

BlackOlive

WEDDINGS & EVENTS



The Olive Lounge

VENUE HIRE STANDARD TERMS & CONDITIONS

2023

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Terms & Conditions for Events and Venue Hire at the Olive Lounge

Venue Hire Rates

Rates are quoted in South African Rand and foreign currency payments are accepted at the daily bank rate of exchange on the date payment is received. Any bank charges involved with payment are for the client's account.

All hire rates **exclude** beverages, which will be based on consumption, or pre-ordered as per quote. All venue hire rates **exclude** food and catering, drinks, flowers, decor and service fees.

Should a client choose the selfcatering option, a surcharge of R125p/p will apply.

No external catering is allowed onto our premises if catering is done through our establishment.

2023 RATES AND TIME SLOTS:

Morning bookings from 9am - 12 noon:

R4100 (*Weekday*) R4600 (*Weekend*) R4900 (*Public Holiday*)

Afternoon bookings from 2pm - 5pm:

R4400 (*Weekday*) R4800 (*Weekend*) R5000 (*Public Holiday*)

Full day bookings from 9am - 5pm:

R6500 (*Weekday*) R6900 (*Weekend*) R7200 (*Public Holiday*)

Evening bookings from 4pm - 10pm:

R6900 (*Weekday*) R7800 (*Weekend*) R8200 (*Public Holiday*)

Venue Capacity

- Cinema style 60 pax (no tables) chairs only
- Formal seating (with tables and chairs) 50 pax
- Cocktail style (cocktail tables and chairs to be hired in) 60 pax

Deposits and Cancellations

50% deposit of the venue hire is required within 5 days of making the booking in order to secure your reservation at the Olive Lounge.

The outstanding deposit will be the balance due at least 5 days prior to the function date. To safeguard The Olive Lounge against possible damages, a deposit of R1000 is required when the booking is made. This amount will be added as a line item to your invoice.

The amount will be refunded back into your nominated bank account no later than one week after your function, should there be no damages, breakages, or losses.

No quotation revisions or refunds will be made 5 working days prior to the function date should the guest number decrease or event spec be changed; unless otherwise agreed upon. The Olive Lounge does not offer account facilities.

There are **no refunds on deposits** paid at The Olive Lounge. Cancellation of your event will result in a 100% loss of the total amount agreed upon and paid up to the point of cancellation. Events can be postponed to a later date should there be mitigating factors that warrant this.

In the event of your event being cancelled within 21 days of your function, you will become liable to settle the full quotation value due to imminent loss of income to Black Olive.

Should any client refuse to pay the cancellation penalty, the matter will be handed to our legal team for collection. All costs arising from this collection process will be for the account of the client.

Provisional Reservation

A provisional reservation is valid for a maximum period of 3 working days. Should no deposit be paid to secure the provisional booking within this period, Black Olive holds the right to give the date to another paying client without notice.

Black Olive reserves the right to shorten the validation period of a provisional reservation without notice, unless otherwise agreed upon.

Black Olive reserves the right to cancel all services booked should full payment not be received prior to the function date.

The following should be emailed or faxed to Black Olive to confirm your reservation:

1. A copy of the signed terms and conditions
2. A copy of the deposit slip or payment confirmation

Kindly note that payments may be paid directly into the Black Olive bank account as stipulated on the quotation .

Service Fees

Service fees form a **mandatory** part of your event booking. Events cannot run without service staff to maintain our high eventing standards

Waiters and Barmen are charged at R90p/h and R95p/h respectively.

Minimum booking hours will be charged at 4 hour shifts.

The car guard is charged at a R450 flat fee for day events and R550 flat fee for evening events. Should the car guard service be refused, Black Olive will take no responsibility for any losses or damages to guest vehicles.

Function set up charges are mandatory and are quoted based on the guest size of the event.

Please note, **Wedding set up charges are quoted differently** depending on size and specification.

0 -15	R500	16 - 25	R650
26 - 35	R750	36 - 50	R850
51 - 60	R950	60	R1250

Food & Catering

We offer both standard and customised menu's at our venue. Self catering is allowed at our establishment, please familiarise yourself with the self catering guideline.

Should a client choose the self catering option, a surcharge of R135 p/p will apply.

No external catering is allowed onto our premises if catering is done through our venue.

Kindly note **we do not allow any take aways on buffet meals. Please do not ask our staff for take aways after your event.**

Final menu selections must be locked in at least 7 working days before your event.

No further menu changes will be allowed after this period to allow the kitchen enough time to prepare accordingly.

Decor & Hired Goods

All equipment or decor hired through Black Olive will remain the property of the company. Any damages or loss to our decor stock will be charged according to its replacement value. To uphold our eventing standards, please note that all decor & florals to be procured through our venue unless otherwise agreed.

Furniture

Venue hire comes standard with the following furniture:

Tressel tables, armless chairs with black chair covers & 2 x cocktail tables with white or black covers.

Round tables, tiffany chairs, additional cocktail tables & bar stools are not standard venue furniture, and will be charged for if requested by client.

Music

Due to residential noise regulations, music has to end at 21h00 sharp for evening bookings. The Olive Lounge therefore reserves the right to regulate the volume of the music at any event held on its premises, booked for any relevant time slot. The music will be of a light nature, no heavy dance music and loud DJ's is allowed at our establishment.

Smoking

In accordance with South Africa's legislation all our indoor facilities are strictly non-smoking areas. We have two outdoor designated smoking areas.

Bar Arrangements

The bar arrangements should be confirmed 7 days prior to the function date. All beverages must be procured through The Olive Lounge whether self catering or not.

Unless corkage fees have been paid and arranged, strictly no external drinks are allowed onto our premises.

Children

Children are welcome at The Olive Lounge, however parental supervision must be maintained at all times with responsibility for safety and well being resting with the parents.

Weather

The Olive Lounge takes no responsibility for rained out outdoor functions. The client remains responsible for any extra costs involved should a radical shift in the weather affect the arrangements for the event.

Overtime

Additional hours have to be requested and arranged prior to the event. As we are based in a residential area, evening bookings cannot and will not exceed the 21:00pm cut off time.

Additional extra hours for morning and day events are charged at R1500 per hour or part thereof

Guests that exceed their booking time slot without any prior arrangement will be charged a penalty of R1700 per hour or part thereof, payable on the night via EFT or credit card.



CONTRACT AGREEMENT

The Black Olive team is dedicated to the success of every event held on our premises.

This document serves to confirm the agreement between:

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and

BLACK OLIVE WEDDINGS AND EVENTS

for Eventing services rendered.

IIN MY PERSONAL CAPACITY HEREBY ACCEPT

THE QUOTATION PROVIDED TO ME BY BLACK OLIVE ON /
.....

I ACKNOWLEDGE THAT I HAVE READ, THAT I UNDERSTAND AND THAT I ACCEPT AND AGREE TO ALL THE CLAUSES STATED WITHIN THE TERMS AND CONDITIONS OF THIS DOCUMENT. I FURTHER CONFIRM THAT ALL THE DETAILS STATED ABOVE IN THIS CONTRACT AGREEMENT ARE CORRECT AND TO THE BEST OF MY KNOWLEDGE.

FULL NAME OF CLIENT : _____

DATE OF AGREEMENT : _____

SIGN & RETURN THIS IF YOU ACCEPT OUR TERMS AND CONDITIONS