

EVENT OFFER & RESERVATION BROCHURE

Private & Exclusive Events • 40–80 Guests

EVENT FORMAT

Private celebrations, corporate gatherings, dinners, receptions, destination events and bespoke social occasions.

GUEST RANGE

Flexible event arrangements for 40 to 80 guests, subject to venue capacity and final requirements.

FOOD & BEVERAGE

Customisable catering, food service, drinks packages and beverage arrangements are available.

Prepared as an initial event offer for inquiry and reservation planning.

1. Event Offer Overview

We are pleased to present this preliminary offer for an exclusive gathering of approximately **40–80 guests**. The event can be tailored around the preferred date, venue style, guest experience, programme and budget.

2. Catering & Food Service

Our catering options can be adapted to the event style, guest profile, service format and dietary requirements.

Catering Option	Suggested Offering
Welcome Reception	Canapés, appetisers, welcome bites and light refreshments upon guest arrival.
Buffet Service	Selection of starters, salads, main courses, side dishes and desserts for flexible guest service.
Plated Dinner	Multi-course seated dining with individually served starters, main courses and desserts.
Family / Sharing Style	Curated dishes presented for table sharing, suitable for relaxed private events.
Dessert & Sweet Table	Dessert selection, pastries, cakes, fruit and customised sweet treats.
Dietary Requirements	Vegetarian, vegan, halal, allergy-aware and other dietary requests can be accommodated subject

3. Drinks & Beverage Packages

Drinks can be arranged as a hosted package, consumption-based service or a tailored beverage selection, subject to venue and event requirements.

Beverage Option	Suggested Offering
Welcome Drinks	Sparkling, mocktails, juices, soft drinks or signature welcome beverages.
Soft Drinks & Water	Still and sparkling water, juices, sodas and non-alcoholic refreshments.
Mocktail Package	Selection of crafted alcohol-free cocktails and premium refreshments.
Wine Service	Curated wine selection suitable for dinner, reception or table service.
Beer & Cider	Selected beer and cider options where permitted and requested.
Cocktail Service	Signature cocktails, classic cocktails and optional bartender service.
Premium / Open Bar	Expanded beverage selection with agreed service duration and package limits.
Coffee & Tea Station	Coffee, tea and accompanying refreshments for dining or post-event service.

4. Event Services & Guest Experience

Venue & Space Private event space with suitable layouts for dining, reception, networking, entertainment and guest circulation.	Event Production Sound, lighting, staging, presentation support and technical services where required.
Décor & Styling Tablescape, floral arrangements, lighting enhancements, branding and event styling options.	Staff & Service Professional event coordination, catering staff, bartenders and on-site guest service as required.
Guest Experience Welcome reception, seating plan, programme support, VIP arrangements and event flow coordination.	Optional Add-ons Photography, entertainment, transportation, accommodation coordination and bespoke experiences.

5. Suggested Package Levels

Packages can combine catering, food service, drinks and event services according to the event concept. Final pricing is prepared after requirements are confirmed.

Package	Guests	Typical Inclusions
Essential	40–60	Venue arrangement • Standard catering • Food service • Soft drinks & water • Basic coordination
Premium	50–70	Enhanced catering • Dessert service • Mocktails / selected beverages • Décor • AV support
Signature	60–80	Premium dining • Full beverage package • Full event production • Styling • Dedicated coordination

6. Inquiry & Reservation Process

01 — Event Inquiry: Share the preferred date, guest count, event type, location preference and requirements.

02 — Availability Check: Suitable venue and service options are reviewed.

03 — Proposal & Quote: A tailored quotation is prepared covering venue, catering, food, drinks and requested services.

04 — Confirmation: Reservation terms, payment requirements and booking documentation are issued.

05 — Final Planning: Guest numbers, menu, drinks, programme, production and special requirements are finalised.

7. Information Required for a Formal Quote

Please provide the **preferred event date or date range, event type, estimated guest count (40–80), preferred location, catering style, food preferences, drinks requirements, dietary restrictions, entertainment/AV needs and any VIP or special requirements.**

Pricing is subject to venue availability, guest numbers, menu selections, beverage choices, service duration, production requirements and optional additions.

8. Contact & Reservation Request

EVENT INQUIRIES & RESERVATIONS
Contact: _____
Email: _____
Telephone / WhatsApp: _____
Website: _____