



## 2022 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 Covid-19 Protocols shall remain in place and strictly adhere to
3. 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.
4. 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.
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 set up (exclusive use): R2000
  - Upper courtyard set up: R1500
  - Green Shelter, lower courtyard R1500This includes the set up of tables and chairs, crockery and cutlery. We charge this for any booking of 15 people and above up to 30 - including children.
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. Dedicated waiters can be requested for your function. The additional charge per waiter is R250.
9. Tips are not included in this charge so please use your discretion to tip your waiter directly.
10. The outside courtyards (upper and lower) will not be exclusively reserved together 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 three 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 24 hours before your function you will be charged for the cost of the previous items as well as the new ones.
15. A meeting will be scheduled approximately 7 days before your function to review and confirm all arrangements relating to set up, menu etc.
16. If you request an external function set up 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.
18. A 50% non refundable deposit of the venue fee is required to confirm your party.

Signed by

Signature:

Date:

Time:

Signed on behalf of The Green Room

## Our Tried and tested suppliers list

- **Petting Zoo**

Wild and Earthly

[www.wildanearthly.co.za](http://www.wildanearthly.co.za)

0845500120

- **Kiddies Zumba**

Zumba Kids parties and Events

[www.zumbakids.co.za](http://www.zumbakids.co.za)

084 917 8370

- **Dance classes**

Buzz

[www.buzzdrama.com](http://www.buzzdrama.com)

011 025 2525

- **Sports Themed activities**

Unforgettable Parties

[www.u-parties.co.za](http://www.u-parties.co.za)

011 333 9991 / 072 804 4596

- **Face painter**

Faces 4 U

[www.faces4u.blogspot.com](http://www.faces4u.blogspot.com)

071 863 4436