

307 Larcombs Road, Rolleston 7675

info@gtcatering.co.nz

03 260 1234

www.larcombvineyard.co.nz

Conference & Events Information Pack

Larcomb Vineyard



Welcome to Larcomb Vineyard Events Centre

- where timeless charm meets exceptional hospitality -

Located just 15 minutes from Christchurch, Larcomb Vineyard offers a picturesque and versatile venue for all kinds of events - conferences, gala dinners, private celebrations, meetings, funerals, school formals and balls, and more.

Surrounded by manicured gardens, heritage buildings and our notable red barn, these spaces blend rustic elegance with modern charm and characteristics – the perfect backdrop for memorable events. Larcomb Vineyard is an adaptable venue with a variety of spaces and the ability to be customised to reflect your event.

Whether you're planning a sophisticated black-tie gala, a strategic business conference, or a relaxed networking evening, our dedicated sales and events team is here to bring your vision to life with professionalism, warmth, and attention to detail.



Our Venue

– the perfect setting for every occasion –

Larcomb Vineyard provides a range of indoor and outdoor spaces designed to suit events of all sizes, styles and budget.

There are three rooms available for hire, which can be booked individually or have exclusive use of the whole venue. Each space has its own unique features, but all comes with the same special service.

These refreshing spaces are filled with plenty of character and customisability. We can host up to 450 of your guests, making Larcomb Vineyard an excellent option for cocktail parties, gala dinners, conferences, life celebrations, and so much more.



	Dining	Cocktail	Theatre	Classroom
Big Barn	250	250	250	100
Small Barn	50	50	50	30
Stables	20	30		



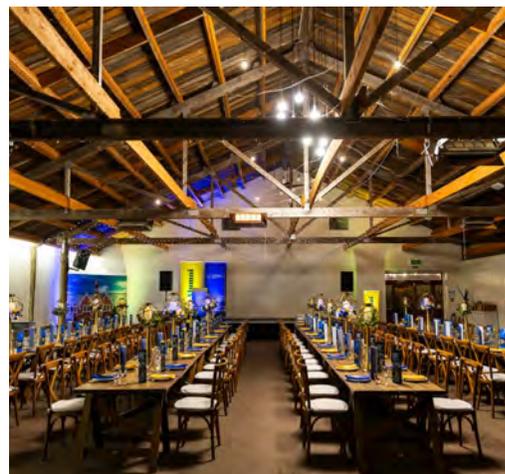
Our Venue

- Big Barn -

The Big Barn is a popular space for most occasions, providing a large space to customise your set up and layout. This room features a high ceiling with exposed wooden beams, ambient lighting, carpet floors, in-built PA system and microphone, projector, and heat pumps. There is ample room to include our dance floor alongside your guests, to ensure everyone can dance the night away. A large black curtain can be easily moved to make this space the perfect size for a wide range of guest numbers, without the feeling of needing to 'fill the space'. Large doors at the rear of the building allow for seamless set ups and the ability for large theming items.

Rest rooms and a rustic bar are also a part of this space, meaning that everything needed for your event is within the same room, or it can be used in conjunction with other spaces within the venue.

With a capacity of 250 guests, this space is as versatile as it gets, making it an ideal space for gala dinners, large conferences, awards nights, school formals, private celebrations, and parties of all kinds.



Our Venue

– Small Barn –

The Small Barn is the original restaurant and winery building of the vineyard which features exposed timber beams, warm wood textures, and soft ambient lighting, creating a welcoming and comfortable atmosphere. Large windows flood the room with natural light and offer views of the surrounding greenery, along with French doors that open onto manicured lawns. Thoughtfully arranged seating enhances the space's comfort and functionality, depending on the needs of your event.

The rustic style bar can be utilised for tea and coffee, or beverages later in the day, with customised food service to satisfy your guests. An open fire can be roaring on the colder days, or the heat pump ticking along keeping everyone comfortable. Bathrooms are adjacent to this room for ease.

With the capacity to seat up to 50 guests, this space is perfect for dinner events, corporate meetings, networking groups, and intimate celebrations.



Our Venue

– The Stables & Outdoors –

The Stables

A delightful historic building from the late 1800's, the Stables provides an immense amount of character and charm. This private space is filled with rustic furnishings, exposed brick and natural vines growing overhead. The undercover courtyard can accommodate up to 20 guests seated, or 30 guests cocktail-style. Widely utilised as an outdoor bar for arrival drinks and canapés, it's an ideal space for small gatherings with big impact including intimate events, small meetings, and elopements.



The Courtyard

This beautifully curated outdoor space is filled with rustic charm that feels both relaxed and refined. The Courtyard is both a social hub and a vibe-setter, offering guests a laid-back yet polished environment with outdoor festoon lighting, red brick paving, and vineyard views. This area interconnects all spaces which ideal for hosting arrival drinks, casual networking, breakout sessions, and summer receptions.

The Lawn & Garden

Nestled beyond the charming red-brick courtyard, the lush and well-maintained lawn and gardens effortlessly adapts to your event's mood and vision. This outdoor area is perfect for outdoor ceremony options, marquee space, networking, lunch breaks, and photos opportunities.



Conference Set Up

- seamless & practical -

Larcomb Vineyard provides a professional yet inspiring backdrop for conferences, team meetings, and corporate gatherings. The Small Barn is best utilised for intimate sessions and the Big Barn for larger groups, the venue can be configured to suit a wide range of conference and meeting set ups including theatre-style, classroom, and boardroom.

The tranquil vineyard setting offers guests a refreshing change from traditional conference venues, while still providing the essential amenities and flexibility required for a seamless event. The courtyard provides a great breakout space for fresh air and mix and mingling.

Onsite catering by G&T Catering ensures tailored menus to suit your conference schedule, whether it's working lunches, morning teas, or formal dinners, while the dedicated events team assists with planning and logistics to deliver a smooth experience from start to finish.

We can also assist by liaising with outside suppliers for specific requirements such as sound, technical needs, additional internet, and more.



Catering

- delicious & locally inspired to impress -

We exclusively partner with trusted local caterers, G&T Catering, who offer customised experiences by offering seasonal and flexible menu options that match the style of your event. From elegant plated dinners to relaxed grazing platters, they focus on excellent food, seamless service, and creating an effortless experience.

Plated Meals – Three-course menus using locally sourced produce

- *Perfect for formal gala dinners and awards nights*

Family Sharing Platter Style – Shared plates served to guest tables

- *Best for encouraging conversation while immersing in delicious food*

Bowl Food – Easy to eat, fork friendly dishes

- *Enjoy something substantial while mix and mingling with guests*

Buffet Style – Beautifully presented dishes allowing guests to serve themselves

- *Ideal for larger groups or casual-style events*

Canapés - Bite-sized snacks bursting with flavour

- *Suited for networking events, cocktail functions, and a little something on arrival*

Morning & Afternoon Tea – Baking, savouries, fruit, and hot beverages

- *Perfect for intermission breaks*

All catering pricing includes crockery, utensils, and serving equipment.

Dietary Requirements:

G&T Catering can accommodate a wide range of dietary needs, including vegetarian, vegan, gluten-free, and allergy-friendly options with advance notice (please note that while our kitchen team do their best to prevent cross-contamination, all allergens are present in the kitchen).



Beverages

- carefully crafted -

We believe that the right beverage offering elevates any occasion. Our carefully crafted beverage selection has been chosen to complement the relaxed elegance of our venue and the diverse tastes of your guests, and aiming to source from local suppliers where possible. We are a fully licenced venue; however, we do allow BYO wine (\$18 per bottle corkage applies).

Our flexible bar service allows you to choose from a range of service styles, tailored to your event needs and budget. Our experienced staff deliver seamless, friendly service throughout.

Larcomb Vineyard has exclusivity to the bar operation due to holding the Liquor Licence for the venue. Glassware and staffing are inclusive of your beverage and venue hire pricing and a Duty Manager will oversee the beverage operations, applying standard host responsibility rules.

Beverage options can include the following:

- Cash bar for all guests
- Bar tab with all options available
- Bar tab with BYO wine only
- Beverage package for all guests

Larcomb Vineyard is licenced until midnight. Due to liquor licencing laws, guests must depart the premises within 30 minutes of the bar closing. Beverage selection and pricing are subject to change and are reviewed during the Winter each year.

Full beverage menu is available upon request.



Venue Management & Coordination

- seamless execution -

From the moment you confirm your booking, our professional and attentive team provide complimentary assistance with executing logistics of your event, providing recommendations on great local vendors, timeline, and ensuring guest satisfaction from arrival through to the completion of your event.

We provide coordination for all events, no matter how big or small to ensure that all events run smoothly. This includes but not limited to liaising with your vendors on arrival, the order of events is adhered to, and working closely with your event organiser.

The venue spaces you have hired will be set in conjunction with pre-agreed floor plans prior to your arrival, along with any other specific needs.

Depending on the catering requirements for your event, G&T Catering can either provide their standard menus to select from or create a customised menu that is bound to wow your guests.



Venue Hire

- transparent pricing, tailored to your needs -

At Larcomb Vineyard, we believe in transparent pricing and exceptional value. Below is an overview of our standard venue hire rates. Final pricing will be confirmed following your initial consultation and site visit. Setup times are flexible and will be arranged individually for each event.

SUMMER: 1 SEPTEMBER 2025 - 30 APRIL 2026

	FULL VENUE: EXCLUSIVE	BIG BARN	SMALL BARN	STABLES
Half Day: 9am - 1pm 1pm - 5pm	\$1400	\$1200	\$800	\$500
Day Event: 9am - 5pm	\$2400	\$1800	\$1000	\$700
Evening Event: 6pm - 12am	\$2400	\$1800	\$1000	\$700
Entire Day: 8am - 12am	\$4500	\$3000	\$1800	\$1200

NOTE: Exclusive use includes the entire venue and spaces for the agreed time with no other events onsite. If you are booking one space, there may be other events in the other spaces at the same time. We do our best to ensure that each event is as separate as possible to allow all guests to fully enjoy their respective events.

Venue Hire

- transparent pricing, tailored to your needs -

WINTER: 1 MAY 2026 - 31 AUGUST 2026

	FULL VENUE: EXCLUSIVE	BIG BARN	SMALL BARN	STABLES
Half Day: 9am - 1pm 1pm - 5pm	\$1200	\$1000	\$700	\$500
Day Event: 9am - 5pm	\$2000	\$1700	\$900	\$800
Evening Event: 6pm - 12am	\$2000	\$1700	\$900	\$800
Entire Day: 8am - 12am	\$3800	\$3000	\$1600	\$1200

NOTE: Exclusive use includes the entire venue and spaces for the agreed time with no other events onsite. If you are booking one space, there may be other events in the other spaces at the same time. We do our best to ensure that each event is as separate as possible to allow all guests to fully enjoy their respective events.



Venue Hire Inclusions

- providing exceptional value -

When you hire any space at Larcomb Vineyard, you're not just booking a stunning space - you're securing a complete, thoughtfully curated experience. Our venue hire includes a range of essential features designed to ensure your event runs smoothly and in style, with both comfort and ease in mind.

- Venue access from the agreed time prior to your event
- Hired space set up in accordance to agreed floor plans
- All associated staff costs for your agreed requirements
- Wooden rectangle trestle tables (6-8 guests) and wooden cross-back chairs. Round tables (8-10 people) with table cloths are available upon request at an additional cost
- White linen table napkins as required for formal sit down events
- Use of onsite wine barrels as bar leaners and bar stools for informal settings
- Full sound system with wireless microphone is included with the Big Barn; Portable PA system set up in other spaces and for outdoor entertainment
- Projector & HDMI cords
- Dance floor in the Big Barn only
- Complimentary Wi-Fi for a select number of devices, or we can on-charge the hire of Starlink if all guests require Wi-Fi access
- Onsite free car parking with overflow if required
- Full venue cleaning
- Assistance with planning logistics from the day you visit us
- Venue management and event coordination



Booking Process

- simple steps to secure your event -

Booking, planning and executing your event with us is simple. Below is an outline of our standard process:

1. Enquire & Connect

Get in touch with our sales team to discuss your event needs, answer questions and check availability.

Email: info@gtcatering.co.nz

Phone: (03) 260 1234

2. Venue Viewing & Proposal

We invite you to visit the venue at an agreed time, walk through the spaces, chat about your event and how it might logistically work, allowing you to decide whether it's the right venue for your event. We will provide a quote based on your event style and guests numbers, and tailored to your preferences. Send us through any potential dates of your event and we can hold a pencil booking for two weeks while you make your decision.

3. Confirmation & Deposit

Once you confirm your booking, an electronic copy of our Terms and Conditions document will be sent for your confirmation and signature. A non-refundable \$1000 deposit invoice will be emailed which is payable within seven days to secure your booking.

Payments can be made via electronic banking, cash or with Visa/MasterCard online (merchant fees apply). Payment details will be provided on your invoice.

4. Planning & Final Details

We'll work with you or your event planner to finalise catering, floor plans, timelines, and any custom details, as well as answer any questions throughout the planning process.

5. Event Day

Your venue space will be set in accordance to the floor plans and prior agreements, and our team will be on-site to ensure everything runs smoothly — from set-up to pack-down.

Frequently Asked Questions

- quick answers to common queries -

What happens if it rains?

- We keep an eye on the weather in the lead up to your event and work with you to adapt your event plans and layout in the event of inclement weather.

Can we bring our own caterer or alcohol?

- We work exclusively with G&T Catering for all of your catering needs and Larcomb Vineyard has exclusivity to the bar operation due to holding the Liquor Licence for the venue. We provide all of your beverage requirements but BYO wine is permitted with corkage, provided by the event host only.

Is there parking on-site?

- Yes, we have plenty of free parking available (and overflow if required). There's plenty of room for buses to drop off and pick up guests too.

What are the noise restrictions?

- All events must conclude at midnight, with all guests departed within 30 minutes.

Are children or pets allowed?

- Children are welcome with adult supervision. Please be aware that Larcomb Vineyard is a small working farm with machinery, a small creek and other potential hazards. Pets may be permitted with prior approval and have a dedicated supervisor. Please chat to us further about this.

Is the venue wheelchair accessible?

- Yes. The main event areas are fully accessible, and accessible parking and restrooms are available.



Testimonials

- kind words from previous clients -

So much gratitude to Gabi and Tom, Anna and all the amazing staff for making my husband's 80th birthday celebration so special and memorable. Everyone commented on the wonderful food and the friendly, obliging staff. Wonderful venue, wonderful atmosphere, wonderful day!

- Anita Wrightman

Great venue. Staff had a fantastic evening in a beautifully set up venue for Christmas. Thanks so much.

- MCL Contracting

We have been having our staff and contractors Xmas breakfast here for several years. They are always well organised with good food and facilities.

- Neil Fraser, GJ Gardner

Thank you (and the team) SO much for the great event - amazing feedback and so easy too - thanks again!

- Josh Dickson, Connectics

The first birthday party was perfect, the ladies working were fantastic and sooooo helpful. We had so many comments on the food, especially the sausage rolls! The value for money hit home when we could just walk out at the end of the party and go home to a clean house, plus not having to wait for any last stragglers to leave haha. Thank you to you and the team for making it all happen.

- Amelia & Liam Gibson



307 Larcombs Road, Rolleston 7675
info@gtcatering.co.nz
03 260 1234
www.larcombvineyard.co.nz

