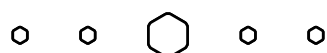




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# SOUTHERN CROSS GARDEN BAR RESTAURANT

## FUNCTIONS BROCHURE







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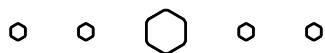
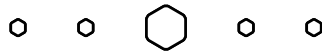


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## ABOUT THE CROSS

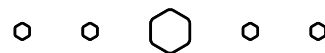


For over 100 years our place here in Te Aro, Wellington, has been a favourite meeting place for locals. We love being a part of the community and we are ready to throw in the hard yards to make sure everyone who visits us has a great experience. The Cross has something for everyone - have a look around and choose the perfect spot to suit your mood. Each area has been designed to create a different experience, a different ambience. Bring in your team from work, your mates, your kids, your grandparents, your study group, your special someone, your laptop, your dog (in the garden bar!) or your party guests – we can set you up with a space, top-notch food and drinks to suit your occasion.

We like to make our guests as comfortable as they would in their own home. Our friendly staff will ensure you enjoy your time at ours. We love to play host at special occasions – we provide you with a hassle-free time with plenty of delicious food and drinks (not to mention we take care of the clean up!). The Cross is also a great place to pop into if you're in the mood to chill – we have magazines, newspapers and board games on hand if you're keen.



## THE PORCH



<b>CAPACITY</b> (min. - max.)	20 - 45
<b>HIRE FEE</b> (min. - max.)	\$0 - \$100
<b>MIN. SPEND</b> (min. - max.)	\$0 - \$500

Welcome to The Porch. This unique space is located in the top left-hand corner of our garden. Great for groups of up to 45 guests casually. This covered outdoor area is the perfect spot to catch some sun, though if the weather isn't being kind you have a fireplace, overhead heating, blankets and hot water bottles to keep you and your guests toasty. It also features both smoking and non-smoking sections.

### AMENITIES AVAILABLE IN **THE PORCH**

- Free WiFi
- Function Host
- Internal Access to Guest Room\*
- Flexible Furniture Arrangement
- Blankets & Hot Water Bottles
- Giant Jenga
- Overhead Heaters
- Adjustable Lighting
- Catering Menu
- Open Wood Fire Place
- Music Isolator (Disables Speakers)
- Semi-Private

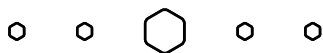
*\* Available to use if booked with The Guest Room, or if The Guest Room is not booked by another function*

### **THE PORCH** IS THE IDEAL SPACE FOR

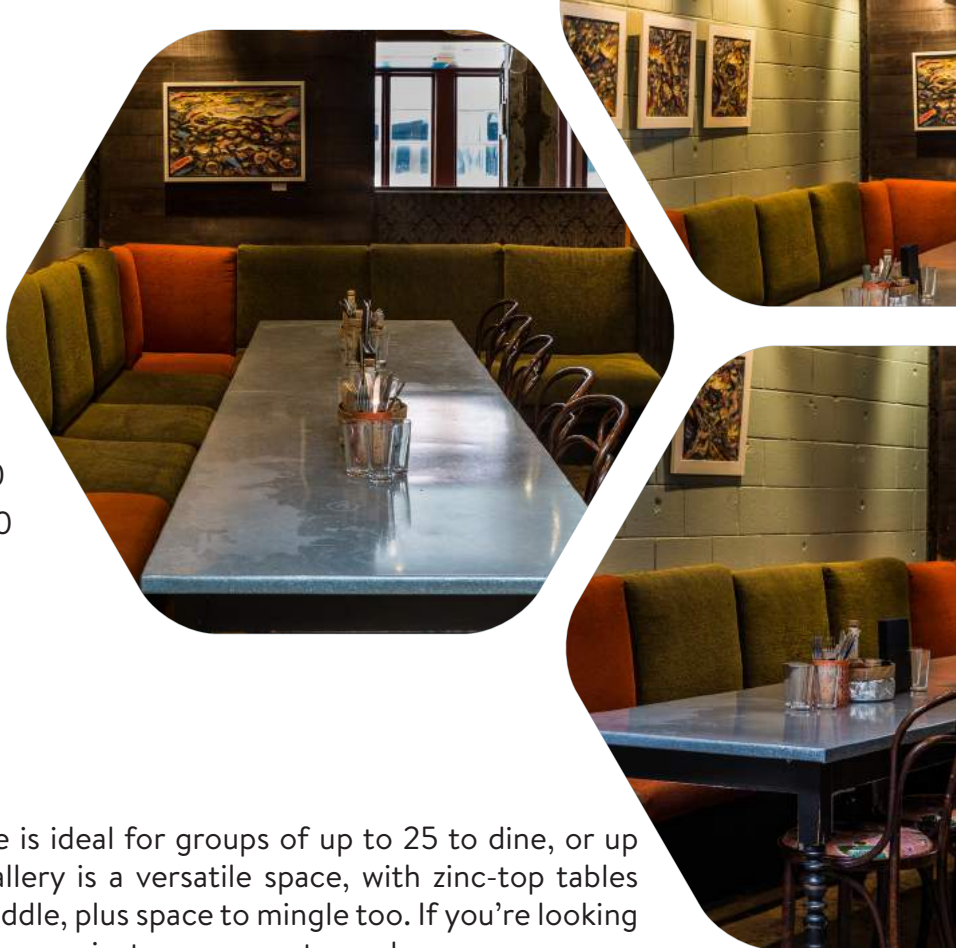
- Birthdays Milestones
- Family Celebrations / Reunions
- Engagement Party
- Pre or Post Wedding Get Together
- Personalised Private Events
- Wakes or Commemorations
- Large Dining Groups
- Christmas Parties



# THE GALLERY



<b>CAPACITY</b> (min. - max.)	20 - 40
<b>HIRE FEE</b> (min. - max.)	\$0 - \$100
<b>MIN. SPEND</b> (min. - max.)	\$0 - \$500



This semi-private space is ideal for groups of up to 25 to dine, or up to 40 casually. The Gallery is a versatile space, with zinc-top tables stretching down the middle, plus space to mingle too. If you're looking for something a little more private we can put wooden screens across the entrance for you. The Gallery also hosts our "featured artist" – this area doubles as a space for local artists to display and sell their work. We sort them out with a monthly residency and don't take commission. Ain't that sweet!

## AMENITIES AVAILABLE IN **THE GALLERY**

- Free WiFi
- Function Host
- 42" Television Screen
- Flexible Furniture Arrangement
- Whiteboard
- Music Isolator (Disables Speakers)
- Adjustable Lighting
- Catering Menu
- Privacy Screens (optional)
- Semi-Private

## **THE GALLERY** IS THE IDEAL SPACE FOR

- Birthdays Milestones
- Family Celebrations / Reunions
- Engagement Party
- Pre or Post Wedding Get Together
- Business Meetings / Conferences
- Personalised Private Events
- Commercial Events / Ticketed
- Wakes or Commemorations
- Team Building Workshops
- Training Seminars
- Large Dining Groups
- Christmas Parties



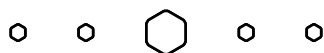




# THE GUEST ROOM



<b>CAPACITY</b> (min. - max.)	20 - 120*
<b>HIRE FEE</b> (min. - max.)	\$0 - \$150
<b>DEPOSIT</b> (min. - max.)	\$0 - \$250
<b>MIN. SPEND</b> (min. - max.)	\$0 - \$2500



The Guest Room is available for private functions for groups of 20-120\* people, or up to 52 guests seated for dining. The space features comfy retro furnishing, cosy booth seating and your very own bar.

The Guest Room is decked out with a 54" plasma screen, cordless microphone on hand and your own sound system – just bring along a laptop or iPod. Easy as pie! The space also flows perfectly into our beautiful garden.

\*For functions over 80 people, you can add on The Porch space too, as these areas are connected with an internal staircase.

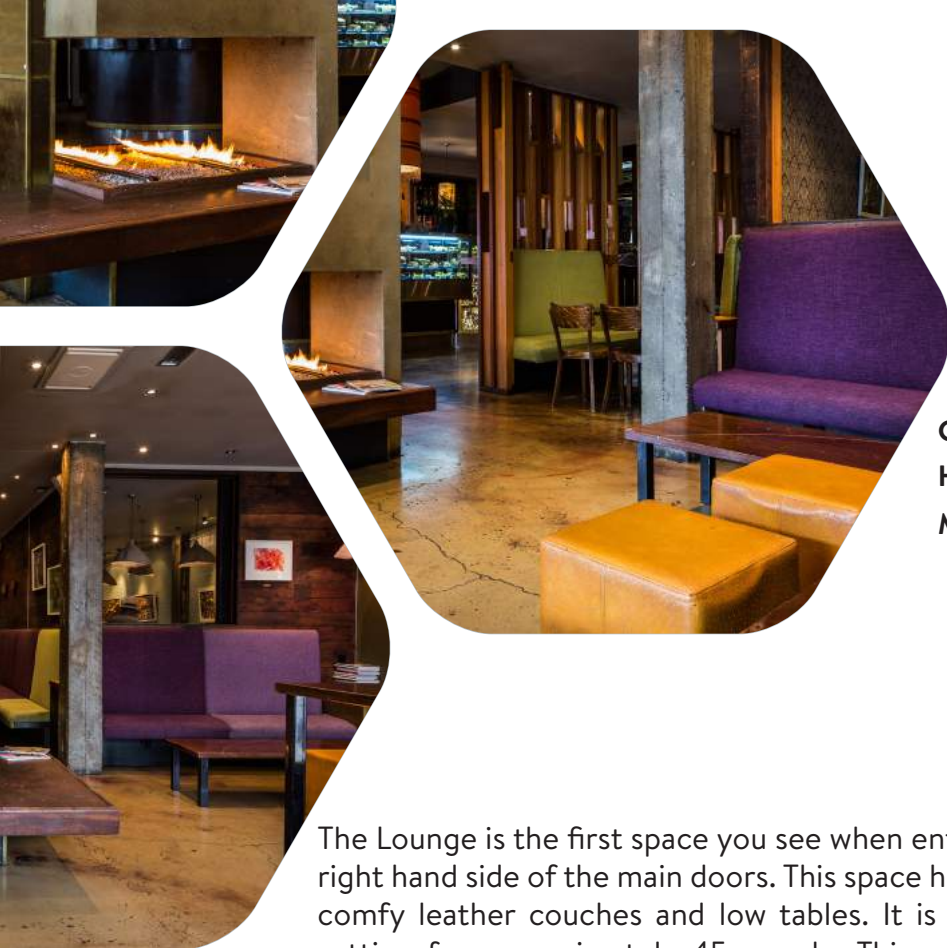
As well as being a fantastic space for evening shindigs, The Guest Room is also great during the day for business/corporate events. We can swap the furniture for a boardroom/theatre style set up for up to 30 people. We have a whiteboard on hand, and homemade catering available.

## AMENITIES AVAILABLE IN **THE GUEST ROOM**

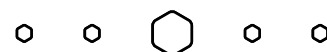
- Free WiFi
- Function Host
- Private Bar (additional cost)
- Garden Bar Access
- Internal Access to The Porch
- 54" Television Screen
- Stand Alone AV System
- Wireless Microphone
- Laptop, iPod, MP3, DVD, CD,
- HDMI Support
- Flexible Furniture Arrangement
- Whiteboard
- Catering Menu
- Carpet Floors
- Fully Private
- Child Gate (optional)

## **THE GUEST ROOM** IS THE IDEAL SPACE FOR

- Birthdays Milestones
- Family Celebrations / Reunions
- Engagement Party
- Pre or Post Wedding Get Together
- Business Meetings / Conferences
- Personalised Private Events
- Commercial Events / Ticketed
- Wakes or Commemorations
- Team Building Workshops
- Training Seminars
- Large Dining Groups
- Christmas Parties



## THE LOUNGE



<b>CAPACITY</b> (min. - max.)	20 - 45
<b>HIRE FEE</b> (min. - max.)	\$0 - \$100
<b>MIN. SPEND</b> (min. - max.)	\$0 - \$500

The Lounge is the first space you see when entering our venue on the right hand side of the main doors. This space has its own gas-fireplace, comfy leather couches and low tables. It is a relaxed and informal setting for approximately 45 people. This space is not suitable for dining but a great spot for more casual drinks and nibbles.

### AMENITIES AVAILABLE IN **THE LOUNGE**

- Free WiFi
- Function Host
- Catering Menu
- 42" Television
- Open Gas Fire Place
- Adjustable Lighting
- Privacy Screens (optional)
- Semi-Private

### **THE LOUNGE** IS THE IDEAL SPACE FOR

- Birthdays Milestones
- Family Celebrations / Reunions
- Engagement Party
- Christmas Parties
- Pre or Post Wedding Get Together
- Personalised Private Events
- Wakes or Commemorations



# FUNCTION VENUE PRICING

## PRICING FOR THE **PORCH, GALLERY & LOUNGE**

		<b>DAYTIME</b> (8/9am - 4pm)	<b>EVENING</b> (4pm - Late)
<b>MONDAY - THURSDAY</b>	<i>Hire fee</i>	FREE	FREE
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend</i>	FREE	FREE
<b>FRIDAY</b>	<i>Hire fee</i>	FREE	\$100
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend/pre-order</i>	\$100 - (pre-order)	\$300 - (spend)
<b>SATURDAY</b>	<i>Hire fee</i>	FREE	\$100
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend/pre-order</i>	\$150 - (pre-order)	\$500 - (spend)
<b>SUNDAY</b>	<i>Hire fee</i>	FREE	FREE
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend/pre-order</i>	\$150 - (pre-order)	FREE

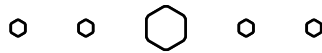
## PRICING FOR THE **GUEST ROOM**

		<b>DAYTIME</b> (8/9am - 4pm)	<b>EVENING</b> (4pm - Late)
<b>MONDAY - THURSDAY</b>	<i>Hire fee</i>	FREE	FREE
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend</i>	\$100	\$100
<b>FRIDAY</b>	<i>Hire fee</i>	FREE	\$150
	<i>Deposit</i>	FREE	\$250
	<i>Min. spend/pre-order</i>	\$100 - (pre-order)	\$1500 - (spend)
<b>SATURDAY</b>	<i>Hire fee</i>	FREE	\$150
	<i>Deposit</i>	FREE	\$250
	<i>Min. spend/pre-order</i>	\$300 - (pre-order)	\$2000 - (spend)
<b>SUNDAY</b>	<i>Hire fee</i>	FREE	FREE
	<i>Deposit</i>	FREE	FREE
	<i>Min. spend/pre-order</i>	\$300	FREE

Prices are subject to change without notice.

Functions with start times that are before 4pm and leave before 6pm are on the daytime rate, if you leave after 6pm, the evening rate applies. To have the bar open in The Guest Room at any time, (other than Friday & Saturday evenings) there is an additional \$500 minimum spend.

# TERMS & CONDITIONS



## HIRE FEE

The hire fee is due within two weeks of making the function booking. A function is not confirmed until both the deposit & hire fee have been paid. Hire fees are only refundable if the function is cancelled with a minimum of three weeks notice prior to the date of the function.

## DEPOSIT

Deposits are to be paid by direct debit or in store with cash, eftpos, or a credit card within two weeks of making the functions booking. A function is not confirmed until both the deposit & hire fee have been paid. The deposit will be applied toward the appropriate minimum spend or minimum pre-order, provided no damage to the venue has been caused. Deposits are only refundable if the function is cancelled with a minimum of three weeks notice prior to the date of the function.

## MINIMUM SPEND

The minimum spend includes all food & drinks purchased on the date of the function by the function organiser & guests. If the amount of food & drinks provided does not reach the agreed minimum spend, the organiser is still required to pay the minimum spend. If the guests of the organiser pay individually for food & drinks, the organiser is still responsible for covering the minimum spend. If the minimum spend is not reached the difference cannot be issued in form of rain check, gift card, or to purchase a large amount of food & drinks at the end of the function which may promote excessive drinking. All outstanding amounts owed must be paid on the date of the function.

## MINIMUM PRE-ORDER

Minimum pre-orders are to be placed at least two weeks prior to the date of the function. The minimum pre-order will be applied toward the appropriate minimum spend.

## FINAL NUMBER OF GUESTS

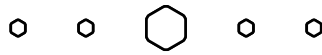
In the case of 'per head priced function' food, like buffets, set menus etc, final number of guests must be confirmed at least one week prior to the date of the function. On the day the organiser will be charged for the confirmed number, not how many show on the day.

## SET-UP TIME

The function space will not be accessible to the organiser on the day until the agreed & booked function start time. If prior set-up time is required, this should be arranged in advance with the functions coordinator, and will be subject to availability.



# TERMS & CONDITIONS CONT.



## **CANCELLATION**

The deposit & hire fee are both fully refundable if the function is cancelled three weeks prior to the date – and not refundable anytime less than three weeks prior.

## **SECURITY**

A valid credit card is required at the start of the function to be kept behind the bar, as security for the function tab. The card will be returned at the time of payment. The organiser may pay the tab with cash, eftpos, Master Card, Visa or Amex. The organiser is responsible for monitoring their guests behaviour as any negligent damage to the building or contents during the time of the function, may become the liability of the organiser. In any such case of damage, the manager will inform the organiser of the situation, & discuss action before any monies are reduced from the deposit, or billed to the organiser after.

## **HIRE RELEASE**

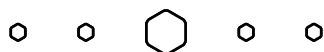
If attendance drops below 15 guests for any function, the Duty Manager will meet with the organiser to discuss options such as ending the function prior to the agreed end time, issuing a last drinks call, or opening some or all of the function space back up to the public. A function area will be opened back up to the public if there has been no notification by the organiser of delay or cancellation an hour after the time the area had been booked for. Management reserves the right to any of the above options, & any such action will not reduce the agreed minimum spend or organiser obligations.

## **MINORS**

A minor is a person under the legal drinking age of 18 years old.

- We will ask anyone who looks under 25 years of age to produce some ID. There are three legal forms of ID that are accepted; a New Zealand driver license, a NZ or international passport, or a HANZ 18+ card. Expired or damaged identification will not be accepted.
- Because we have a 'supervised' license after 5pm, minors can only come to The Cross if accompanied by their parent or by their legal guardian. A minor who is not accompanied by their parent or legal guardian will not be allowed on premise.
- Legal guardian (as defined by the Guardianship Act) means exactly that. It does not include other family members including grandparents, uncles & aunties or older brothers, sisters, spouses or partners. Neither does it include sports coaches or anyone else temporarily acting in the place of a parent.

# TERMS & CONDITIONS



## BAR TAB

We stock a range of non-alcoholic beverages that are readily available to guests – we insist that you include non-alcoholic drinks if you offer a bar tab. If you choose to provide subsidised drinks in The Guest Room bar, we require guests to pay a minimum of \$4 per alcoholic drink. If the staff or Duty Manager considers that intoxication is becoming an issue then we reserve the right to stop a bar tab.

## HOST RESPONSIBILITY

Any guest who is showing signs of intoxication will be asked to leave the establishment. If a person leaves the premises during the night they will be refused re-entry to the establishment if they are showing signs of intoxication. We will ensure that non-alcoholic drinks, low-alcohol beer & free water are on offer at all times. We like everyone to get home safe. Our staff will be happy to call a taxi or Dial-A-Driver for you.

## PRICES

Please note that our food prices, drinks prices, hire fees, deposits, minimum spends & minimum pre-orders are all subject to change without notice.

## PERSONAL BELONGINGS

Whilst we will take care, we cannot take any responsibility for any customer's personal items stored or left on the premise.

## 21<sup>ST</sup> POLICY

Traditional 21<sup>st</sup> drinking games & rituals such as yard glasses & 21 shots are not practices that we tolerate here at The Cross. We also require that at least \$5 per person of catering is pre-ordered for 21<sup>st</sup>. A signed copy of the Alcohol Service Policy is required before the function is confirmed.

## SMALL GROUPS

Though we normally take function reservations for groups of 20 people or more, we can (at our discretion) book some areas for smaller groups looking for a private space to hold all-day meetings, team workshops, etc. In this instance there is a minimum spend of \$300, if you do not reach the minimum spend we will add up to \$150 onto your bill.