

THE WHITE RABBIT

EVENTS FAQ

Overview

Spaces	3
Menu Offering	5
AV Support	7
Programming & Event Companies	8
Deposits & Payment	9
Logistics	10
Minimum Spend	11
Access	12

Spaces

1. What are the maximum capacities for The White Rabbit & The Rabbit Hole?

Maximum standing capacity – 330

Maximum seating capacity – 150



The White Rabbit Dining Room



The White Rabbit Lounge

INDOORS

- 180 (standing)
- 150 (seated)



The Rabbit Hole (sheltered area)



The Rabbit Hole (unsheltered area)

OUTDOORS

- 60 (standing, sheltered)
- 120 (standing, unsheltered)
- 30 (seated, sheltered for finger food only)

2. Is there a wet weather plan?

Our team will always have a plan B in the event of wet weather. Please consult our event manager to highlight the space which will be used. On the day of the event, the event executive will also keep you updated on the weather and assist in set-up logistics.

3. Can the field behind The White Rabbit be used for an event?

Unfortunately, the field belongs to the Singapore Land Authority (SLA) so usage of the field would require a permit from them.

4. Can the whole venue be rented for an exclusive event?

Yes, the minimum spend for exclusive events starts from \$20,000.

Menu Offering

1. What type of food do you serve?

Classic European cuisine

2. Do you offer halal, vegetarian and Asian/Fusion dishes?

- Asian/Fusion – No
- Halal – Our kitchen is not halal-certified, however we are able to prepare menus without pork or lard dishes.
- Vegetarian – Yes

3. Can I bring my own food?

Unfortunately we are not open to external caterers, all F&B comes from the main restaurant. However, on very rare occasions we may liaise with external caterers to fulfill certain requests.

4. Can I bring my own cake?

Yes, cakes to celebrate special days are more than welcome.

5. What drinks are included in the beverage packages offered?

The standard free flow drinks package is as follows:

- Beer: Heineken (draught)
- Liquors / Spirits: Wyborowa vodka, Beefeater gin, Havana rum, Ballantine's whiskey, Olmeca tequila, Jim Beam bourbon with soft drinks / juice mixers
- Soft Drinks & Juices: Sprite, Coke, Coke Light, Ginger Ale, Tonic Water, Orange juice, Lime juice, Cranberry juice

6. Can I opt-out of a drinks package?

Yes, however it does not reduce the price of packages.

7. Can I include wine in my free flow drinks package?

Yes, you may also purchase wines from our extensive wine list featuring over 250 labels.

8. Can I bring my own drinks (BYO)?

Yes, corkage charges will apply. Corkage for wines are \$35++ per 750ml bottle, champagne and sparkling wines are \$45++ per bottle and hard liquor is \$55++ per bottle. Only duty paid products are allowed.

9. Can I buy a barrel of beer?

Yes, Heineken beer by the barrel is \$600++ (55 glasses).

10. Can I change the free flow timing on the day?

Yes, there is some flexibility. Please let your event manager know.

AV Support

1. Can I play my own music?

Yes if you have booked an exclusive event with us. For non-exclusive bookings, we are only able to accommodate playing the wedding march-in accompaniment. Otherwise, we specially curate all our own music and playlists in outlet.

2. Can I bring my own DJ or band?

Yes, you can bring your own DJ or band for special occasions, however

- The DJ would need to bring all their own equipment
- The full list of sound equipment and specifications need to be submitted to our events team 30 days prior to the event for review and application of licenses
- The DJ or band needs to adhere to our venue's sound level requirements
- Music outdoors is only permitted till 10.30pm
- Depending on equipment brought, an external generator may be required

3. What music do you play at The White Rabbit?

Our playlists feature a mixture of soothing jazz and soulful favourites from Laura Marling, Duffy, Feist and Norah Jones.

4. Do you have DJ equipment?

No, we do not have any DJ equipment on-site.

5. Do you have a microphone and speakers?

We have two wireless handheld microphones (not suitable for singing) and surround speakers for music playback only. Please note that the system indoors and outdoors are separate.

6. Do you have a projector and a screen?

Unfortunately we do not.

7. Can I bring my own AV set-up (speakers and microphone etc.)?

You are welcome to source for your own AV equipment or support however we'd love to meet with your supplier at least two weeks prior to the event to discuss the logistics and acceptable sound levels.

Programming & Event Companies

1. Do you have contacts for performers and bands?

Yes, we have an extensive list of contacts including performers.

2. Can I bring my own performers?

We are open to any performers you would like to have at your event however we do have sound level restrictions that must be followed. Please consult our events manager for more information.

Deposits & Payment

1. Do I need to pay a deposit?

Yes, we require a deposit of 50% of the event value to secure the space for all events. The space cannot be confirmed until we receive your deposit. Once the deposit has been paid, your booking is confirmed.

2. How do I pay the deposit?

We accept payment via credit card (Visa/Mastercard), cheque or bank transfer.

3. Who do I make the cheque payable to and what are the bank transfer details?

For Bank Transfers:

Account Name: The White Rabbit

Account Number: 003-913-470-3

Bank Name: DBS Bank Limited

Bank Address: 6 Shenton Way, DBS Building, Singapore 068809

Bank Code: 7171

Branch Code: 003

Swift Code: DBSSSGSG

For cheques, account name: The White Rabbit Pte Ltd

4. Are there any additional charges?

Everything is subject to a 10% service charge as well as 7% GST.

5. Are there any other costs I need to consider, other than the food and beverage cost?

- Furniture rental when your guest list is 120 – 150pax
- Venue opening hours extension
- Set-up and removal of equipment

Logistics

1. When can I begin event set-up?

Set-up is usually done on the day itself. For lunch events, set-up can start at 9am while set-up for dinner events begin from 4.30pm.

2. Is there any cost involved in setting during non operational hours or on a Monday when The White Rabbit is closed?

Yes, additional charges will apply depending on the day and number of hours.

3. Are there any limitations or constraints I should know about?

- Outdoor music is only permitted until 10.30pm
- All set-up items and equipment need to be removed directly after the event
- Set-up can only be done during non-operational hours
- You must submit a programme of set-up to our events manager
- If structural work is being done, The White Rabbit must approve of plans and ensure that necessary precautions will be taken
- Depending on equipment brought in, an external generator may be required

Minimum Spend

1. What is the minimum spend?

The minimum spend is the dollar amount that needs to be spent for the duration of the event. The minimum spend is dependent on the day and date of event. Minimum spend for exclusive events is from \$20,000++ upwards.

2. What if I am not able to reach my minimum spend amount?

A venue charge is applied if the minimum spend is not reached.

3. Can you give me an example of how the minimum spend is met?

Scenario 1 (event meets minimum spend)

- 120 pax event, \$25,000++ minimum spend for weekend dinner
- Food: \$18,378++
- Beverage: \$6,672++
- Subtotal: \$25,050++
- Grand total with taxes: \$29,483.85

Scenario 2 (event does not meet minimum spend)

- 120 pax event, \$25,000++ minimum spend for weekend dinner
- Food: \$17,500++
- Beverage: \$6,000++
- Subtotal: \$23,500++
- Rental Fee: \$1,500++
- Grand total with taxes: \$29,425.00

4. Can other items contribute to a minimum spend (transport, logistics, emcee, DJ, etc.)?

Aside from additional furniture rental to cater to 120-150 pax through The White Rabbit's vendor, only food and beverage spend counts towards minimum spend.

Access

1. What is the best way to reach The White Rabbit?

The easiest route is by taxi. Taxis can drop off guests directly outside our venue or at the carpark next to The White Rabbit. Alternatively, the nearest bus stop is 5-8mins walk for the following bus services: 7, 75, 77, 105, 106, 123, 174, NR8

2. Can our private bus go all the way to the venue?

Yes, buses can go all the way to the venue however as the main entrance is a steeply curved road, we would advise guests to alight from buses in the carpark for safety reasons.

3. What is the best way to get a taxi?

Our staff can assist with booking taxis for you on the day of the event. While we will assist as best we can, please note that it may be difficult to get a taxi in the evening and during peak periods.

4. Do you have on-site parking?

We have 40 complimentary parking spaces available next to the restaurant.

If you have any further enquiries,
please email events@thewhiterabbit.com.sg.