



HOUT BAY

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FILL IN  
ONLINE

2025

2026

2027

**EVENT/FUNCTION TYPE:**

DATE OF EVENT:  
(DD/MM/YYYY)

TIME PERIOD:

09H30-14H00

16H00-23H00

17H00-24H00

NUMBER OF GUESTS:

CEREMONY VENUE:

YOUR NAME/COMPANY:

CONTACT NUMBER:

EMAIL ADDRESS:

PARTNERS NAME:

CONTACT NUMBER:

EMAIL ADDRESS:

**TERMS & CONDITIONS:**

**DOWNSTAIRS VENUE**

1. Minimum number of guests: 120 / Maximum: 300.

2. Admin/Handling/Venue Hire Fee (REFUNDABLE UNDER ADVERSE CIRCUMSTANCES)

• 2025 - R33 000.00 • 2026 - R36 000.00 • 2027 - R39 000.00

(\*Vis maior\* OR \*Casus fortuitus\* events may be postponed to an agreed upon date. CANCELLATION FEES MAY APPLY).

**3. FUNCTIONS TIMES:**

• MORNING : 9H30 - 14H00 • EVE-WEDDING : 16H00 - 23H00 • EVENING : 17H00 - 24H00

4. Fully Licensed. Corkage @R65.00/btl

5. Halaal guests catered for. Surcharges may apply.

6. 10% Service fee added onto final meal invoice.

7. Final accounts to be settled 48 hours before function by direct deposit (EFT) and POP should be forwarded. Please keep in mind the EFT payment may take 48 hours to reflect.

8. Provisional bookings are valid for a period of 2 weeks. In the event that there is an enquiry for that date, you will be contacted to make a final decision / deposit to confirm the reservation.

**To confirm, the venue hire/ admin fee will secure your date, see pointer number 2 above.**

9. Additional hours may be added @R4800/hour, from 23h00-24h00 and 24h00-01h00 only.

10. **Banking details:** FNB Hout Bay - 204009 - Acc # 62031302946 - Acc Name: Bays Catering Ref: Your Name & Function Date.

11. Cancellations within 6 weeks prior to the function date are charged 50% of the Final Invoice.

**All menu prices exclude 15% VAT & a 10% service fee. All prices are subject to change.**

**UPSTAIRS VENUE**

1. Min guests: 50 / Max: 70

2. REFUNDABLE UNDER ADVERSE CIRCUMSTANCES AS PER POINT '2' DOWNSTAIRS VENUE SECTION

VENUE HIRE: Confirms Booking

•2025 - R16 500.00

•2026 - R18 000.00

•2027 - R19 500.00

**MORNING WEDDING**

**TIMELINE: 9AM - 2.30PM**

**OFFICE/ BDAY CELEBRATIONS**

**TIMELINE: 7PM - 12.30AM**

DATE:

SIGNATURE:

I hereby confirm that I have read all the relevant information and fully understand the above T&C's relating to my booking.