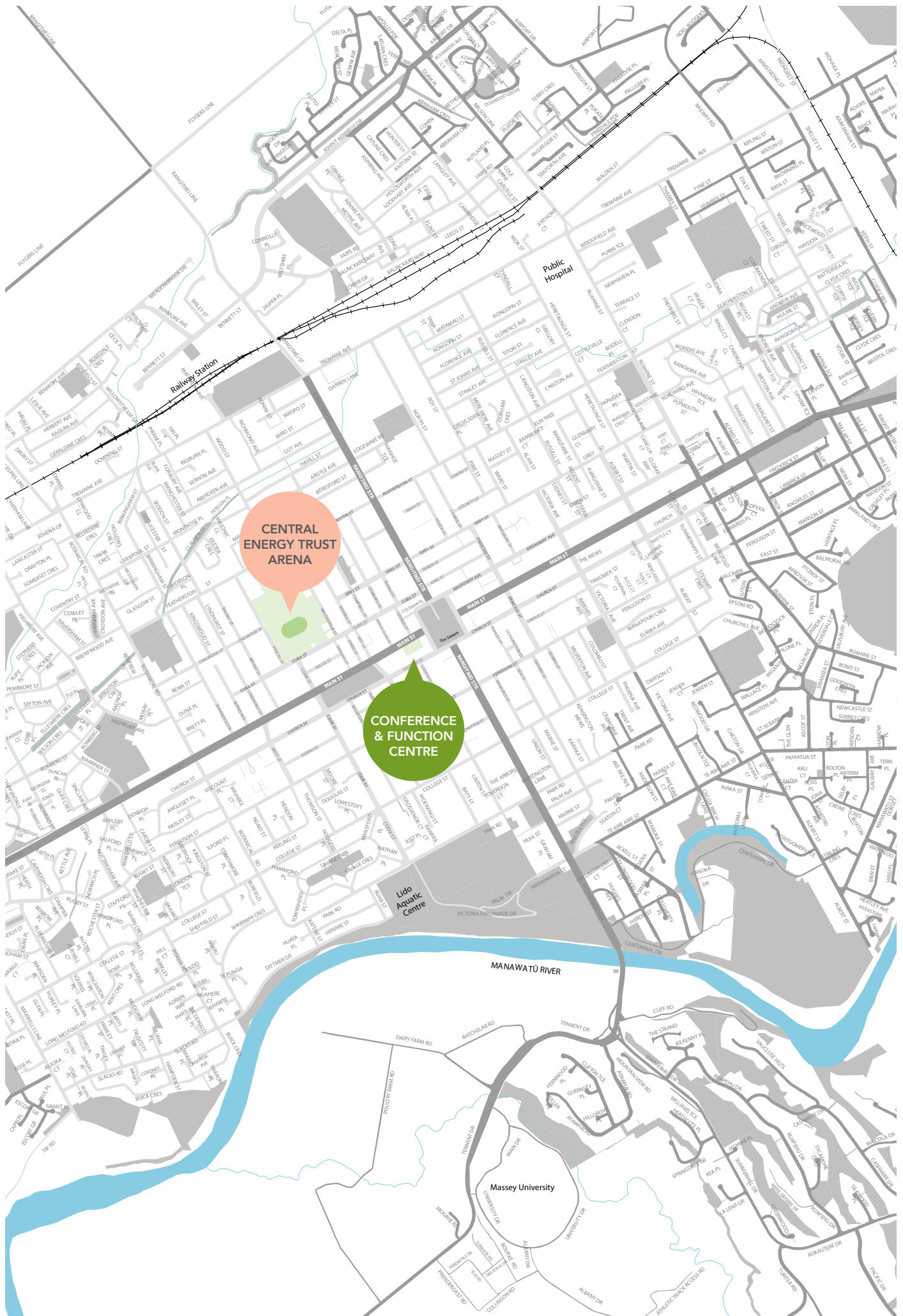
Yes, but they will need to be set up by yourself. Only blu tack is allowed on walls and windows.

## **Are both venues suitable for wheelchair access?**

Yes, our venues have lifts and we have disability parking options available at Central Energy Trust Arena and the Conference & Function Centre.

## **What is the cost for children?**

Children under five years old are free if they are sharing from their parent(s) plate. Children aged between five and ten years old are half the package per-person price.





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