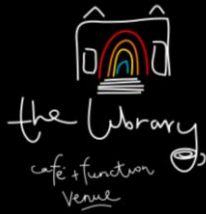




The Library Café & Function Venue

An exquisite venue in one of Auckland's finest heritage buildings

Weddings * Private & Corporate Events * Catering



*Deliciously nutritious, organically inspired, thoughtfully prepared cuisine for the discerning palate.
The Library, a novel experience nourishing body & soul.*

By day, the café offers two distinctive areas. The main dining room exudes fun & vibrancy to entertain energetic & inquisitive minds & bodies in an indoor & outdoor family safe environment. The second room, a luxuriously intimate reading lounge offers a quiet haven where guests can sit back, relax & read the latest newspapers, magazines or one of many of the coffee table books at hand.

By night, The Library offers a premium function venue in an architecturally designed impeccable restoration of one of Auckland's finest heritage buildings. The building built in 1912, is a true monument of its time & offers the perfect setting for social gatherings, weddings & corporate functions. The Library, adorned with impressive features of its era with an expansive garden setting, is a truly unique venue in a central Auckland location that will make for a wonderfully memorable event.

TLC Kitchen

Due to popular demand, we have now extended our services to include catering so that our deliciously nutritious organically inspired food can be enjoyed **at your place or ours.**

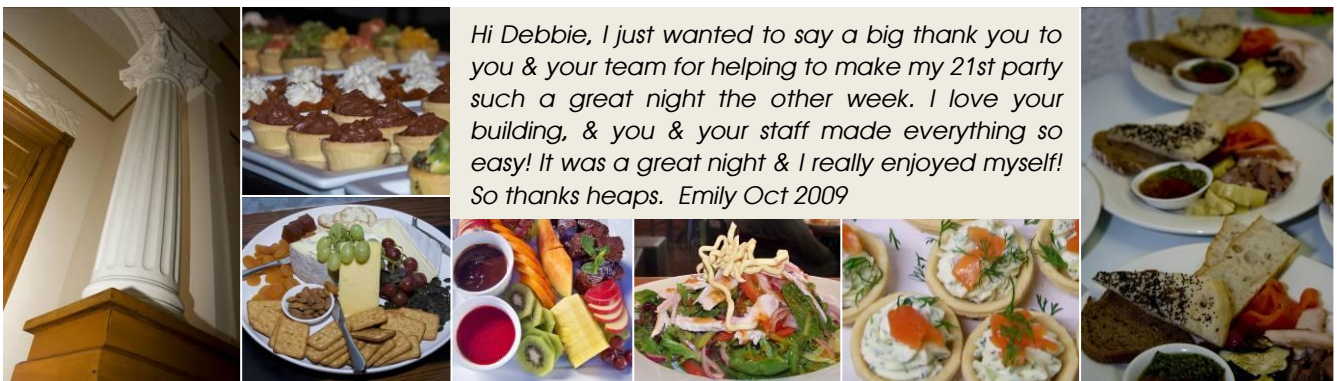
The Library Environmental Policy

First café /restaurant in NZ to be awarded GOLD Greenbizcheck Certification!
www.greenbizcheck.com.



The Library has a strong commitment & vision of eco-sustainability. From the outset, the building presented a unique opportunity to 'recycle' a magnificent piece of history & restore it to its former glory. The Library's purchasing criteria is based on environmental policies, fair trade & sustainability practices of its suppliers. With a predominantly organic menu incorporating seasonal & local produce, The Library provides a portal to communicate the story of businesses & individuals who have embraced organic living & are on a journey of eco-sustainability. The objective is not only to promote & support likeminded people & businesses but also to encourage others to follow.

Vegetable-based inks, recycled paper, environmentally friendly packaging & consumables, organic &/or bio-degradable products have been utilised where possible. Disposable items are used sparingly & bio-degradable products are used where appropriate including bin liners, plates & cutlery. Cleaning & washing products are non-toxic with alcohol free soaps & sanitisers available in the bathroom, kitchen & dining areas.



Hi Debbie, I just wanted to say a big thank you to you & your team for helping to make my 21st party such a great night the other week. I love your building, & you & your staff made everything so easy! It was a great night & I really enjoyed myself! So thanks heaps. Emily Oct 2009



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Hens Night Packages Special Packages

The Party Package - This is an all-inclusive package for the best party of the year!

(subject to availability, price excludes GST & a surcharge applies for groups of less than 70 people)

- ★ Private Use of the Main Dining Room from 7.30pm until midnight (Entire Venue for 100 people or more) – includes music system compatible with iPods & CDs plus use of a large screen TV for showing slide shows of those 'special' moments!
- ★ 2 hour canapé & nibbles package from arrival
- ★ 3 hour beverage package including bubbles on arrival
- ★ Supper at 10pm – cheese, fresh fruit & treats
- ★ **Free** 8inch Birthday Cake for groups of 80 or more
- ★ Only \$46 per person for a minimum of 70 people

Extras

- Add additional hours to the beverage package for an extra \$9 per person per hour
- Party on until 1am for an extra \$2 per person
- Add Security Guard (required for 21st's & other parties over 100 guests) for \$4 per guest
- Add a DJ or Band – from \$600

High Tea & Bubbles - Perfect for Baby Showers, Hens Night, Reunions or just an excuse for a Girls Day Out!

Our private Reading Room can be booked for a 2 hour period between 2pm – 5pm 7 days a week (subject to availability, price excludes GST & a surcharge applies for groups of less than 20 people)

Enjoy a delicious High Tea with yummy finger sandwiches, gourmet savouries and sweets & treats presented on tiered stands plus a glass of bubbles for only \$25 per person

Extras

- Add a 2 hour beverage package including bubbles, wine, juice, soft-drinks, tea & coffee for an extra \$12 per person
- Add Pimms and Gin & Tonic to the Beverage Package for an extra \$5 per person
- Add a Desperate Housewives Theme to the party for an extra \$10 per person – includes a themed outfit for the bride to be plus a recipe folder for all the guests to put their favourite recipe (minimum of 15 guests)

Hens Night Options:

(subject to availability, prices excludes GST & a surcharge applies for groups of less than 20 people)

'Sex in the City' - \$68 per person includes 3 hour beverage package and Private Room.

Enjoy cosmos & canapés on arrival, followed by a delicious main course and a naughty dessert.

- Add a 'Sex in the City' gift for the bride & guests for an extra \$20 per person
- Add a 'Special' Bartender - POA
- Add a Limousine pick up or drop off – POA
- Add a party Bus pick up or drop off – POA

The Chocolate Affair – perfect for an afternoon or after dinner function - \$40 per person

2 hours of what girls love best – chocolate, chocolate and more chocolate! Enjoy decadent treats including a chocolate fondue accompanied by flowing bubbles, baileys & chocolate martinis (plus tea, coffee & hot chocolate)

- Add dessert wine to the 2 hour beverage package for an extra \$8 per person
- Add a themed gift for the bride & guests for an extra \$10 per person
- Add entertainment - POA

Indulge & Pamper from \$22 per person - Indulge in some of the finer things in life premium cheeses, delicious canapes & succulent fruit – available at your place or ours!

- Add a beverage package including bubbles at our place from \$20
- Add pamper treatments – from \$20 per person (depends on treatments and number of people)
- Add a 'Pamper' gift for the bride & guests for an extra \$15 per person
- Add a Limousine pick up or drop off – POA
- Add dinner at a top class central city restaurant or dancing at boogie wonderland with a private cubicle – POA



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Terms & Conditions

Payment

- ☆ At the completion of a booking form, a non-refundable booking fee is payable to secure the booking.
- ☆ Where services from a third party are requested, a non-refundable deposit of up to 50% of the service cost may be required.
- ☆ Payment for food costs is required 7 days prior to the event by cash, cheque or direct banking. Credit card payments are subject to a 3% fee. Where final numbers have not been confirmed, the invoice will be issued for the minimum number required for the booking.
- ☆ Final guest numbers must be confirmed at least 4 working days in advance and this number will be the *minimum* charged.
- ☆ Please note; The Library Café & Function Venue reserves the right to charge a minimum number of guests should the final number decrease more than 15%. This number is calculated by the number of guests as per the original booking less 15%.
- ☆ The cost of beverages is payable by eftpos or credit card (excluding Amex) on the day/night of the event. Payment by Bartercard is subject to prior arrangement.

Conditions of Venue Hire

Please read the following conditions carefully and keep for future reference. Confirmation of booking and payment of the deposit indicates your agreement to abide by all conditions.

1. The Library Café & Function Venue has two rooms available for hire – The Reading Room and The Dining Room. The Room booked is clearly stipulated on the booking form. Exclusive Use provides access to both rooms and will be clearly stated where applicable.
2. Evening venue hire is from 6pm until midnight. Additional hours (up until 2am) will be charged at \$125 plus GST per hour or part thereof (subject to prior arrangement).
3. The Venue reserves the right to close the venue &/or the bar at any time on the basis of the Sale of Liquor Act and the Liquor License of the Premises. Full hire charges and minimum spend will apply.
4. All signage & requests made by The Venue staff must be adhered to at all times. This includes obligations relating to Liquor Licensing & Responsible Host.
5. The venue hire & meal costs includes chefs, wait & bar staff, cutlery, crockery, glassware, banquet tables, banquet chairs, linen table cloths, linen napkins, bar service equipment, ice, trestles for the bar with linen cloths, tea / coffee equipment, bottle & rubbish removal (where applicable).
6. The Venue specialises in fresh, organic seasonal produce therefore the menus are subject to confirmation a month out from the selected date.
7. All allergies can be catered for. Please provide a minimum of 7days notice to ensure sufficient thought and care can go into meal selection.
8. All catering and beverages are provided in-house and under no circumstances must food or beverages be brought into the premises without prior consent of The Venue.
9. All beverages are subject to availability and under no circumstance can alcoholic beverages be purchased and taken off the premises.
10. Meals and beverages for service providers will be charged at full price.
11. Children's meals will be charged at the following rates:
 - Children under 5 = FREE (up to 5 – thereafter \$10 per child)
 - Children 5 – 14 years = ½ menu price.
12. Additional charges may be incurred for functions on Public Holiday's.
13. Decorations, props, furniture or equipment can only be brought into the venue with prior consent from The Venue. Delivery of these items may take place after 4pm on the day of the event unless by prior arrangement.
14. The Venue is happy to assist with setting up room decorations (and removal at the end of the night) however this must be agreed a minimum of 7 days prior to the event and additional costs may apply.
15. Entertainment and/or lighting may be set up no earlier than 5.30pm unless by prior arrangement.
16. All property must be removed on the day/night of the event unless by prior arrangement.
17. Smoking is STRICTLY not permitted in the building on any occasion.
18. All reasonable precautions must be made to prevent damage to the building/room. The Venue reserves the right to charge for breakages, damage or losses.
19. You must be familiar with the fire evacuation procedures and inform all attendees of exit points of the building, in case of fire.
20. All equipment, including electrical appliances, is to be used at your own risk and The Venue takes no responsibility for faulty equipment unless a specified hire fee has been charged for the equipment.
21. Use of the premise for any public performance or event must conform to health and safety regulations.
22. The Library reserves the right to charge for the cost of security for parties in excess of 50 people. The cost is \$38/guard/hr (minimum of 4 hours).
23. The Venue accepts no responsibility for loss or damage to property that may be brought to the premises by the Hirer or any guest, and does not provide insurance cover for such property, including any property which may be left in any storage area.
24. Modified terms & conditions apply for Wedding Receptions relating to Exclusive Use and Wedding Services
25. The Library reserves the right to make changes to the above information, menu options and menu pricing without notice.