



2024

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# Canapé Room

## *Terms & Conditions*

*by The Canapé Company*

CANAPECOMPANY.CO.NZ

# Hello & *Welcome*



## Contact Details:

### **Bridget Horgan**

Events and Venue Manager

[events@canapecompany.co.nz](mailto:events@canapecompany.co.nz)

027 822 6273

## **Wellington's Ultimate Speakeasy**

Wellington's most elegant, intimate venue is tucked away on the second floor of our kitchen headquarters, at 141 Thorndon Quay. If you're not looking for it, you just might miss it! It's the ultimate speakeasy.

Once you walk through the back entranceway, past the twinkling greenery, and up the wooden stairs, you'll experience absolute magic. With a vintage flair and elegant charm, our Canapé Room is truly one-of-a-kind. It's equally gorgeous for daytime gatherings, with the sunlight perfectly catching our gold accents, or for cozy nighttime affairs, with our glittering fairy lights casting the ultimate glow.

Find out why the Canapé Room is the perfect choice for your next gathering...





# What's Included?

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*(and what isn't)*

Room Hire (Full-Day): **\$500.00**

## The Venue Hire Includes...

- ✓ Exclusive use of the venue for 1 full day
- ✓ Ongoing consultation with in-house Events and Venue Manager
- ✓ 26 Ghost Chairs
- ✓ 10 Vintage Velvet Lounge Chairs
- ✓ 1 Gold Banquette
- ✓ 3 Bar Leaners and 9 Bar Stools
- ✓ Decorative Twinkle Light Wall
- ✓ 1 Bar Fridge
- ✓ Glassware
- ✓ Sonos Sound System (Bluetooth)
- ✓ 2 Toilets

**All prices are  
GST exclusive**

## Some *Additional* Considerations...

### Staffing

We do require a minimum of two Canapé Company staff to be onsite for the duration of your event. Additional Chefs will be required for our Sharing Plates Menu. Associated pricing can be found in the Terms and Conditions.

### Beverages

You are welcome to BYO wine, beer, RTDs, and non-alcoholics for a corkage fee of \$10.00 per head. We kindly ask that you do not bring any spirits or hard liquor. Alternatively, you can order alcohol directly through us. For more information, please contact our Events Manager.

### Food

As we're primarily a catering company, we love providing our Canapé Room guests with gorgeous bites. From canapés (our namesake) to sit-down dinners and morning teas, we have something for everyone. View our online menu and associated pricing [here](#).

### Hireware

Additional hireware, including tables, chairs, crockery, cutlery, etc. is subject to the supplier's costs. We do charge a slight mark-up to cover administrative efforts.



# Tentative Costing



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The following is a tentative quote for a 30-person cocktail party in the Canapé Room. The quote includes BYO and our Chef's Choice Canapés 6-item, which will provide some gorgeous nibbles for your guests!

*This is intended to provide tentative costing, and should not be considered a complete quote. Please consult our Events Manager for your individualised quote. Prices may be subject to change.*

## Room Rental

PRICE:  
\$500 +gst

- Includes 50% deposit, which is removed from final invoice

## Waiting Staff (x1)

PRICE:  
\$160+gst (\$40/hour)

- 4-hour minimum; final cost is dependent on event runtime and includes all hours worked (including prep and pack-down)

## Bar Manager (x1)

PRICE:  
\$180+gst (\$45/hour)

- 4-hour minimum; final cost is dependent on event runtime and includes all hours worked (including prep and pack-down)
- Required if alcohol is onsite

## Chef's Choice Canapés 6-Item

PRICE:  
\$495+gst (for 30 pax)

- We recommend 6-items for cocktail parties and 8-10 items if you're looking for a quantity of food that constitutes dinner
- \$16.50 per person (quote is for 30 pax)

## BYO

PRICE:  
\$300+gst (for 30 pax)

- For most events, we recommend BYO. This allows you the flexibility to provide your favourite drinks - our Bar Manager will still serve!
- \$10.00 corkage fee per person (quote is for 30 pax)

## TOTAL

SUBTOTAL: \$1,635.00  
TAX: \$245.25  
TOTAL: \$1,880.25

The following is a tentative quote for a 30-person sit-down dinner party in the Canapé Room. The quote includes BYO and our Sharing Plates Menu, which provides your guest with a delicious dinner, served family-style.

*This is intended to provide tentative costing, and should not be considered a complete quote. Please consult our Events Manager for your individualised quote. Prices may be subject to change.*



## Room Rental

PRICE:  
\$500 +gst

- Includes 50% deposit, which is removed from final invoice

## Waiting Staff (x1)

PRICE:  
\$160+gst (\$40/hour)

- 4-hour minimum; final cost is dependent on event runtime and includes all hours worked (including prep and pack-down)

## Bar Manager (x1)

PRICE:  
\$180+gst (\$45/hour)

- 4-hour minimum; final cost is dependent on event runtime and includes all hours worked (including prep and pack-down)
- Required if alcohol is onsite

## On-Site Chefs (x2)

PRICE:  
\$400+gst (\$50/hour)

- 4-hour minimum; final cost is dependent on event runtime and includes all hours worked (including prep and pack-down)
- The final number of Chefs required is dependent on the final order
- Required for our Sharing Plates Menu (sit-down dinner)

## Sharing Plates Menu (\$60/head)

PRICE:  
\$1,800+gst (for 30 pax)

- Our Sharing Plates Menu comes in three different sizes: \$40/head, \$60/head, and \$80/head
- This quote features our popular \$60/head menu, which includes 3 "Small Plates," 4 "Medium Plates," and 2 "Large Plates" of your choice

## BYO

PRICE:  
\$300+gst (for 30 pax)

- For most events, we recommend BYO. This allows you the flexibility to provide your favourite drinks - our Bar Manager will still serve!
- \$10.00 corkage fee per person (quote is for 30 pax)

## Hireage

PRICE:  
Approx. \$450+gst

- For sit-down dinners, additional costs include:
  - Cutlery and crockery
  - Tables
  - Tablecloths and linens
  - Chairs

## TOTAL

SUBTOTAL: \$3,790.00  
TAX: \$568.50  
TOTAL: \$4,358.50

# The *Process*

*From start to finish*

Whatever event you're planning, we pride ourselves on offering luxury catering services that suit any budget and style! We love to work with our clients to create events that are perfectly tailored to their preferences, and we pride ourselves on offering impeccable service, from start to finish.

## It's as *easy* as 1-2-3(4)...

### 01. Initial Inquiry and Quote

Email [events@canapecompany.co.nz](mailto:events@canapecompany.co.nz) to get the process started! We'll confirm if your preferred date is available, schedule a viewing time, and determine whether the Canape Room is a good fit for your event vision.

### 03. Event Conceptualization

Next, you'll work with our dedicated Events Manager to sort all the details. Together, we'll coordinate catering, beverages, hireage, and timings.



01.

02.

03.

04.

### 02. Secure Your Booking

If you've fallen in love with the space, then it's time to lock in your date. We kindly request a \$250.00+gst deposit, which is removed from your final invoice.

### 04. Enjoy!

With all the planning finished, the only thing left to do is have a fabulous time with your guests!







# Frequently Asked Questions

## 01. What can I bring into the space?

You're more than welcome to bring your own props, art, installations, and decorations... Go for gold as long as there is no damage to the premises! Please check with us if you're considering bringing anything messy (ex: confetti, glitter) or anything particularly special (ex: photo booth, installation). We reserve the right to charge for excessive cleaning costs and damage.

## 02. When can I gain access to the venue for set-up?

You're welcome to set up once our Kitchen Team is on the premises. Usually, this is as early as 7:00 am; however, we will confirm exact timings prior to your event. Please note that if you arrive to set up outside of our kitchen working hours, we will require a staff member to be onsite. This will be added to total staff hours worked.

## 03. Can I bring my own food?

We are happy for you to bring your own dessert (cake, cupcakes, etc.) for a cakeage fee of \$3.00/person; however, we kindly ask that all other food is ordered through us. We are primarily a catering service, and we'd love to provide some of our delicious bites!

## 04. When is pack-out?

If you bring any decorations or other hireage (photo booth, etc.), we kindly request that everything is removed by the end of the evening. Any supplier pick-ups and collections must be done before the booking's end. Our staff will help you pack-out upon the bar's closure at 11:00 pm.

# Terms & Conditions

## Staffing

We require a minimum of two Canapé Company staff to be onsite for the duration of your event, one of which is a duty manager if alcohol is onsite. The final number of staff required is dependent on your final order and up to the Event Manager's discretion. The hourly rates are \$40.00 for waiting staff, \$45.00 for duty managers, and \$50.00 for Chefs, excluding GST. The final cost is total hours worked and is dependent on your final event runtime.

## Capacity

The venue has a strict maximum capacity of 50 individuals, including CC staff.

## Curfew and Liquor Licensing

The bar closes at 11:00 pm - unless there is a reason for it to be closed earlier.

## Transport

The Canapé Room is located at 141 Thorndon Quay, 5 minutes from Wellington CBD. There is no parking available at the venue; however, there is on-street parking, two car parks available within walking distance, and a bus stop located across the street.





## Catering

As we are primarily a catering company, we require our catering to be used for all Canapé Room bookings. You are welcome to provide your own cake/dessert for a cakeage fee of \$3.00 per head.

## Damages and Breakages

The cost to replace or repair breakages and damage to our space, the fixtures, or fittings by you or your guests will be the hirer's expense.

## Payment Schedule

An initial payment of 50% of the booking fee is required to secure your date (\$250.00+GST). Please note that no bookings are confirmed until this payment has been received. The remainder of the invoice will be sent the first working day after the event's completion, with payment due one week thereafter.

## Booking Terms and Conditions

Cancellations or changes to the date of your booking will incur the following fees:

- Deposit refunded if more than ninety days prior to the event
- Retention of 50% of the deposit fee if less than ninety days prior to the event
- Retention of 100% of the deposit fee if less than sixty days prior to the event
- If we have engaged any external supplies for your event, you will be subject to their cancellation fees and conditions





# Words of Love



I just wanted to say a massive THANK YOU for all of your help – [the] birthday was a huge success and we are so pleased with how everything went (even despite the crazy weather!).

You have been such a delight to work with and have provided exceptional service during both the planning stages and on the actual day. You really went above and beyond and gave us peace of mind that everything was taken care of and we really appreciate that! We will definitely be using The Canapé Room again!

*22 June 2023*

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We had an absolutely amazing time. The food was great, the space looked incredible and your service was just exceptional. We really can't thank you guys enough for making our event so special. Everything from beginning to end was perfect and I will be recommending you guys to everyone. Can't wait to have another event on so we can do it all over again!

*30 June 2023*

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After working in corporate events for 5 years, I knew I had to have Canapé Company cater my wedding as they are easily the best caterers in Wellington, and they went so far above and beyond. Took care of a bunch of other event stuff, offered ideas, talked directly to the other vendors, and didn't add wedding tax to their service. And the cherry on top, the food is impeccable. 12/10.

*27 January 2024*



