



**OKAHU WATERFRONT**  
**BYO CATERING**  
**DRY VENUE HIRE**

THANK YOU FOR CONSIDERING OKAHU FOR YOUR EVENT

09 521 3930

[INFO@OKAHU.CO.NZ](mailto:INFO@OKAHU.CO.NZ)

[WWW.OKAHU.CO.NZ](http://WWW.OKAHU.CO.NZ)



## **Okahu exclusive dry venue hire at \$3800+GST includes:**

- Exclusive all-day venue hire from 12 pm 12am;
- 6 hours of event;
- Bar staff required based on guest numbers;
- Solo use of the venue;
- All fairy lights, bar leaners, and lounge furniture as seen on the venue;
- Full access to Okahu kitchen;
- Microphone and Background sound system;
- Free car park;

## **Additional Cost**

- Duty Manager to control bar service and ensure building functionality at \$50+GST per hour for the hours required from guest arrival until the venue closes;
- Security to control the entrance at \$48+GST x 6 hours for the event for the hours required from guest arrival until the venue closes;
- Cleaning fee \$375+GST;

09 521 3930

[INFO@OKAHU.CO.NZ](mailto:INFO@OKAHU.CO.NZ)

[WWW.OKAHU.CO.NZ](http://WWW.OKAHU.CO.NZ)



## **Optional additional equipment and services**

**Full set up of dining room at \$30+GST per person which included the below**

- White Crossback Chairs;
- 1.8 round tables;
- White tablecloths;
- White linen napkins;
- Cutlery set (entrée, main course, and dessert);
- Wine glass and water glass;
- Clothed Trestle tables for the buffet;
- Clothed cake table;

Note: set up and pack down \$650+GST

### **Single items and services**

- 1.8m Round tables with a full-length white tablecloth at \$30+GST per table;
- Trestle tables for buffet, gift table, etc. with a full-length white tablecloth at \$30+GST per table;
- White Cross Back Chairs at \$12+GST per chair;
- Cutlery at \$1+GST per cutlery;
- Napkins at \$2+GST
- Plates at \$2+GST per plate;
- Set up and pack down at \$650+GST;
- Front-of-house staff to serve and clear plates and glasses from the table on the floor at \$48+GST per hour per staff;
- Dishwasher Staff at \$48+GST per hour;
- Event Manager to control service and ensure guests control at \$50+GST per hour;

## **F.A.Q.**

**1. How much is the deposit?**

A non-refundable deposit of \$2500+GST is required to book the venue.

**2. How many guests can the venue hold?**

200 guests seated and 300 cocktail style.

**3. Do we need a Duty manager and security?**

As per our liquor license, we do require duty manger and security for all events at Okahu.

**4. Do we need dishwasher staff?**

Just if you require plates from the venue, we would require to hire a dishwasher.

**5. Please confirm that we are able to cater our food from an external caterer of our choice and that there are no additional fees involved with this.**

Yes, the venue does not supply catering and you are welcome to bring your own catering as per the events packages.

**6. What is the latest time our event can run until all guests have to vacate the venue including all of our vendors (DJ, etc) dismantling and packing their services up as well?**

The venue will be available until 12 am.

**7. At what time can our vendors such as the DJ, Photographer arrive to set their equipment up?**

The venue is available on the day from 12 pm.

**8. What is the capacity of the car park?**

The car park has a capacity of 102 parking spaces. Please note that the car park is subject to availability.

**9. It states that all beverages need to be purchased at the bar and no BYO drinks are allowed. Please let us know what the bar options and packages are with the list of drink types included as well.**

Beverages are charged on a consumption basis/bar tab/cash bar as per your requirements and beverage selection as per our wine list, and as per your bar budget. BYO beverages are not allowed. A fee of \$400+GST will be charged if BYO drinks were found at the venue.

**10. Can I bring my own suppliers and furniture?**

Yes, you are welcome to bring your own suppliers, furniture, and equipment.

**11. Do I need FOH staff waiters?**

Okahu strongly recommends waiters to work on the day of your event to assist with clearing plates and glasses from the tables, to ensure your guests' comfort, and serve food and beverage.