



**the loft** is a newly developed executive styled meeting venue ideally located just north of Wellington on the Kapiti Coast.

A beautiful light filled loft venue with impressive black and white images of iconic worldwide destinations, the venue is a space where ideas can be explored, decisions made or simply a comfortable but style conscious space to meet.

#### *Key Features:*

- ◆ Free parking, and easy access to train and bus, or fly directly into Kapiti Landing with a short taxi ride to The Loft.
- ◆ Beautiful views of the hills behind Waikanae.
- ◆ Short distance to the beach or bush, should you wish to break your day with a stroll.
- ◆ Catering available to suit all budgets.
- ◆ Restaurant and bar downstairs specialising in craft beers.

#### **Contact Us**

Melanie Davis — via the mobile or email address below  
Address: First Floor, 11 Ngaio Road, Waikanae, Kapiti Coast  
[www.facebook.com/theloftvenue.nz](http://www.facebook.com/theloftvenue.nz)





## Welcome to *the loft*

A two roomed venue for hire — the Eiffel Room and the Brooklyn Room — with full day and half day rates.

The Eiffel Room comfortably seats 12 people in a boardroom style and the Brooklyn Room is ideal for more intimate meetings of up to six people. You get the use of both rooms for the one price.

The rooms can be set up to suit your needs whether you wish to run a meeting, workshops, give a presentation, have a product or business launch, conduct interviews or simply to meet your valued clients. This venue will certainly impress.

*Additional facilities include:* large monitor with HDMI, free wireless internet connection, use of the large windows as whiteboards, seating and table flexibility.







## Booking Hours:

- ◆ Half day morning: 8:30am - 12:30pm
- ◆ Half day afternoon: 1:00pm - 5:30pm
- ◆ Full day: 8:00am - 5:30pm

## Catering Options:

(available for a minimum of four people, please advise of any allergies — products may contain nuts, dairy and eggs)

**Drinks** \$10.00 (plus GST) per person per half day. (Speciality tea, locally produced coffee, artesian bottled water)

### Morning/Afternoon Tea

- ◆ *London:* \$12.50 per person (plus GST)
  - Cheese scones with butter
  - Banana and walnut loaf with butter
  - Fruit platter
  - Fruit juice
- ◆ *Kiwi:* \$12.50 per person (plus GST)
  - Sausage rolls with tomato sauce
  - Chocolate cake
  - Fruit platter
  - Fruit juice
- ◆ *France:* \$13.50 per person (plus GST)
  - Cheeseboard
  - White chocolate and brown sugar cookies
  - Fruit platter
  - Fruit juice

## the loft Rates:

- ◆ Half day: \$180.00 (plus GST)
- ◆ Full day: \$320.00 (plus GST)
- ◆ This includes use of both rooms, free WiFi, monitor with HDMI, window whiteboard

### Lunch

- ◆ *American:* \$16.00 per person (plus GST)
  - Club sandwiches
  - Savouries
  - Carrot Cake
  - Fruit platter
  - Fruit juice
- ◆ *Eastern:* \$18.00 per person (plus GST)
  - Filled pita pocket (salad, ham, relish)
  - Wraps filled with Chinese five spice chicken and salad
  - Selection of Danish pastries
  - Fruit platter
  - Fruit juice
- ◆ *Mediterranean:* \$18.00 per person (plus GST)
  - Boxed rice salad (dried cranberries, apple, celery, chives)
  - Boxed pasta salad (sundried tomato, salami, Mediterranean vegetables, feta cheese)
  - Muffin of the Day
  - Fruit platter
  - Fruit Juice



## Terms and Conditions of Use:

### ◆ Room Hire and Catering Prices

All hire and catering prices are correct at the time of advertising. Prices quoted are exclusive of GST where applicable and allowable by law.

### ◆ Invoices

Detailed invoices will be provided upon completion of the booking and must be paid in full within 7 days of issue or within 24 hours of the booking period commencing, whichever is the sooner.

### ◆ Facilities

The facilities provided by the Loft may vary at The Loft's absolute discretion. Facilities include, but are not limited to WiFi availability, monitor usage and availability, window whiteboards and catering.

### ◆ Cancellation Policy

Cancellation of usage and/or catering within 24 hours incurs a 100% hire and/or catering charge and cancellation within 48 hours incurs a 50% hire and/or catering charge.

In the event that The Loft becomes unavailable, The Loft reserves the right to provide the Client with at least 48 hours' notice to cancel or rearrange the existing booking.

### ◆ Indemnity Policy

The Loft Owners and building Landlord shall be expressly indemnified by the Client against any loss, damage which is caused by corruption of data or any loss of information from hardware, software, mechanical, Internet damage or any errors by The Loft Owners or building Landlord. The Client guarantees that it will not use The Loft for any immoral or illegal purposes.

### ◆ Equipment

All property of The Loft remains the property of The Loft and must not be taken from the premises without the express consent of The Loft.

Clients of The Loft must treat all equipment and property of The Loft with care. Any damage to equipment or property of The Loft identified during or at the cessation of the usage period will be fully chargeable to the Client.

Any faulty equipment identified must be advised to your Loft Host.

### ◆ Dress and Behaviour Code

When utilising the Loft smart dress standard applies at all times.

Reasonable and professional behaviour of Clients is expected at all times.

### ◆ Health & Safety

All Clients of The Loft must ensure the safety of themselves and others using the same meeting venue and must not do anything to harm or cause potential harm to themselves or others.

Any risks or hazards identified must be immediately advised to your Loft Host.

A basic First Aid kit is available for use by Clients and is located in the bottom right locker. Please advise your Host if you use anything from this kit so that replacements can be arranged.

The Loft is strictly non-smoking at all time.

### ◆ Emergencies

Dial 111 in an emergency.

A first extinguisher is located in the common area of the First Floor office.

A medical practice is located 100 metres along Marae Lane should medical aid be required.

In an emergency please evacuate the premises immediately and gather across Ngaio Road on the grass verge where you are to wait until the New Zealand Fire Service or your Loft Host gives you permission to re-enter the premises.

### ◆ Costs

The Client will be responsible for The Loft's reasonable costs in recovering any monies owed under this Agreement.

### ◆ Termination of Usage

The Loft owners or your Loft Host reserve the right to terminate this agreement with immediate effect should any of the conditions in this agreement not be met or are breached. Should this occur, the Client agrees that they have not right to claim a refund or costs for damages as a result of the termination.