

Catering Expression of interest

Wanganui Function Centre

The Wanganui Jockey Club will be managing the Wanganui Function Centre (WFC) at the racecourse on Purnell St from April 2017. This is an exciting opportunity for all caterers, kitchens & hospitality professionals for the delivery of catering services for a wide range of events (i.e. – meetings, conferences, weddings, funerals, 21sts, functions, expos, and racedays).

There will be no resident caterer but our fantastic facilities will be open to hire and use for functions.

We are seeking Expressions of interest for catering so if you are interested in being involved then please complete the attached form and supply the necessary documentation.

We will supply all WFC clients with a list of preferred suppliers and an overview of their available menu options when they book with us to choose their caterer and contact you directly. You can work in with the client (hirer) as to whether you will need to hire any of our kitchen facilities, equipment, or resources for the event.

Alternatively, if you have an event planned that you would like to host here at the racecourse then please contact us as the 'hirer'.

- All applicants will need full compliance & certification with food safety and handling requirements to be added to the preferred suppliers list
- All caterers will need to sign a users agreement with the WFC
- The WFC will charge the hirer for rental of the kitchen or resources required
- Kitchens & service areas must be left in a clean and tidy condition after any rental (in a 'leave them as you found it' state)
- Caterers will be responsible for setting up their own food service areas (including linen)
- The WFC will run all bars for the events
- You will liaise with Function centre staff as to all operational matters

wjc.co.nz

If you have any questions then please contact Bret at the WJC for more information on:

bret@wjc.co.nz / 06 345 3968 / 027 423 6735



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Catering Preferred Suppliers list

Registration fee - \$100 payable

Please complete the details below and attach required documentation.

We will require the following:

- All approved food safety and handling certification
 - Company registration
 - Examples of your menu options and pricings (e.g. – platters, carvery, buffet etc) – *an electronic version would be preferable too please – jpeg, PDF...*
 - Health & Safety Management Plan
 - Signed Users Agreement
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Business name: _____

Contact person: _____

Contact details

Phone(s): _____

Email: _____

Address: _____

Do you have your own kitchen facilities? Yes / No

How many staff do you employ? _____

Is your business registered with the Companies Office? Yes / No

Is it likely that you would require hiring/utilising our kitchen or resources? Yes / No

Thank you - we will confirm your acceptance in due course.