



FUNCTIONS

We would love
to host your event





FUNCTIONS AT POSTMASTERS

Thank you for your interest in holding your special event at Postmasters Kitchen + Bar. Our experienced team loves seeing events come to life and help you create a celebration to remember.

Postmasters Kitchen + Bar is available for exclusive hire or as a casual place to meet. We can cater for most size groups and budgets, be it a sit down dinner, cocktail function or family gathering. Our space is a unique and inviting one that can be fully customised for any celebration.

The capacity of the venue for an informal seated dinner inside is up to 50 pax and for a standing cocktail event up to 60 pax inside or up to 100 pax including the garden area. Exclusive hire is required for bookings of 40+ guests and is based on a minimum spend.

Postmasters team of dedicated chefs are only more than happy to cater to your unique requirements and specialises in fresh, seasonal and locally sourced NZ produce. We have a bespoke range of Central Otago wine, beer, spirits. Our dedicated bar tenders can craft cocktails for you to choose from.

We're looking forward to working with you and are excited to create your dream event.

We have various options you could consider:

PRE-ORDER (8 - 30 people)

GRAZING TABLE (8 - 50 people)

STANDING COCKTAIL (30-100 people)

GROUP DINING (8 - 50 people)

BRUNCH FUNCTIONS





PRE-ORDER

8-30 people

Order in advance from our menu so you can enjoy a stress free + delicious meal before heading off to enjoy Arrowtown anytime of the day.

Orders must be submitted 48 hours prior to the booking.

GRAZING TABLE

8-50 people

Shared feasting menu served down the table

Based on 4 people sharing:

1 Course \$24 per person

2 Courses \$31 per person.

Cheesy garlic flat bread

Salt + szechuan squid

Pork belly bites

Warm roast beetroot

Kumara fries

Baked cheesecake

Guilt free pleasure

STANDING COCKTAIL

30-100 people

The canapé menu is designed for standing drinking parties or to start the event

Price starts at \$30 per person for 3 canapés (2 portions of each canapé per person).

Add extra canapés if you choose for \$10pp.

Canape Menu

Cheese puffs

Chili garlic Prawn + Avocado crostini

Chickpea + coriander Falafel with tzatziki + chili jam

Prosciutto wrapped Melon

Pork Belly, grilled pineapple + plum sauce

Smoked Salmon + Creme fraiche crostini

Cheddar + quince paste on a fig + pistachio cracker

Mini Meals \$20 per serve

BBQ Brisket Slider

Fish + Chips

Falafel salad

GROUP DINING

8-50 people

2 Courses \$55 per person

Entree + main OR main + dessert

3 Courses \$70 per person

Entree + main + dessert

Shared Entree (4 people)

Cheesy garlic flatbread

Salt + szechuan squid

Pork belly bites

Main (all served with potatoes + seasonal veg)

Roast chicken breast with mushroom sauce

Fish of the day with lemon veloute

Stuffed eggplant with napoli sauce

Dessert (choose from)

Baked cheesecake

Guilt free pleasure

Seasonal fruit crumble

BRUNCH FUNCTIONS

POA

Bacon + egg roll

Chorizo or mushroom omelet

Salmon + avocado bagel

Mango Chia Pudding

Pain au chocolat (min order applies)

Almond croissant (min order applies)



TS + CS

Private Hire + Group Booking Terms + Conditions

All bookings for private dining, full venue hire or tables over 10+ at Postmasters Kitchen + Bar are subject to the following terms and conditions.

We understand that plans can change and we strive to be as flexible as possible.

CONFIRMATION OF BOOKINGS

A booking is only confirmed on receipt of quote acceptance and credit card details are supplied.

PRICES

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices these are subject to change. Should any increases occur we will notify you immediately.

EXCLUSIVE USE

On occasion, a minimum spend may be required to be guaranteed to confirm exclusive use of the restaurant. This will be specified at the time of booking and confirmed by email. Minimum spend is based on food and beverage only. If the agreed minimum spend is not met the balance will be charged as a 'venue hire fee'.

DEPOSITS

Deposits are required for bookings of 20+ to confirm bookings. The deposit invoice will be issued at 20% of the total cost and is due on receipt of the invoice.

GUARANTEED NUMBERS

To ensure our maximum efficiency a guaranteed number of guests are required when the booking is made. The final number of people attending and dietary requirements are required a minimum of 48 hours prior to the event.

CATERING

Details of food and beverage selections must be received on booking confirmation. All menus change seasonally, so menu items cannot be confirmed until 30 days prior.

MUSIC/EQUIPMENT/ENTERTAINMENT

We require to be informed upon confirmation of any equipment or entertainment that you intend to book for your event. Music is played through the restaurant PA system and playlists. If you are hiring the restaurant exclusively you are welcome to book live music or bring your own playlists.

CAKE

Cakes, or similar, brought onto the premises must be discussed with the manager prior to the booking. Cakeage fees may apply. Otherwise we can offer a delicious celebration cake for you at a cost. Please note that a minimum 48 hours notice is required.

WEATHER

No matter what time of the year you are planning your event, rain is always going to be a very real possibility. Designing a backup plan will help avoid stress and disappointment. Bookings will go ahead rain/hail or shine and in the case of inclement weather, we will endeavor to move your booking inside. The restaurant's versatility offers an all-weather space with outdoor heaters and an internal fireplace.

PAYMENT

Settlement of the final bill must be made at the conclusion of the event. Unless prior agreement is made to be invoiced. We accept all major credit cards with a 2% surcharge or by direct credit to our bank account.

CANCELLATION

In the event of a confirmed booking being canceled within 5 days of the event, or non-arrival of the party deposit paid are non-refundable.

