Tuakau Cosmopolitan Club Incorporated

Functions & Events Information Booklet

Welcome to the Tuakau Cosmopolitan Club

Thank you for considering the Tuakau Cosmopolitan Club for your next function or event.

Whether you are planning a birthday celebration, anniversary, work function, club gathering, fundraiser or special occasion, we are here to help make your event enjoyable, relaxed and as stress-free as possible.

Our club offers a range of function spaces to suit different group sizes and styles of events. We can assist with room layouts, furniture and set-up requirements, catering options and bar arrangements, helping you create an event that works for you and your guests.

This booklet has been put together to give you all the information you need when planning your function with us. Inside, you will find information about:

- Our different function rooms and their capacities
- Room hire and set-up fees
- Available room layouts and set-up options
- Catering and menu options
- Important booking information and conditions
- Other useful information to help you plan your event

We understand that every function is different, so if you have something specific in mind that isn't covered in this booklet, please talk to us. We'll be happy to discuss your requirements and see how we can help.

We look forward to welcoming you and helping make your event a great one!

Tuakau Cosmopolitan Club
Your local club. Your place to celebrate.

Our Rooms

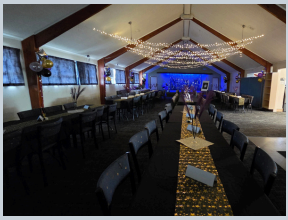
Lounge

Capacity

- xx people seated for dining
- xx people seated for dining with dancefloor
- xx people seated theatre style for meetings & presentations
- xx people standing for drinks & nibbles







A warm and welcoming space with a beautiful cathedral-style ceiling, fairy lights, cosy lounge furniture and a dedicated stage. The flexible layout can be adapted for casual gatherings, celebrations, dining, entertainment and presentations.

Hire & Set Up Fees

Function No set up (i.e. DIY set up)	**Function Staff Set up**	**Additional Extras**
Free for Members	$100	Catering Food Service Excessive Cleaning Fee Security Special Licence (if applicable)

Our Rooms

Restaurant

Capacity

- xx people seated for dining
- xx people seated theatre style for meetings & presentations
- xx people standing for drinks & nibbles





A bright and welcoming space with excellent natural light, predominantly dining-style seating and a small amount of lounge furniture. Slightly more private than our Lounge Area, the room offers a flexible layout that can be adapted to suit your function or event.

Hire & Set Up Fees

Function No set up (i.e. DIY set up)	**Function Staff Set up**	**Additional Extras**
Free for Members	$100	Catering Food Service Excessive Cleaning Fee Security Special Licence (if applicable)

Catering

Goodfellas Eatery

Goodfellas Eatery is proud to be the resident restaurant at the Tuakau Cosmopolitan Club, offering reliable, quality food solutions for functions and events of all sizes. Whether you are planning an intimate gathering or a large celebration, our team is equipped to deliver delicious food with professional service

Our Services

1. In-House Catering (At Tuakau Cosmopolitan Club) - Ideal for birthdays, weddings, corporate events, funerals, unveilings, anniversaries, club functions, and private celebrations hosted within the club premises.

- Customisable food menus to suit your event
- Professional kitchen preparation
- Timely service aligned with your event schedule
- Coordination with club facilities and staff

2. Off-Site Catering & Food Delivery - Perfect for home functions, workplaces, community halls, and private venues.

- Freshly prepared food packed for transport
- Hot and cold menu options
- Bulk catering solutions
- Clear reheating and serving instructions (if required)

Please note: Delivery availability is subject to distance and minimum order requirements.

3. Pick-Up Catering - A convenient choice for hosts who prefer to collect food themselves.

- Pre-arranged pick-up times
- Secure and practical food packaging
- Clearly labelled items for easy serving

Catering

Menu Options

Our menus are flexible and can be tailored to suit your guest numbers, dietary requirements and budget. Below you'll find a selection of sample menus to help you choose the option that's right for your event.

As a little extra, we're pleased to offer complimentary tea and coffee upon request.



Goodfellas EATERY

Catering

Menu Options

Light Function Menu - $15.00 pp

Suggested for: Meetings, afternoon teas or small gatherings.

Includes:

- Club Sandwich
- Mini Savoury Scone
- Mini Muffins
- Mini Sweet Slice





Standard Function Finger Food Menu - $20.00 pp

Suggested for: Meetings, afternoon teas, small gatherings or funeral receptions.

Includes:

- Club Sandwich
- Mini Savoury Scone
- Mini Muffins
- Mini Sweet Slice
- Mini Chicken Slider



Serving Style: Shared Platters

Catering

Menu Options

Premium Function Menu - $35.00 pp

Suggested for: Weddings, formal dinners or corporate events

Includes:

- Entree - Chicken tenders
- Mains - Lemon and Herb Chicken / Pasta / Marinated Fish / Burgers
  - Salad
  - Chips
  - Roasted Veggies / Garlic and herb potatoes / Steamed Veggies
- Slice and Ice cream



Serving Style: Plated/Alternate Drops

Catering

Menu Options

Light Buffet Style - $40 pp

Suggested for: Weddings, Informal Gatherings, Funeral Receptions & Unveilings

Includes:

- Baked Ham
- Roast Chicken
- Roast Veggies
- DIY style burgers – buns, salads and sauces provided.
- Hot Chips
- Sweet Slice



Serving Style: Buffet

Catering

Menu Options

Premium Buffet Style - $45 pp

Suggested for: Weddings, Informal Gatherings, Funeral receptions & Unveilings

Includes:

- Baked Ham
- Roast Chicken
- Roast Veggies
- DIY style burgers – buns, salads and sauces provided.
- Hot Chips
- Hot potato wedges
- Fish bites
- Chicken Tenders
- Sweet Slice
- Mini Red Velvet Cake



Serving Style: Buffet/self service

Catering

Menu Options

Bespoke Menus - POA

If none of our sample menus are quite what you're looking for, we'd be happy to work with you to create a bespoke menu tailored to your event.

We can design a menu based on your:

- Guest numbers
- Dietary requirements
- Style of event
- Budget

There are plenty of additional options available to mix and match, including:

- Pizzas
- Garlic bread
- Sausage rolls
- Meat sausages
- Roasted lamb
- Fish and chips
- Croissants
- Fruit platters
- Cheese platters

Dietary Requirements
We can cater for a range of dietary requirements, including:

- Vegetarian
- Vegan
- Gluten-free
- Dairy-free
- Halal options, on request

Please let us know about any dietary requirements when making your booking so we can ensure your guests are well catered for.

Catering

Booking your Catering

Getting Started is Easy:

1. Enquire – Let us know your event date, approximate guest numbers and preferred style of service.

2. Choose your menu – Select one of our menu options or talk to us about creating a bespoke menu.

3. Confirm your details – Finalise your booking and confirm guest numbers closer to your event.

4. Enjoy your event – Relax and let us take care of the food!

Contact Us

For all Catering Enquiries, please contact Goodfellas Eatery directly

16 Carr Street, Tuakau
Phone: 022 398 9956

Email: kitchen@tuakauclub.co.nz

Good food. Good company. Goodfellas Eatery.

Terms & Conditions of Hire

By booking a function at Tuakau Cosmopolitan Club, the hirer agrees to the following terms and conditions.

Booking & Payment

- A booking is not confirmed until all required details have been agreed with the Club.
- Any costs incurred by the Club due to damage, loss, excessive cleaning or other expenses arising from the function may be deducted from the bond. If costs exceed the bond, the hirer will be responsible for the remaining amount.
- Final catering numbers must be confirmed at least four working days before the function. Once confirmed, catering numbers cannot be reduced. Additional numbers may be accommodated by agreement.

Bond

A bond may be required for certain functions, including younger-person functions and functions with more than 100 guests. The Club will advise you at the time of booking if a bond is required and what amount the bond will be.

The bond must be paid in full 7 days before the function. It is held as security against damage, loss, excessive cleaning or any other costs arising from the function.

The bond will normally be refunded within 7 days after the function, provided:

- No damage or loss has occurred
- No additional or excessive cleaning is required
- No other costs are owing to the Club as a result of the function

If any costs are incurred, the relevant amount will be deducted from the bond and the remaining balance refunded. If the costs exceed the amount of the bond, the hirer is responsible for paying the difference.

Terms & Conditions of Hire continued

Alcohol & Catering

The Club operates under a Club Licence. Only eligible Club members, signed-in guests and members of affiliated clubs may purchase or consume alcohol on the premises. If the hirer is not a current financial member of the Club, then a Special Licence Application will be required. No alcohol or other beverages may be brought onto or removed from the Club premises. All Bar tabs are to be paid in advance.

The hirer is required to use the Club's contracted in house caterer for all catering requirements. No outside food may be brought onto or removed from the premises, except where specifically agreed with the Club. Birthday cakes may be permitted by prior arrangement and may incur a fee.

Catering arrangements must be confirmed with the Club prior to the function.

Decorations & Room Set-Up

Decorations are welcome but must not be attached to walls, ceilings or other surfaces using pins, staples, Sellotape or similar products. Blu Tack is recommended where appropriate. There are some hooks available for hanging balloons etc. All decorations must be removed immediately following the function, unless by prior arrangement. Additional cleaning charges may apply if this is not done. Furniture placement and room layout must be agreed with the Club/caterer. Furniture must be returned to its original position following the function.

Tablecloths and additional equipment may incur a fee.

Security

Security may be required for certain functions at the discretion of the Club Manager or Committee. Where security is required, Security will be arranged by the Club and the cost will be charged to the hirer. The number of security personnel and duration required will be determined by the Club based on the nature and size of the event.

Terms & Conditions of Hire continued

Guest Behaviour

The hirer is responsible for ensuring their guests behave appropriately and comply with Club rules and licensing requirements.
Club staff and Duty Managers have the right to refuse service, ask individuals to leave, contact Police where necessary, or close the function if there is unacceptable behaviour, a risk to staff or guests, damage to Club property, or a breach of the Club's liquor licence.
The Club reserves the right to end a function immediately where the safety of staff, guests, members, Club property or the Club's licence is at risk.

Special Licences

Functions that fall outside the conditions of the Club Licence may require a Special Licence. Special Licence application requests must be made to the Club 25 working days prior to the event (as per Waikato District Council requirements). Any Special Licence costs will be charged to the hirer and must be paid prior to the application being submitted to council.

Equipment & Third Parties

Basic equipment such as a lectern and microphone may be available by arrangement. The hirer is responsible for any damage to Club equipment. The Club accepts no responsibility for third-party suppliers engaged by the hirer, including entertainers, DJs, security providers or other contractors. The hirer is responsible for ensuring any third-party provider has appropriate insurance and licences where required.

Club Rights

The Tuakau Cosmopolitan Club reserves the right to decline or cancel a function where it considers this necessary to protect the Club, its members, staff, guests, property or liquor licence.
The Club's Duty Manager or authorised staff member has final authority over the operation of the function while it is taking place.

Ready to get started?

We'd love to help make your next function one to remember! Once you've had a look through the booklet and have an idea of what you're looking for, getting the ball rolling is easy.

Simply Complete the Enquiry Form

Fill in as much information as you can on the Function Enquiry Form included in this pack.
Don't worry if you haven't made all your decisions yet — the more information you can provide, the better we can help you with your options.

Send It To Us

Once completed, you can:
Email your enquiry to the Club or Drop your completed form in to one of our bar staff.
Your enquiry will be passed on to the appropriate person, who will get in touch with you to discuss your requirements, check availability and help you work through the details of your function.

Who Do I Contact?

For your function, room hire, set-up, bar or general enquiries:
Please contact the Tuakau Cosmopolitan Club. Our Event Coordinator will be happy to help.
For catering, menus or food-related enquiries:
Our catering is provided by Goodfellas Eatery, a separate business operating from the Club. Please contact Goodfellas directly for menu enquiries, catering options, dietary requirements or other food-related questions.

All our contact details are in the back of this booklet.

Ready to get started?

Are You a Club Member?

Our function facilities are available to members, and we encourage non-members planning a function with us to join the Tuakau Cosmopolitan Club.
For new members, the membership fee is currently just $10 (normally $40). Membership applications require two current Club members to nominate and second your application. If you're new to the Club and don't know two current members, or you're unsure about any part of the membership process, please get in touch with us — we're happy to help.

A **Membership Application Form is included** in this pack for your convenience.

Joining the Club is a great way to make the most of our facilities and continue enjoying the Club beyond your function.

From Enquiry to Booking

Enquire → Discuss → Plan → Confirm → Celebrate!
We'll work with you to finalise your room, catering and other requirements before confirming your booking.
Once everything is confirmed, we'll provide you with the information you need to make sure your event runs smoothly.

We're Here to Help

Not sure which room will work best? Need help choosing a menu? Have something a little different in mind?
Just ask! - We're happy to talk through your plans and help you create a function that works for you, your guests and your budget.

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