



# Papatoetoe Cosmopolitan Club

# Function Pack

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WEDDINGS | BIRTHDAYS | CELEBRATIONS | FUNERALS  
| CORPORATE EVENTS | SOCIAL GET TOGETHERS |

# General Info

All functions require a special license. The council fees (\$65 for under 100 people and \$210 for over 100 people) must be paid at least three weeks prior to ensure we can obtain a special license for your function.

## **CATERING FOR YOUR FUNCTION:**

For health and safety reasons, all catering must be provided by the Club. Our Head Chef, Vinesh has a full range of menu options available for you to select from. If you have further enquiries about catering, please contact our Head Chef on 021 022 82128 or our Operations Manager on 021 169 4622. We can tailor-make the menu to suit your requirements.

## **BAR TABS:**

You can select drinks from our drink menu, and the amount you would like to spend. For example, "I want to pay \$40 just for Beer."

Once the amount is reached, your guests must purchase their own drinks.

## **BAR OPENING AND CLOSED TIMES:**

The bar can be open from 11am to 12.30am. You and your guests need to vacate the premises half an hour after the bar closes.



## **YOUR RESPONSIBILITIES:**

You are responsible for your guest's behaviour and any damage caused by them. Please inform guests prior to your function that they are not permitted to bring any alcohol onto the premises or take any out.

Your guests are not permitted into any other area of the Club unless they are a member or affiliated member.

Your function can be closed by the Duty Manager if any problems arise. if you are a member, you may face disciplinary action as a result.

## **CLEANING**

This is included in the hireage cost.

If you have any further queries,  
feel free to contact our operations manager, Jenny  
Robinson at [operations@papcossie.co.nz](mailto:operations@papcossie.co.nz).



# FAQS

**We have answered our frequently asked questions below**

**How many people can I have in the Lounge Bar?**

A maximum of 320 people can be seated in the Lounge Bar.

**Decorations and Room Set up:**

The room can be decorated. Please do not use staples or pins on the walls. The club is responsible for the table setting and tablecloths but you may set the rest of the room as you wish. Linen is included in the costs and decorations can be arranged for you at an extra cost. Depending on the requirements for decorations, we can decorate for you. Prices start from \$200.

**Entertainment:**

We have a sound system. A Bluetooth boombox is available for hire for \$200 You're welcome to bring your laptop to play music. You may have a DJ or band. HDMI port to connect to projector + TUS.

**How far in advance do I need to book?**

If you make a pencil booking, we will contact you for confirmation before making other bookings for that date. To confirm your booking, you must pay the license fee and bond. Provided there is no damage or extra cleaning, your bond will be refunded by the office within two days of receiving your account information. Please confirm the number of people being catered to 4 days prior to the event.

### **When does everything need to be paid?**

The total payment of the food must be paid 3 days before the event. The amount of money you wish to spend in the bar must be handed to the Duty Manager on the day of the event before the event starts. It can also be paid in advance via the internet.

### **Can I have children at my functions?**

Children are permitted in the Club for private functions.

### **Gifts containing Alcohol**

Presents containing alcohol inside will NOT be allowed into the venue. You may leave it with the Reception Staff and collect it at the end of the event. It would be best to advise guests not to bring alcohol as gifts.

### **Hats**

Hats are not permitted anywhere on the premises at any time. There are exceptions for guests with medical reasons or fancy dress parties.

If you have any further queries,  
feel free to contact our operations manager, Jenny  
Robinson at [operations@papcossie.co.nz](mailto:operations@papcossie.co.nz).



# Hireage costs

## Members:

Lounge bar	Restaurant	Lounge bar + Restaurant	Board room
\$500	\$300	\$700	\$100

## Non Members:

Lounge bar	Restaurant	Lounge bar + Restaurant	Board room
\$600	\$400	\$800	\$200

Costs include room hire, linen hire and cleaning costs

It is a condition of the special license issued from the council that Security is present for 21st Birthdays. Cost depends on the number of people attending your Function.

A bond of \$300 must be paid to secure the date of your function.

Upon receiving the bond, you will receive an invoice via email confirming your booking.

## Licence fee:

Under 100 people	\$65
Over 100 people	\$210
Security	\$180

**Lounge Bar & Restaurant:** Ideal for weddings & large functions

**Lounge bar:** Holds up to 320 people

**Restaurant:** Holds up to 100 people

# Function Menu

Finger Food Options - \$25 per person

Assorted club sandwich

Mini ham brie croissants

Assorted savouries/quiches/sausage rolls

Spinach feta rolls

Custard tart and orange friand

Butterscotch pecan brownie

# Function Menu

Menu available for 50 or less guests

## SALADS

**Balsamic glazed lamb salad - \$20**

Lettuce, red onion, tomatoes, pine nuts and cous cous tossed with vinaigrette

**Maple roasted kumara & chicken salad - \$20**

Kumara, red onion, lettuce and tomatoes

## MAINS

**Club Sandwich - \$25**

Chicken, bacon, egg, lettuce and tomato

**Spinach ricotta cannoli - \$25**

in creamy sauce

**Grilled sirloin steak - \$25**

Served with mash and vege

**Grilled salmon - \$25**

Served with mash and vege

**Grilled peri peri chicken - \$25**

Served with mash and vege

**Fish and chips - \$25**

Snapper served with chips and salad

**Angus beef burger - \$25**

Served with chips

**Spicy BBQ burger - \$25**

Served with fries

## DESSERT

**Warm apple pie served with ice cream - \$10**

**Chocolate mud cake served with ice cream - \$10**



# Menu 1

\$45 per person

Freshly baked dinner rolls with butter

## SALADS

Chicken and pasta salad

Garden salad with honey mustard dressing

## FROM THE CARVERY

Roast pork served with applesauce and demi glaze

## HOT SELECTION

Roast potato with garlic and herb

Seasonal vegetables

Butter chicken

Steamed rice

## DESSERT

Fruit salad

Carrot cake

Ice cream

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of the function.*

Vegetarian dish available upon request

# Menu 2

\$55 per person

Freshly baked dinner rolls with butter

## SALADS

Potato and egg salad

Garden salad with honey mustard dressing

Thai chicken noodle salad

## FROM THE CARVERY

Roast beef served with mustard rosemary crust as well as horseradish and demi glaze

## HOT SELECTION

Parmesan cheese roast potato

Seasonal medley vegetables

Sweet and sour chicken

Mini fish bites

Jasmine rice

## DESSERT

Fruit salad

Cheesecake

Ice Cream

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of the function.*

Vegetarian dish available upon request

# Menu 3

\$60 per person

Freshly baked dinner rolls with butter

## SALADS

Thai pumpkin green salad

Garden Salad

Seafood salad in cocktail sauce

## FROM THE CARVERY

Roast pork or ham served with applesauce, mustard and gravy

## Hot Selection

Trio of roast potato, pumpkin and kumara

Seasonal medley vegetables

Moroccan roast chicken breast

Mongolian lamb

Jasmine rice

## DESSERT

Fruit salad

cheesecake

Pavlova with fresh berries and kiwi fruit

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of the function.*

Vegetarian dish available upon request

# WINE

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## SPARKLING

200ML

BOTTLE

Lindauer Brut (Hawke's Bay)  
Jacobs Creek Moscato

10.50

21

22

## SAUVIGNON BLANC

150ML

BOTTLE

Kopiko Bay  
Baby Doll (Marlborough)  
Wither Hills Early Light Low Alcohol

7

7.50

8

26

31.5

34

## CHARDONNAY

Kopiko Bay  
Baby Doll

7

7

26

31.50

## PINOT GRIS

Kopiko Bay  
Baby Doll (Marlborough)  
Wither Hills Early Light Low Alcohol

7

7

7.9

26

25.5

33.6

## ROSÉ

Baby Doll (Marlborough)

7.50

31.50

## PINOT NOIR

Mud House Pinot Noir

8.50

40.50

## CABERNET SAUVIGNON

McGuigan Black Label (Australia)

7

26

## MERLOT

McGuigan Black Label (Australia)

7

26

## SHIRAZ

McGuigan Black Label (Australia)

7

26

# BEER

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## TAP BEER

Speights Mid Ale	7	14
Speights Gold	7	14
Speights Old Dark	7	14
DB Draught	7	14
DB Export Gold	7	14
DB Export 33	7	14
Lion Red	7	14
Macs Gold	7.50	14
Amstel Lite	7	14
Tui	7	14
Speights summit ultra	7	
Victoria Bitter	6	

## HANDLE JUG

## LIGHT BEERS

Speights summit zero	5.20
Heineken lite	6
Heineken zero	5

## SMALL LARGE

Heineken	7	9.1
Magners Irish Cider	7	14

## BOTTLED BEER

Heineken	8	Export 33	6.8
Heineken Light	5.4	Pure Blonde	6.7
Heineken Zero	4.9	Corona	7.7
Steinlager	7	Guinness	8
Export Citrus	6		
Kilkenny	7		
Speights summit ultra	7		

## CIDER

Isaacs Cider	6.50	Rekorderlig	11
Isaacs Low Cider	6.50	Magners Irish cider	8

## RTD'S

Jim Beam	9	Coruba	8.50
Woodstock	8	Long white	7.50
Smirnoff Ice	7.50	Jack Daniels	10
Gordons Pink Gin	8		
Canadian Club + Dry	10		
Gordons Gin + Tonic	7.50		

----- \$7 Jug of juice or soft drink

# Application Form

NAME: \_\_\_\_\_ MEMBERSHIP NUMBER: \_\_\_\_\_

HOME # \_\_\_\_\_ MOBILE # \_\_\_\_\_ WORK # \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

NUMBERS ATTENDING: \_\_\_\_\_

FUNCTION START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

AREA (CIRCLE ONE) LOUNGE BAR BOARD ROOM RESTAURANT  
RESTAURANT & LOUNGE BAR UPSTAIRS ROOM

## TERMS & CONDITIONS:

All Patrons must vacate the hired venue NO later than \_\_\_\_\_

1. The premises MUST be left clean and free of any damage when vacated
2. Cancellation less than 30 days' notice prior to the event will result in loss of deposit
3. The deposit must be paid at the time of confirmation (Bond is the amount of deposit)
4. Full payment must be made 1 week prior to the event
5. No Food or drink is to be brought into the Club Premises
6. Children must be supervised at all times
7. Management reserves the right to refuse entry to any person or persons who do not comply with the Club's in-house Rules or requirements of the sale of liquor act.
8. Any special conditions which may apply

I \_\_\_\_\_ hereby agree to the Terms & Conditions as set out above, and understand that failure to abide by these Terms & Conditions will result in NO REFUND of the bond. The Club reserves the right to determine the suitability of hiring the premises again.

Hirer's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Office Use - Date of License (If applicable): \_\_\_\_\_

# TERMS & CONDITIONS

Your booking at the Papatoetoe Cosmopolitan Club shall be deemed as full acceptance of the following conditions:

**Confirmation:** To confirm your booking, the bond must be paid (refunded 2 business days after the event)

**Final Payment:** Final payment & confirmed numbers are required 3 days prior to your event. If more guests attend the event, these will be charged accordingly as per the package rate. All our prices are inclusive of GST and subject to change without notice.

**Guests:** It is a requirement of the Liquor Licensing Law that all your guests are signed in.

**Mandatory requirements:** We may ask for a sign-in sheet to be available at the reception on the day of your event. If possible, please send a list of all the people attending the event.

**Cancellation of booking:** If you decide to cancel your booking, 3 to 6 months prior - 50% refund of the bond minus \$50 admin fee. A 50% Charge applies if a function is cancelled within 48 hours of the event.

**Health & Safety:** The organiser of the function is responsible for the conduct of all guests present and for any damage caused by guests or subcontractors. The cost of any damage or theft will be charged to the organiser. The organiser indemnifies the Papatoetoe Cosmopolitan Club against any claim which may arise from injury or damages from the use of any subcontractor the organiser employs in accordance with the Health & Safety Employment Act 1992, visitors must obey all reasonable instructions and signs whilst on-site to ensure that their actions do not create hazards to people or property.

**Exits:** All fire and emergency exits are to be kept clear at all times. On hearing an alarm, please leave the building by using the nearest exit, assemble at the area designated on the fire notice and wait for further instructions.

**Smoking:** This is not permitted in any indoor area, only in designated areas.

**Decorations:** All decorations are the responsibility of the hirer. The area is to be removed at the completion of your event. Only blue tac can be used to adhere decorations and signage to surfaces (No drawing pins, sticky tape or tacks may be used)



# Client References

"Thank you for organizing everything for my daughter's 21st Birthday celebration on 17/04/2021. Everything was done so professionally. This indeed was a memorable moment for us" - **Sashi Prasad**

"Everything exceeded my expectations and everyone enjoyed Saturday evening. I have to say that your staff was awesome and I was impressed with the constant communication from all. The chef was amazing with food, communication, and reassurance throughout the night. We were all very happy with the quality and volume of food" - **Tuaiti Taiaiti**

"Thank you and the Club for allowing us to have our function in one of the best function rooms we have ever hired. Everything was perfect on the day of our daughter's celebration. Vinesh is a STAR, he catered and hosted my guests with great food and warm welcoming hospitality. All my guests couldn't stop talking about how delicious the food was. We will definitely keep the Papatoetoe Cosmopolitan Club on our top list for hiring in the future." - **Jenny Palalagi - Taulagaono**

"Just wanted to say thank you for all your help in assisting with what turned out to be an awesome day for William & Daphne. We have had many compliments on the venue and the food was outstanding. Please pass our thanks and appreciation to the staff member at reception, Jenny and her staff, and Vinesh and his lovely team for the scrumptious food. Thank you Jenny for helping ensure the day ran smoothly and for supplying us with what we needed and for coming in on the day to make sure everything went well" - **Vanessa Wolfgramm**

"We had a great night and everybody was impressed with the venue and many comments were made on how lovely the meals were. We would like to thank you and your staff for making it so enjoyable and especially Vinesh for the lovely food" - **Heather and Family**

"Our group has enjoyed a Christmas Luncheon at your Club. I had many members tell me how superb the meal and setting was for our end-of-year celebration. The members enjoyed being separate from the rest of the venue and the outlook through the windows gave us a pleasing airiness to the venue. Vinesh planned the ideal meal that covered aspects of Christmas fare. Please give our thanks to Vinesh and his team of helpers"  
- **Dave Selby, President, Papatoetoe**



# Support our Club

- Feel free to tag us in your photos on our Instagram and Facebook page: @papatoetocossieclub
- We would appreciate your review on Google and Facebook.
- Check out our website ([www.papcossie.co.nz](http://www.papcossie.co.nz)) for more updates!

