

Megan Yardley

From: Adam Ellmers
Sent: Friday, May 5, 2023 9:25 AM
To: Blair Graham
Subject: Intro and Catch-up

CAUTION: External Email.

Hi Blair

Hope you are well. Firstly just to introduce myself, my name is Adam Ellmers and I'm the GM Finance and Commercial at Bay Venues, part of my role also includes managing our Catering and Audio Visual teams.

It would be great to catch-up for a coffee at some stage and see if there are any opportunities for us to work together.

I'll also bring along Steve McClay our Catering Manager (who I think you already know) and Phil Town our AV Manager (who has recently replaced Cian O'Cinnseala).

How's your diary looking over the next couple of weeks? We can come over to your end of town.

Thanks
Adam

Adam Ellmers
GM Finance and Commercial
BAY VENUES LIMITED
81 Truman Lane, Mt Maunganui 3175
PO Box 10250, Bayfair, 3152
Ph: 022 408 0589
Email: adam.ellmers@bayvenues.co.nz

Megan Yardley

From: Stephen McClay <Stephen.McClay@bayvenues.co.nz>
Sent: Thursday, July 20, 2023 5:02 PM
To: Blair Graham
Subject: Historic Village catering opportunities

CAUTION: External Email.

Hi Blair

I hope this email finds you well. You and I met with Cian a little earlier in the year. I am reaching out to see if we could meet to discuss catering at the Historic village. As I said when we met, I believe our catering services could be a great fit. We are currently doing some small dinner with you and would like to do more.

We specialize in providing top-quality catering services for a wide range of events, including corporate functions, weddings, parties, and more. Our team of experienced chefs and dedicated staff are committed to delivering exceptional culinary experiences that not only satisfy the taste buds but also leave a lasting impression on guests.

In addition to event catering, we also have extensive experience in managing and operating cafes. Our expertise in this area allows us to create seamless and enjoyable food experiences.

Our aim is restaurant quality food, with a quality restaurant experience and to surprise and delight our customers by exceeding their expectations.

I would love the opportunity for Adam Ellmers, our GM of finance and commercial, and I to meet with you personally to look at any opportunities there maybe to work together.

I am on leave through to Tuesday the 25th but free to meet after that.

Please let me know a convenient time and date, and we will be more than happy to accommodate your schedule.

Kind regards

Steve McClay

BayCatering

Catering Manager

BAY VENUES LTD

81 Truman Lane, Mt Maunganui, 3175

PO Box 10237, Bayfair, 3152

Phone: (07) 5778560 x 6019

MOB: 0272884013

Email: Stephen.McClay@bayvenues.co.nz

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Megan Yardley

From: Cian O'Cinnseala
Sent: Wednesday, August 9, 2023 8:44 AM
To: Blair Graham
Subject: RE: Meeting next friday

Thanks Blair, all confirmed

Cheers

Cian O Cinnseala | Historic Village Senior Event Coordinator
Tauranga City Council | 07 571 3700 | 0212 419 786 cian.ocinnseala@tauranga.govt.nz | www.tauranga.govt.nz

From: Blair Graham <xxxxx.xxxxxx@xxxxxxxx.xxxx.xx>
Sent: Tuesday, 8 August 2023 4:20 pm
To: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Subject: RE: Meeting next friday

Confirmed, thanks Cian.

Nga mihi



Blair Graham | Historic Village Manager – Venues and Events
Tauranga City Council | 07 577 7000 ext 7671 | 027 403 9261 | blair.graham@tauranga.govt.nz | www.tauranga.govt.nz | www.historicvillage.co.nz



From: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Sent: Tuesday, 8 August 2023 4:18 pm
To: Blair Graham <Blair.Grahax@xxxxxxxx.xxxx.xx>
Subject: FW: Meeting next friday

Blair,

Stephen and Adam are all good for meeting next Friday 18th at 10.30

Just waiting on your confirmation to lock it in

Cheers

Cian O Cinnseala | Historic Village Senior Event Coordinator
Tauranga City Council | 07 571 3700 | 0212 419 786 cian.ocinnseala@tauranga.govt.nz | www.tauranga.govt.nz

From: Stephen McClay <Stephen.McClay@bayvenues.co.nz>
Sent: Tuesday, 8 August 2023 3:51 pm
To: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Subject: Meeting next friday

CAUTION: External Email.

Hay Cian

Next Friday at 10.30 works for Adam and I

Regards

Steve McClay

BayCatering

Catering Manager

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Megan Yardley

From: Blair Graham
Sent: Monday, October 16, 2023 11:53 AM
To: Adam Ellmers
Subject: RE: funding

Yes it is a ways off yet Adam. Yes keep checking in, and I will update with news as it comes to hand. Thanks for your support, we appreciate it.

Nga mihi



Blair Graham | Historic Village Manager – Venues and Events

Tauranga City Council | 07 577 7000 ext 7671 | 027 403 9261 | blair.graham@tauranga.govt.nz | www.tauranga.govt.nz | www.historicvillage.co.nz



From: Adam Ellmers <Adam.Ellmers@bayvenues.co.nz>
Sent: Monday, 16 October 2023 11:17 am
To: Blair Graham <Blair.Grahax@xxxxxxxx.xxxx.xx>
Subject: RE: funding

CAUTION:External Email.

Well done, that's great news.

I assume conversations on catering contracts are some way off but I'll just keep checking in to see how things are progressing.

Let us know if you need any assistance in the meantime, happy to help however we can.

Cheers
Adam

From: Blair Graham <Blair.Gxxxxx@xxxxxxxx.xxxx.xx >
Sent: Monday, October 16, 2023 10:57 AM
To: Adam Ellmers <Adam.Ellmers@bayvenues.co.nz>
Subject: RE: funding

Hi Adam,
Yep well thankyou albeit flat out.
We got the approvals and funding we need to continue on with the project to completion which is a great result.

Nga mihi

Blair Graham | Historic Village Manager – Venues and Events



Tauranga City Council | 07 577 7000 ext 7671 | 027 403 9261 | blair.graham@tauranga.govt.nz | www.tauranga.govt.nz | www.historicvillage.co.nz



From: Adam Ellmers <Adam.Ellmers@bayvenues.co.nz>
Sent: Monday, 16 October 2023 10:40 am
To: Blair Graham <Blair.Grahax@xxxxxxxx.xxxx.xx>
Subject: funding

CAUTION:External Email.

Hi Blair

Hope your well. How did you get on with your additional funding request to complete works?

Just keen to stay in the loop incase there's anyway we can assist with the kitchen fitout etc.

Cheers
Adam

Adam Ellmers
GM Finance and Commercial
BAY VENUES LIMITED
81 Truman Lane, Mt Maunganui 3175
PO Box 10250, Bayfair, 3152
Ph: [022 408 0589](tel:0224080589)
Email: adam.ellmers@bayvenues.co.nz

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Megan Yardley

Subject: FW: [REDACTED] event - Dec 13

From: Cian O'Cinnseala
Sent: Thursday, December 5, 2024 6:12 PM
To: Cindie Commien <Cindie.Commien@bayvenues.co.nz>; Stephen McClay <Stephen.McClay@bayvenues.co.nz>; Anthony Lawler <Anthony.Lawler@bayvenues.co.nz>
Subject: RE: [REDACTED] event - Dec 13

Hi Cindie

Thanks very much for all of this

Only change to the menu – Chicken breast with apricot sauce, noted thank you

Noted for the buffet station and you'll bring everything for that.

I will supply all of the plates, cutlery, crockery and glassware

I'll meet the team at 2pm on Friday and noted Ants onsite at 5.30pm

Final catering numbers are now 54 pax

Cindie, I am away from work tomorrow but will touch base early next week with any updates and to confirm details

Thank you so much to everyone for this short turnaround, really appreciated

Cian

Cian O Cinnseala | Historic Village Senior Event Coordinator
Tauranga City Council | 07 571 3700 | 0212 419 786 cian.ocinnseala@tauranga.govt.nz | www.tauranga.govt.nz



From: Cindie Commien <Cindie.Commien@bayvenues.co.nz>
Sent: Thursday, December 5, 2024 3:33 PM
To: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>; Stephen McClay <Stephen.McClay@bayvenues.co.nz>; Anthony Lawler <Anthony.Lawler@bayvenues.co.nz>
Subject: RE: [REDACTED] event - Dec 13

CAUTION: External Email.

Hi Cian,

Thank you for your time on the phone earlier.

The only change on the menu will be the chicken. We will serve roast chicken breast with apricot sauce.

I confirm, we will serve it as traditional buffet and we will bring everything that need to go on the buffet station. For the tables, we will use what is at the venue (plates, cutlery, glassware...).

My team will be onsite around 2pm to set the tables up and Ants will arrive around 5.30pm. I have 3 FOH staff and Ants in the kitchen.

Let me know if I've missed anything or if you need anything else from us.

Enjoy the rest of your afternoon.

Nāku, nā
Cindie Commien
Assistant Catering Manager



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From: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Sent: Thursday, 5 December 2024 12:29 pm
To: Stephen McClay <xxxxxxx.xxxxxx@xxxxxxxxxx.nz>; Cindie Commien <Cindie.Commien@bayvenues.co.nz>;
Anthony Lawler <Anthony.Lawler@bayvenues.co.nz>
Subject: RE: [REDACTED] event - Dec 13

Thanks Steve

This is really appreciated.

Cindie,

Confirmed event floor plan attached

Event schedule also attached

Thanks



From: Stephen McClay <Stephen.McClay@bayvenues.co.nz>
Sent: Thursday, December 5, 2024 11:50 AM
To: Cindie Commien <Cindie.Commien@bayvenues.co.nz>; Anthony Lawler <xxxxxxx.xxxxxx@xxxxxxxxxx.nz>; Cian O'Cinnseala <cian.o'xxxxxxxx@xxxxxxxx.xx>
Subject: RE: [REDACTED] event - Dec 13

CAUTION: External Email.

No beverage just food

Steve McClay

BayCatering

Catering Manager

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Phone: (07) 5778560 x 6019

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Visit us at: www.trustpowerbaypark.co.nz



From: Cindie Commien <Cindie.Commien@bayvenues.co.nz>
Sent: Thursday, 5 December 2024 11:47 am
To: Stephen McClay <xxxxxxx.xxxxxx@xxxxxxxxxx.nz>
Subject: RE: [REDACTED] event - Dec 13

Are we doing full FOH service? Are we doing the setup?

Nāku, nā
Cindie Commien
Assistant Catering Manager

Mercury 
BAYPARK

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81 Truman Lane, Mt Maunganui, 3175
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Visit us at: www.bayvenues.co.nz



From: Stephen McClay <Stephen.McClay@bayvenues.co.nz>
Sent: Thursday, 5 December 2024 11:39 am
To: Cindie Commien <Cindie.Commien@bayvenues.co.nz>; Anthony Lawler <xxxxxxx.xxxxxx@xxxxxxxxxx.xx.nz>; Simon Phillips <simon.phillips@bayvenues.co.nz>
Cc: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Subject: FW: [REDACTED] event - Dec 13

Hi team

This is now confirmed, Ants can you please confirm that you can do the menu. Any small changes we would to communicate to the client. Cindie please script

Thanks for being agile team

Steve McClay

BayCatering

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From: Cian O'Cinnseala <cian.o'cinnseala@tauranga.govt.nz>
Sent: Thursday, 5 December 2024 9:24 am
To: Stephen McClay <xxxxxxx.xxxxxx@xxxxxxxxxx.xx.nz>
Subject: [REDACTED] event - Dec 13

External Email Alert: This email originated from outside your organisation. Please take extra care when clicking on links or opening any attachments.

Hi Stephen

As discussed

██████████ event to be held at the Village Hall on Friday Dec 13

60 pax

Christmas buffet menu selection attached @ \$75.00 (incl gst) per head

Guests arrive at 6pm

Dinner served 7.15pm

dessert 8.15

Event ends at 11..30

Room set up the day prior

Hopefully hear back from you soon

Thanks Stephen

Cian O Cinnseala | Historic Village Senior Event Coordinator

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