The
LIBRARY

reading room / lounge bar / live music / sweets & treats

Function & Event Information

The Library has the ability to cater for any event. From intimate gatherings to larger corporate events of up to 180 people, The Library has a space to suit you and your guests.

The venue is a combination of three unique spaces that can been reserved individually or altogether. These three areas, there various capacities and details of each room are explained below.

Here at The Library we realise every customer, client and function is unique and we are more than happy to discuss any special requests you may have to ensue your event is a success.

If you would like to discuss a function or event booking with us please email: *functions@thelibrary.co.nz*

Function & Event Information

The Lounge Bar *(Main Room)*

This is the largest area within the venue and home to the bar itself, a communal couch area, several bar leaners, high group tables, smaller intimate tables and, a private booth. We are able to remove the couches to allow space for a band to set up and add another layer of atmosphere and excitement. This room also has a drop down projector screen. The Lounge Bar are is perfect for larger functions, product launches and parties enabling guests plenty of room to move and mingle.

Please note: Booking this area is often restricted to full venue functions.

standing capacity 120

seated capacity 75

The Reading Room *(Middle Room)*

The Reading Room is a seated area complete with many booth and a raised area with free moving furniture. This is a wonderful space for smaller groups to enjoy some drinks and nibbles. Alternatively, it can be used to add additional capacity for your event and provide an area for your guests to sit down, relax and unwind.
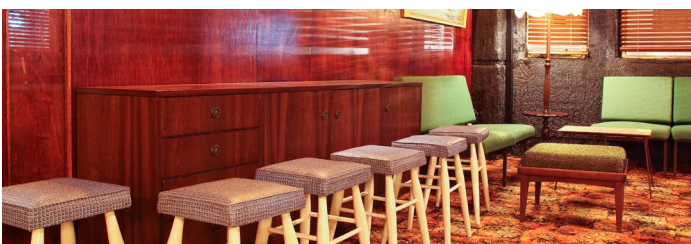

standing capacity 45

seated capacity 40

The Games Room *(Private Room)*

The Games Room is the most private of all three rooms and is incredibly popular for smaller events. This space can be used for anything from birthday or other celebratory parties, presentations, product launches, product tastings, book clubs and general meetings. The room comes complete with a drop down screen and a projector. There is a sliding door that can be closed to give you and your guests an additional level of privacy. Yes, this is the room with the old claw foot bath tub. We can fill this tub with ice and bottles of wine and beer etc for you to create a real 'wow' factor for your guests on arrival.

Please note: This is our most popular function space and we suggest booking your event early to avoid disappointment.

standing capacity 60

seated capacity 30

Function & Event Food, Drink & Entertainment

Food, Beverage and Entertainment Options

We offer an extensive range of food and beverage options.
Please click on the links below to view each current menu.

| *Catering Menu* | *Food Menu* | *Beverage Menu* |

Audio Visual Equipment

We have two drop down projector screens and one projector here at The Library.
We also work closely with AVS Audio, www.avservices.co.nz if you would like us to
arrange alternative, additional or specific equipment.

Entertainment

We have a fantastic variety of live musicians that regularly play here at The Library. We
are happy to organise any one of these bands or arrange for others to play at your event.
Although we play our own selection of music during our regular course of trade, we are
happy for you to have your own musical selections during your event. If you are after alter-
native entertainment options just let us know and we can discuss this with you.

Function & Event Pricing Information

The Library does not charge a venue hire. Rather, we prefer a minimum spend arrangement. The minimum spend is based solely on the amount of revenue the space you request would usually generate during the time you request. It follows that the minimum spend is generally lower the earlier you wish your event to start. The whole venue is available exclusively if desired.

Please contact us for an indication of our minimum spends across the week.

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Address: *Upstairs, 53 Courtenay Place, Wellington*

Email: *functions@thelibrary.co.nz*

Phone: *04 483 8593*

www.thelibrary.co.nz