

THE
CATERING
STUDIO



WEDDING AND EVENT
INFORMATION PACK

www.thecateringstudio.co.nz

04 801 6892

events@thecateringstudio.co.nz



ABOUT US

THE PHILOSOPHY AT THE CATERING STUDIO IS FRESH,
SEASONAL AND SIMPLE.

The Catering Studio is a Wellington based catering company. Established in 2008, food is our business and our passion, and we understand that successful catering is about organisation, high quality service and great food.

Our food is lovingly created using carefully sourced ingredients to create irresistible menus which will satisfy even the most demanding palates. We have a comprehensive range of menus to suit all occasions and these can be tailored to suit your vision.

Our highly skilled team will provide everything from the on-site chefs and staff, to glassware, crockery, equipment and anything else that may be required.

SERVICES

An overview of our services is provided below, including guidelines for ordering.

FOOD

CANAPÉS

Our canapés are designed for taste and visual impact. They can be the perfect start to your wedding or event, or even the main affair with a combination of canapés, street food or platters. Canapés are generally one bite and can easily be consumed with a glass in hand.

PLATTERS

Platters are a good addition to a canapé service, offering an option for guests who want more than a couple of bites before dinner. They are also a great option for late night snacking.

DINNER

We recommend our banquet meal served family style at the dinner. All dinner options are served with complimentary fresh baked bread and butter.

Other styles of dining are available, simply tell us your vision and we are likely to be able to cater to your

DESSERT & SPECIALTY BAKING

All of our desserts, cakes and specialty baking items are made-to-order and are a great addition to end a meal or event. Our menus have everything from delicate dessert canapés to whole cakes

BESPOKE MENUS

A sample menu is included in this pack, and full menus are available on request, however, if there is something in particular, you'd like, ask us and we can create a bespoke menu for you.

Ordering guidelines for canapés (indicative only)

Duration	Quantity
1 – 1.5 hours	5 – 6 options
1.5 – 2 hours	6 – 7 options
2 – 3 hours	7 – 10 options
3 + hours	10 options + platters and/or larger canapés

BEVERAGES

What better way to complement excellent food, than with great beverages! We will work with you to source, prepare and transport everything to your venue as well as provide certified bar managers to serve drinks to you and your guests. We also have a sale or return policy with beer and wine, so you only need to pay for what you drink.

COCKTAILS

We have a large cocktail menu which is available on request, ranging from traditional to contemporary styles. Cocktails are served by the glass.

BEER AND WINE

We have a menu of beer and wine that you can choose from.

NON-ALCOHOLIC

We also offer a range of non-alcoholic options including juices, soft drink and premium water.

SERVICE STAFF

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Our professional service staff are there to serve you and your guests and help make the experience a memorable one for everyone.

SUPERVISORS

We always recommend having a supervisor on site, to ensure everything runs to plan, and to manage last minute requirements.

CHEFS

Chefs are provided to prepare and present the food on site, so it is fresh, in its best possible condition, and tastes great.

Ordering guidelines for service staff (indicative only)

Number of guests	Recommended number of staff		
	Less than 50	50 – 100	100 – 150
Service staff	1	2-3	4-5
Supervisors	1	1	1
Chefs	1	2-3	3-4

MINIMUM REQUIREMENTS

We kindly thank you for your interest in The Catering Studio. Due to our base location, we do have a minimum requirement of 30 guests plus a minimum spend which is determined by a number of factors and will be quoted on a case by case basis.

THE PROCESS

Below is an outline of the process for organising your wedding or event with us.

1. UNDERSTANDING YOUR VISION

We start the process by meeting with you to understand your vision and requirements for the day, this can be in person or over the phone/skype. We want to know about the style of wedding or event you want, venue, number of guests and budget. This enables us to put together some menu options and identify equipment and service requirements in order to prepare a thorough quote for you.

We can also pencil in your wedding date at this point. While your date can't be confirmed until a deposit is received, if you are pencilled in we will let you know before we book anyone else for that date.

2. SECURING YOUR DATE

We will go through a process of reviewing and refining the menu and quote with you to ensure it meets your requirements. Once you are happy with the quote, we require a 10% or \$500 deposit (whichever is greater) to secure your date.

3. CONFIRMING THE DETAILS

Closer to the day, we will work with you to outline and go through the detailed logistics including final numbers, dietary requirements, necessary hire equipment, beverage requirements, seating plans, table settings and timeline.

4. EXECUTING THE PLAN

On the day, the team will arrive early and work with meticulous attention to detail to ensure that the venue looks beautiful, and guests are happy. There will be a Supervisor onsite ensuring everything goes according to plan. The Supervisor is also on call to help with anything that comes up (food related or otherwise!).

5. WRAPPING UP

Once the event is complete, the team will pack down and clean-up for you, including removal of any rubbish and recycling. Within a couple of days, we will be in touch with you to ensure you enjoyed the day, and to provide you with the final invoice. Payment can be made by credit card or invoice within 7 days of the final invoice.

FREQUENTLY ASKED QUESTIONS

Q: What information should I have ready when enquiring about catering?

A: It is best to have as much information as possible i.e. number of people, dietary requirements, delivery address/venue, event date, kitchen facilities (if appropriate), hire equipment requirements, style of menu, budget, and of course contact details.

Q: Can I make an order for the weekend or public holidays?

A: Weekend orders must be a minimum of \$500.00 and are subject to availability. Orders on public holidays will incur a 15% surcharge.

Q: What if I need to make a change or cancel my order?

A: In most instances we have ordered the ingredients for your order at least two days in advance, as such any changes must be made as soon as you are aware of them. Cancellations after 12:00pm three working days preceding the event will be charged at 75% of the quoted price. Amendments to orders can be made up until this time. If guest numbers decrease within three working days of the event you will still be charged for the confirmed number of guests.

Q: When will my food be delivered and what are your delivery charges?

A: Food which only requires a drop off will be delivered hot 15 minutes before the serving time stated by the customer. Within Wellington CBD there is a delivery charge of \$10 per drop-off. This includes pick up of plates, usually the following day. There will be an additional charge for deliveries outside the Wellington CBD, cost is dependent on location: Wellington Suburbs \$25.00 | Lower Hutt \$40.00 | Porirua \$40.00.

Q: How are the items on your menu packaged, served?

A: Lunches will be delivered on plates unless otherwise specified. For most lunch items cutlery is not necessary, for those which require cutlery, disposable bio ware cutlery will be provided. Lunches that need to be eaten on the go will be served in appropriate disposable packaging with all necessary equipment, utilising sustainable compostable packaging where possible.

Q: How do I place and pay for my order?

A: You can place your order via phone or email. You have the option of paying by credit card or invoice, we accept VISA and Mastercard. Invoices must be paid within 7 days unless otherwise arranged.

Q: Do you cater to special dietary requirements?

A: Yes we certainly do. Our menu is full of gluten free, dairy free, vegetarian and vegan items. Our chefs are experts at creating varied menus so you can be sure not to receive the same items every time.

FUNCTIONS

Q: Is it best to book the caterer or the venue first?

A: Some menu items require more kitchen facilities than others, as such we can't guarantee your menu choices until we have the details of the kitchen facilities.

Q: Do you require a deposit?

A: To guarantee your booking a minimum deposit of 10% or \$500 (whichever is greater) is required.

Q: Do I need the service staff, or can I just get the food delivered?

A: Some items require onsite chef preparation; others require service staff to pass the food around. Please contact us to discuss exactly what your event requires.

Q: Can I provide my own alcohol?

A: Yes you can provide your own alcohol and we can provide the equipment and staff to work the bar. However, a handling fee will apply. Please contact us for further information.

Q: Do you have a liquor license?

A: Yes we do. Please contact us to discuss the details.

Q: What will the staff wear?

A: Staff will be dressed in white t shirts, black pants and shoes and a unique long grey apron with our logo.