

# GLASSHOUSE

MORNINGSIDE

## Sample Quote

200 pax cocktail style event

VENUE HIRE	QTY	COST	TOTAL
<ul style="list-style-type: none"><li>• Cost varies depending on day of the week</li></ul>	1	tbc	tbc
FOOD & BEVERAGE	QTY	COST	TOTAL
<ul style="list-style-type: none"><li>• \$6 canapes x three per person</li></ul>	200	\$18.00	<b>\$3,600.00</b>
<ul style="list-style-type: none"><li>• Walk &amp; Fork x two per person</li></ul>	200	\$24.00	<b>\$4,800.00</b>
<ul style="list-style-type: none"><li>• Food Station</li></ul>	200	\$25.00	<b>\$5,000.00</b>
<ul style="list-style-type: none"><li>• Late Night Snack</li></ul>	200	\$12.00	<b>\$2,400.00</b>
<ul style="list-style-type: none"><li>• Beverages On Consumption (Prepaid Tab or Cash Bar)</li></ul>	200	TBC	TBC
STAFFING & SERVICE	QTY	COST	TOTAL
<ul style="list-style-type: none"><li>• Pre Event Setup Staff</li></ul>	2	\$105.00	<b>\$210.00</b>
<ul style="list-style-type: none"><li>• Event Staffing - Duty Manager, Bar &amp; Wait Staff</li></ul>	14	\$400.00	<b>\$5,600.00</b>
<ul style="list-style-type: none"><li>• Service Equipment</li></ul>	1	\$250.00	<b>\$250.00</b>
OPTIONAL STYLING	QTY	COST	TOTAL
<ul style="list-style-type: none"><li>• GH Festoon Lights</li></ul>	1	\$900.00	<b>\$900.00</b>



## **Glasshouse Terms & Conditions**

*\*room hire varies depending on day of the week*

All pricing is GST inclusive.

All final numbers are due two weeks before event date.

Over 100 guests requires full exit of venue to 'flip' the room between ceremony and reception - allow 1.5 hours.

4pm earliest guest arrival time in January and February.

BYO costs based on all adults guests in venue (18+) during the event.

This quote is valid for 7 days. Please note all pricing is subject to seasonal change and availability.

Menus items to change seasonally (Autumn, Winter, Spring & Summer) to ensure the freshest quality produce.

All staffing hours are based on actual hours worked during the event. Any additional hours worked will be on charged post event.

All breakages during event will be on charged post event.

Cocktail furniture not included in venue hire.