

## **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**

The Parlour space is versatile and can accommodate up to 44 seated and 50 canape style. The Parlour can be separated into smaller rooms to accommodate up to 20 with thick curtaining in between.

### **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 \$65 per head. You can add a charcuterie course and/or a raw bar course for an extra cost per head. If you 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 \$55 per head.

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

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

### **BEVERAGE**

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

If you would like to pre order specific wines, cocktails or other beverages, 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. For groups over 20 please specify if you would like guests offered a drink on arrival and preselect your welcome drinks range when you make your menu selection.

### **SPEECHES / PRESENTATIONS**

If you would like to conduct 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 possible. When the room is divided please note it is private but not sound proofed.

### **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 room hire of the room. A 1.6% credit card surcharge applies to all credit card payments.

### **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 license 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.

Canapé bookings for pre event functions are subject to a limited dining period requiring an out by time of 7:30pm 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, but we will contact you before we cancel the booking.

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

### **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 (a 1.75% surcharge is applied to credit cards). 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 and to collect it from them before coming to pay.

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

The team at 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 Restaurant Manager  
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