

Functions at The Village Cafe and Eatery 1 Rothwell Lane, Whatawhata.

Thank you for your interest in holding a Function at The Village!

Our process is as follows:

To have your function date confirmed, Monday through Saturday (no Sunday functions bookings available) you will be required to pay a venue hire of \$100 for a Saturday booking or the special Monday through Friday rate of \$50.

Until the venue hire is paid, your function date is not confirmed (and The Village is entitled to book another function(s) on that date).

Three weeks out from your event, your menu will be finalised and you will be invoiced for 50% of the total cost. You will need to pay this amount prior to the date two weeks before your function.

Finally on the day of the function you will be invoiced for and will need to pay the remaining balance owing.

Cancellation of your Function:

If you cancel your function within 14 days of the function date you forfeit the payments already made (being the venue hire plus the 50% paid for catering).

For cancellations made more than 14 days prior to the function, you will only forfeit the venue hire.

If your function is to be postponed*, the costs you have already paid will go towards your function (to be held on a new date).

*Provided your function is not cancelled within 48 hours of your function. Allowing you to postpone your function is solely at the discretion of The Village (and is conditional on The Village being able to hold your function on an alternative date).

Guests Responsibility:

It is your responsibility to take all function rubbish, cake boxes etc with you when you leave.

If we have another function booked following yours, you will need to manage your guests so that they leave at the agreed end time of your function (allowing for access to the function space for the next function).

Please complete the following form:

Once completed please scan/photograph and email it back to us, when you save it, use your name as the file name.

Type of function you are enquiring about holding at The Village?				
Name of person/ couple/ business that event is for:				
Birthday child's age:				
What date would your function be held? (No Sunday bookings)				
If that date were unavailable is there another date?				
Start time:		Finish time:		
Party Themes/ decorations:		Please circle your option preferences:		
Does your party have a theme? If so what is it?				
Would you like the Village to provide decorations?		Yes/ No		
First choice for decoration colour?		Blue, Purple, Pink, Red, Green, Black & White		
Second choice for decoration colour?		Blue, Purple, Pink, Red, Green, Black & White		
Childs Party Per Head Menus- <i>Children's menu available for a minimum 10 children</i> (please tick preference)				
\$12 per head includes: Flavoured or plain milk drink & 4 items from the menu				
\$15 per head includes: Flavoured or plain milk drink & 5 items from the menu below				
\$20 per head includes: Flavoured or plain milk drink & 10 items from the menu below				
Adults Menu:		Please select		
Guests will select from the cabinet or kitchen menu		Yes/ No		
<i>Adults menu to follow</i>				
Please provide any dietary information:				
Gluten Intolerant	Dairy Intolerant	Vegetarian	Vegan	Hallal
# child/adult	# child/adult	# child/adult	# child/adult	# child/adult
*Celiac disease (please note we cannot guarantee our food has not come into contact with items containing gluten)				

Number attending:	Children:	Adults:
Children's Party Menu		
Savoury:	Tick # based on per head selection:	
Mini Hot American Hot dogs (cheerio Hot dogs in roll)		
Sausage rolls		
Cheese & Vegemite Scrolls or		
Ham & Cheese Scrolls		
Chicken Kebabs		
Mini Cheese Burgers		
Mini Wraps or		
Mini Sandwiches		
Sweet:		
Chocolate Crackles (made from Rice bubbles, cocoa, Kremelta & Coconut)		
Jelly & Ice-cream		
Honey Joys (Cornflakes, Honey, butter & sugar)		
Fruit Kebabs (seasonal fruit on a stick) or		
Marshmallows & Grape Kebabs		
Fairy Bread (Traditional bread with butter & sprinkles)		
Extras: (These items are additional to the per head menu)		Please select items:
Ice cream in cone \$3 per child		
Ice-cream Sunday's \$4 per child		
Cupcakes \$4.00 per child		
Spiders \$4.00 per child		
Adults Menu:		Number:
Pizza @ \$25.00 each x		
Scones @ \$2.00 per person x		
Antipasto Platter @ \$40.00 x		

Thanks for your time, we will get back to you with any questions and or to confirm.
We look forward to hosting your function at The Village!