

## **The Parlour terms and conditions**

### **PARLOUR RESERVATIONS**

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

### **CAPACITY**

**SEATED** - The Parlour seats up to 20 people. We have hosted 22 seated guests in the past, but it 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**

You are invited to select your own banquet menu from the dishes available on the Café Hanoi menu. There is a base price for a 4 course menu of \$50 per head. You can add a raw bar course and/or a soup course, for an extra cost per head, if you so wish. You can also add premium dishes to your main course at an extra charge.

We have a vegetarian/vegan menu available for any of your guests at a cost of \$50 per head.

Please make your menu choices with the dietary requirements of your guests in mind. All of our dishes are gluten free unless stated on the menu.

*\*Menus are subject to change according to seasonal availability*

### **BEVERAGE**

A full beverage list is available on our website at [www.cafehanoi.co.nz](http://www.cafehanoi.co.nz)

If you would like to pre-order specific wines, cocktails or other beverage you can do this when you make your booking, or by emailing us closer to the date of your event. Alternatively, you can arrange beverages with your server on the night.

### **SPEECHES / PRESENTATIONS**

If you would like to conduct any speeches or presentations, please let us know so we can coordinate the event with you. We would prefer not to interrupt speakers with food service if possible.

### **COST**

Food and beverage will be charged after service at the close of your event.

Please note that a minimum spend of \$500 applies, and that a 15% surcharge is added to the final bill to cover the hire of the room.

### **DEPOSIT**

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

### **ROOM HIRE TIME FRAMES**

We are licensed until 1AM - 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.

Canapé bookings for pre-event functions are subject to a limited dining period requiring an out-by time of 7:30 pm unless otherwise agreed.

**CONFIRMATION**

Once you have made a booking it will be held for three days until confirmation is received. If we do not receive a confirmation from you within those three days, we will be unable to hold the venue available for you.

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

**CANCELLATION**

If a cancellation occurs within 48 hours of a reservation, there is a cancellation fee of \$250 which will be charged to the credit card number provided on your booking form.

**MUSIC**

We have music in the Parlour, and you are also welcome to bring an iPod to play your own music over the course of your event.

**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 agreement.

We take a maximum of four 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 and to collect this from them before coming to pay.

Unfortunately, we are unable to run a cash bar in the Parlour.

The team at Café Hanoi look 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  
(09) 302 3478*