

# Urban Soul Private Functions

## Terms & Conditions

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### Definition

A Private Function is one that requires the sole use of Urban Soul's premises at 652 Great South Road, Manukau for a function of 40+ guests. In accordance with this definition, private functions can only occur following normal cafe hours.

### Fees

We require a minimum of 40 people for a private function, with a minimum spend of \$20pp on food.

Private function fee is \$400 plus g.s.t, which allows four hours from the time of booking. Additional hours are charged at \$100.00 plus gst.

The Private function fee acts as a non-refundable deposit to secure the date for your function. This can be made into: Urban Soul Business, Westpac, 03-0207-0351449-000, using your name as a reference.

The final invoice of food and beverages can be paid on the night of your function or invoiced to you after. For larger groups, we may require a down payment of a portion or all the food. If you wish to pay by credit card there will be an additional fee of 2% of the total bill.

### Timings

The Cafe Manager will arrange a meeting with you, if needed, to finalise details at no cost. If you require another meeting, this is charged at \$100.00. All email correspondence is free of charge.

The deposit, final numbers and menu options are required at least one week before the function is due to take place.

The premises must be vacated by midnight.

### Options

Three different menus are available for functions, these include a cocktail menu (finger food), buffet menu or a set dinner menu. Only one food menu can be selected from per function; each have vegetarian and gluten free options.

We are a licensed café which means you can have a running bar tab for the night or a cash bar. BYO is not permitted.

We offer a variety of options for customising your function, such as coloured napkins and floral arrangements.

Simple freestanding decorations (balloons, flowers, poster stand etc) can be displayed in the Cafe with consent from the Cafe Manager.

If your function is a celebration and you wish to have a cake, we can offer 7-10" cakes, simply enquire with the Cafe Manager.



Bookings are essential- Contact Urban Soul Café

652 Great South Rd, Manukau P: 09 262 2435 F: 09 262 2437 E: [cafe@urbansoul.co.nz](mailto:cafe@urbansoul.co.nz)

