

The Parlour terms and conditions

PARLOUR RESERVATIONS

Thank you for your enquiry about holding a function in the Parlour. We look forward to catering for your special event. Please find within this document the information to assist you with your choices and planning.

CAPACITY

SEATED - The Parlour sits up to 20 people. (We have sat up to 22 people but this is a tight squeeze).

STANDING – The Parlour can hold up to 30 people for a standing event, such as a canapé or cocktail function

MENUS

BANQUET - We have three banquet menu options available for you to choose from depending on your occasion, all our menus have been designed with a selection of several courses that showcase the best of our dishes. Please note that the banquet menu, has been designed to be enjoyed by the whole table. Prices provided are per head.

- \$45 Banquet menu – our Street Food menu
- \$55 Banquet menu - our Home Cooked menu (no substitutions, therefore not suitable for vegetarians)
- \$65 Chef's menu – our Modern Vietnamese menu also available with matching wines at \$110

We will be happy to cater for vegetarians and special dietary requirements. Notification of any such requirements is appreciated in 24 hours in advance.

CANAPE -

- \$35 per head Canapé menu (standing functions only)

We will be happy to cater for vegetarians and special dietary requirements. Notification of any such requirements is appreciated in advance.

** Due to seasonal availability the menus may change accordingly.*

BEVERAGE

Available on our website is Café Hanoi's wine list.

If you wish to guarantee the availability of specific wines it is requested that you order these wines at least one week prior to your event. Many of our wines are on limited allocations, while others are sourced directly from locations throughout the country, so some time is needed to ascertain availability and delivery.

If you require any advice on choice with wine - variety, region or budget etc, we will be happy to be of assistance.

We also have a range of beers, spirits, liqueurs, ports, digestifs and low and non-alcoholic beverage options.

SPEECHES / PRESENTATIONS

If there are going to be any speeches or presentations, it is important to let us know so we can coordinate the event with you. We would prefer not to interrupt speakers with food service if at all possible.

COST

Food and beverage will be charged on consumption on the date of your event. There is a \$500.00 minimum spend and a 15% surcharge is added to the final bill to cover room hire and staff costs.

DEPOSIT

No deposit is required, however we do ask for credit card details in case of a late cancellation fee.

ROOM HIRE TIME FRAMES

Our licence runs until 1 am so for evening bookings you are welcome to stay until ½ an hour after last drinks are called.

Lunch reservations in the Parlour are welcome to stay until 5 pm the same evening.

Only canapé bookings are subject to a limited dining period if they are a pre event function and we require an out by time of 7:30 pm unless otherwise agreed.

CONFIRMATION

Once you have made a booking, your booking will be held for 3 days until confirmation is received. If we do not have a confirmation from you within those 3 days, we cannot hold the venue available for you.

Final numbers are required to be confirmed 24 hours prior to the time of your reservation.

CANCELLATION

If a cancellation occurs within 24 hours of a reservation, there is a cancellation fee of \$250 charged to your credit card.

MUSIC

You are welcome to bring an iPod to play your own music choices over the course of your evening.

PARKING

We suggest you use the Britomart valet services if you arrive before 8pm in the evening. The entry is conveniently situated on Gore St just a 200 m walk through Britomart Square to our front door.

PAYMENT

Payment is required on the day/evening of the event; by cash, eftpos or credit card. No cheques are permitted without prior consent.

We take a maximum of 4 payments for the table as we only have one till for payments within the restaurant. If you wish to have guests making multiple payments we suggest you advise your guests to bring cash.

To proceed with your reservation please return a signed copy of the reservation form via post or email.

Café Hanoi looks forward to taking care of your function. If you have any further questions please do not hesitate to contact us further.

All bookings are subject to availability. R18 for the service of alcohol. Host Responsibility limits apply.

Regards

Orlyn Agustin – Café Hanoi's functions manager
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