



2019 Function Terms and Conditions

1. The Green Room is not held responsible or liable for any injuries, theft or breakages while on the premises. You enter at your own risk.
2. All food, alcohol and beverages must be supplied by The Green Room, unless organised on the contrary in advance. The Green Room reserves the right, at their discretion, to add a surcharge to your bill.
3. Your booking will only be secured on receipt of a 50% (Fifty percent) non-refundable deposit no later than 7 days prior to your function.
4. Times of functions are as follows: Morning 9am-12pm
Afternoon 1pm-4pm
5. Should the duration of your event exceed the agreed times, the Green Room reserves the right, at their discretion, to add a surcharge of R250 per 30 minutes to your bill.
6. Our Function Fees are:
 - Inside setup (exclusive use): R2750
 - Upper courtyard setup: R1500
 - Green Shelter, lower courtyard R1000This includes the setup, one designated waiter for your function, the agreed number of tables and chairs, crockery and cutlery.
7. The cost to hire table cloths for functions is not included as The Green Room does not provide this service. You are welcome to bring your own
8. Additional waiters can be requested for your function. The additional charge per waiter is R250. Tips are not included in this charge so please use your discretion to tip your waiter directly.
9. We have Child minder who will look after the Children at your function. This Fee is R350.
10. The outside courtyards (upper and lower) will not be exclusively reserved for parties. The Inside area can be exclusively reserved for parties.
11. For every cake you provide The Green Room reserves, at their discretion, to levy a surcharge of R100.
12. Final guest numbers must be confirmed to The Green Room by latest 10h00 two days before your function.
13. If the guest numbers reduce after the above deadline the Green Room will make no changes to the agreed cost of the event. If the guest numbers increase, the Green Room will provide an invoice to include the extra costs incurred.
14. If you change your menu/ food selection less than 48 hours before your function you will be charged for the cost of the previous items as well as the new ones.
15. A follow up meeting will be scheduled approximately 7 days before your function to review and confirm all arrangements relating to setup, menu etc.
16. If you request an external function setup and it rains, The Green Room will make every effort to accommodate your guests in the inside area should space permit.
17. If there is any food left after your function which you wish to take away with you, The Green Room will charge R5 per take away box provided. The total additional cost will be added to the bill. You are welcome to provide your own take away containers.

Signed by

Signature:

Date:

Time:

Signed on behalf of The Green Room



The Green Room Function Booking Form

Client name:	Cell Number:
	Email address:
	Date of function:
Number of guests expected: Adults Children	Time of Function: Start time..... Finish time.....
Pre ordered drinks:	Food ordered: Children Adults
Set up requirements: Upper courtyard/lower courtyard/ Inside Catering equipment needed	Staff Needed for function:

Client signature:

On behalf of The Green Room:

Our Tried and tested suppliers list

- **Petting Zoo**

Wild and Earthly

www.wildanearthly.co.za

0845500120

- **Kiddies Zumba**

Zumba Kids parties and Events

www.zumbakids.co.za

084 917 8370

- **Dance classes**

Buzz

www.buzzdrama.com

011 025 2525

- **Sports Themed activities**

Unforgettable Parties

www.u-parties.co.za

011 333 9991 / 072 804 4596

- **Face painter**

Faces 4 U

www.faces4u.blogspot.com

071 863 4436