



The Roof Check List

Item	Check
Completed and signed booking form	
Signed terms and conditions	
Canape chosen menu	
Sound system to be used (Internal or outside system)	



THE ROOF BOOKING FORM

CONTACT & BILLING INFORMATION

Individuals Name/Registered Company			
ID Number / Company registration number			
VAT Number			
Authorised Signatures Name			
Individual Physical Address/Company Address			
Postal Address			
Event Contact Person			
Cell Phone		Landline	
Email address			

EVENT DETAILS

Event/Project Name			
Nature of Party: Launch / Wedding / Corporate			
Number of Guests (PAX)			
Date of function		Time of function	

BAR & CATERING REQUIREMENTS

Catering Requirements (type of function – cocktail, etc., menu options)	
Bar Requirements (Bar tab, specific requirements)	





INFORMATION PACK T&Cs

INFORMATION

Venue Hire up to October 2018

Monday – Thursday Day hire (up to 16:30)	Friday Day Hire (up to 16:30)	Monday & Tuesday Evenings (up to midnight)	Wednesday Evenings
R8 000 (excl.)	R12 000 (excl.)	R10 000 (excl.)	Open to the public.
Thursday Evening (up to midnight)	Friday Evening (up to midnight)	Saturday Hire (based on an 8-hour period)	Sunday hire (Based on an 8-hour period, up until 23:00)
R12 000 (excl.)	R18 000 (excl.)	R18 000 (excl.)	R15 000 (excl.)

Venue Hire November & December 2018

Monday – Thursday Day Hire (up to 16:30)	Friday Day hire (up to 16:30)	Monday & Tuesday Evenings (up to midnight)	Wednesday evenings
R10 000 (excl.)	R14 000 (excl.)	R12 000 (excl.)	Open to the public
Thursday evenings (up to midnight)	Friday Evening Hire (up to midnight)	Saturday day hire (Based on an 8-hour period, up until 23:00)	Sunday hire (Based on an 8-hour period, up until 23:00)
R14 000 (excl.)	R22 000 (excl.)	R25 000 (excl.)	R18 000 (excl.)

All fees are excluding vat.

Full venue hire fee is required 48 hours after receiving an invoice to confirm an event booking.

There is an additional refundable rate of **R5000.00** as a breakages and security deposit. The full balance for all catering and menu selection is required **7 days prior to the event.**

A 10% service fee will be applied to the catering and bar services accounts.

Please ensure you read and sign the T&Cs below before making any payments.



The venue hire includes: the venue, security; all the furniture, décor, and cleaning and clearing staff during the event.

The venue hire excludes alcohol and catering.

The Roof does not allow any live entertainment i.e. karaoke, live singers/bands. DJs are allowed. The use of microphones is restricted to speeches only due to our zoning.

Sound system included in hiring fee:

1 x IP82 Turbosound 2 Way 8" 150 Watt Passive Full Range Loudspeaker for Portable PA Applications or Satellite for IP Series Subs/PAIR	1 x IP15B Turbosound 1,000 Watt Powered 15" Subwoofer with Dual Amplifiers for Satellite Speakers, KLARK TEKNIK Spatial Sound Technology, Digital Mixer, Bluetooth Audio Streaming and iPhone/iPad Remote Control
Berhinger mixer 1204USB	

All other AV equipment required will need to be brought in

There are no televisions within the venue

Should you wish to bring in more speakers, or request an external sound service, Andrew from Sound Surge will be required to perform a sound test to ensure all music played is within the legal limit. The rate payable is R2000 (ex vat.)

The bar is run by The Roof, all Bar requirements for events are to be discussed and managed by The Roof and the management team. No alcohol may be brought into The Roof, unless discussed and approved by Management.

Corkage is available on the following items at the following rates:

- Wine R100
- Local Champagne R150
- French Champagne R250

The venue is open for day and evening bookings. Day bookings are available until 16:30 in the afternoon and evening bookings are available from 18:00. Bookings on Saturdays and Sundays are based on an 8 hour period (beginning to end of function), should you require more time than this, required staff will be charged for accordingly.

Please ensure you clearly state which booking time frame you would like your function for.

Closing time is 00:00.



Set-up times must be arranged prior to the event and all service providers contact details must be communicated. Arrangements can be made for earlier setup; this may be at an additional cost depending on the requirements.

Size limitations **150/200 PAX** cocktail style.

The Venue does offer internal catering services, this service can be tailored to meet your requirements, alternatively you are welcome to use your own caterer. Please note that we charge 15% on outside caterer's fees.

You are required to provide us with a full guest list of all people attending your function 2 days prior to your event.

There is a concierge desk for all registration/meet and greet, etc. requirements.

Wednesday evenings we are open to the public. Should you like to book a table for 10 or more with Canape menu at R140pp please email bookings@theroof.co.za.

We do not cater for under 25 years of age birthday parties.



TERMS & CONDITIONS

Thank you for choosing The Roof. Your booking constitutes a formal agreement to hire venue facilities on these terms and conditions. Please note that The Roof is booked in advance and last-minute cancellations do not always allow the opportunity to re-book the venue for replacement clients. These terms and conditions have been designed to clarify the arrangement between us. Your attention is specifically drawn to clause re. The Roofs cancellations policy. If you have any questions, please contact the person handling your booking for any further information.

1. Your booking

Your booking is confirmed once you have returned the signed booking contract together with your 100% venue payment within 48 hours of receipt, or by the date stated. Failure to do so may result in the space being released

2. Venue Hire

The venue hire is subject to change. Names and details of any scheduled visitors or guests must be given to The Roof or the necessary point of contact no later than 1 working days prior to the date of hire of the space.

3. Cancellations or amendments policy

Whilst The Roof appreciates that changes may occur, we ask that you read the following section clearly:

Should the Client or Agent, after signing this agreement or accepting a quotation, whether in writing, verbally or otherwise, wish to cancel or postpone all or any part of a booking for whatsoever reason, they shall be entitled to subject to the following;

- a. Notice of such cancellation or postponement must be given to The Roof in writing by the Client or the Agent.
- b. Cancellation / postponement fees shall be payable and are dependent on the notice period provided by the Client or the Agent and based on total staging costs as set out in the most recent quotation;

Notice Period % of Costs

If cancelled or postponed more than **60 days** prior to commencement date: **no fee**



If cancelled or postponed more than **30 days** prior to commencement date: **50% cancellation fee** on Venue Rental shall be charged.

If cancelled or postponed less than **30 days** prior to commencement date: **100% cancellation fee** on Venue Rental shall be charged

4. Damages

You are responsible for the space allocated to you during your event. Any damage to your allocated areas or their contents (or any other part of The Roof) incurred as a result of you or your invitees' (or representatives of either) acts omissions or negligence will result in a charge based on the reasonable costs of repair. We require a **R5000.00** security deposit for any damages, or if we require external cleaning after your event (examples: **vomit / cigarette burns on fabric, alcohol on cushions**)

5. Mistreatment of staff

There will be zero tolerance for mistreatment / harassment / abuse of any of The Roof . If any incident occurs the patron will be removed from the property immediately.

6. Client / Event Planner Property

Whilst reasonable efforts are made to ensure The Roofs premises are safe and secure, The Roof do not accept any liability for any theft, loss, damage or injury to clients and visitors as well as their property.

7. Externally Purchased Food and Beverages

Externally purchased food may not be brought on to the premises for consumption (unless arranged prior) other than that supplied by The Roof or the caterer, wines, spirits or other beverages are not permitted on to the premises without The Roof prior written consent, where a "corkage" charge will be made.

8. Late payment

In the event of late payment The Roof may claim statutory compensation and charge interest on a daily basis from the date payment was due. For the avoidance of doubt, The Roof also reserves the right to cancel any future bookings made by you (irrespective of whether you have paid any applicable deposit(s)) if any payment is overdue.

9. Termination

In the event that you materially breach these terms and conditions (and fail to remedy the breach within 5 working days after written notice from The Roof) or become bankrupt, cease to trade, have your shares or assets taken over by a Company whose financial standing is unacceptable to The Roof, have a administrator appointed or make any voluntary arrangement with your creditors, The Roof shall be entitled to terminate this contract immediately by giving notice in writing. The termination of these terms and conditions shall not prejudice any claim which The Roof may have



against you in respect of any previous breach of any provision in these terms and conditions nor shall it prejudice the continuance in force of any provision in these terms and conditions which is (expressly or by implication) intended to come into or continue in force on or after such termination. On termination, you shall, within 5 working days, pay The Roof all sums due and payable under these terms and conditions together with any accrued interest (if applicable).

10. Liability

- 10.1.** The Roof reserves the right of admission in regard to any employee, guest, agent or other person in connection with any function held at any of its respective venues / facilities.
- 10.2.** If The Roof is prevented by force majeure from complying with its obligations in terms of these terms and conditions, then the Client shall have no claim of any nature whatsoever against The Roof arising out of its consequent failure to stage the function.

11. Music Levels

As The Roof is situated in a residential area as well as in an office park we do have certain limitations with regards to the music levels during the course of the event. No sound checks can be done before 17:00 in the week. All music must be played within the legal decibel requirements. No live music is allowed, due to the area that The Roof is situated in. Please note large DJ mixers do not work with the sound/speakers we have installed please insist on a viewing with the DJ. There are no televisions within the venue

Should you wish to bring in more speakers, Andrew from Sound Surge will be required to perform a sound test to ensure all music played is within the legal limit. The rate payable is R2000 (ex vat.)

12. Starting Times & Closing Times

All starting times will be discussed per event. Set-up may vary depending on booking. The Roof will close at **00:00** and no alcohol will be served after. If the Client and/or Agent do not vacate the premises by the agreed time, additional venue hire charges may be incurred.

13. Furniture & Décor

If any furniture, décor or equipment removed from the premises it must be returned in its original condition.

Please note that under no circumstance is confetti, streamers or other such décor items allowed.

14. Catering

If an outside caterer is used, it is the sole responsibility of the caterer and therefore the client to ensure the venue is **clean and tidy** after the function and all the equipment remains the responsibility of the caterer. Failure to remove equipment and should damage / theft occur it is not the responsibility of The Roof. **If the catering area is not cleaned, The Roof will arrange cleaners and invoice the client accordingly.** No open fires will be permitted; **deep-fried oil** or dangerous liquids are not to be used on the roof of The Roof as this is a fire hazard. Any of The Roof catering equipment used needs to be replaced/left in its original condition including the cleaning thereof. Any gas required for the caterer needs to be filled by the caterer/client and is not



the responsibility of The Roof. Please note for caterers use of the lifts is strictly prohibited, unless used before 8am and after 5pm during the week unless prior arranged.

15. Illegal Substances:

Please take note that any clients/guests that are seen taking / smoking / using and illegal substances on the Infinity Serviced Office Park / The Roof property will be asked to leave immediately.

16. All JOC requirements are for the clients own responsibility, event specific.

17. General

- 17.1. These terms and conditions (and any provision and/or information relating to them) are confidential and you shall not (unless required by law or relevant authority) disclose any part of them to anyone else without The Roof prior written consent, which etc. may withhold in its absolute discretion.
- 17.2. In the event of a breach of these terms and conditions causing damage or nuisance to etc's neighbours, or etc. having reasonable grounds for fearing such damage or nuisance, etc. reserves the right (i) to require you or your invitees (or representatives of either) to leave the venue; (ii) to terminate the event immediately (in which case the full amount will be payable) if the noise or nuisance can not be controlled at an acceptable level and the offending party refuses to leave; (iii) to disconnect electricity supplies to noise producing or audio visual equipment; and (iv) to cancel any further bookings which you have made (irrespective of whether you have paid a deposit)
- 17.3. All JOC requirements are for the client's own responsibility, event specific.

NB! Please print the following page and once signed email to bookings@theroof.co.za

**By signing this form I agree to abide by all rules relating to the use of the Venue and agree to pay for any damages that may occur
The deposit will only be paid back once an inspection has been carried out and no breakages or damages have been found.**

Please sign below to agree to the above T&C's

Signed at on this

day of 20__

Name: Designation:..... Signature:

