



# ROOF GARDEN BAR BOOKING FORM

2024

We look forward to hosting your event at the  
Roof Garden Bar.  
Please supply us with the following information  
to enable us to supply you  
with a detailed costing breakdown.

ROOF GARDEN BAR

PORT ELIZABETH



FIRST THINGS FIRST

# GENERAL DETAILS

If you would like to request a quote or make a booking, please complete this form. An asterisk (\*) denotes a mandatory field and enquiries may be delayed if this information is not provided. Please note that bookings are not confirmed until we have received a completed booking form and the agreed deposit. All bookings are subject to our terms and conditions, provided in our brochure, which we recommend you read carefully.

<b>*NAME AND SURNAME</b>	
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<b>*ORGANISATION / BUSINESS NAME:</b>	
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<b>*YOUR ADDRESS:</b>		<b>INVOICING ADDRESS: (IF DIFFERENT)</b>	
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<b>*POST CODE:</b>		<b>POST CODE:</b>	
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<b>*EMAIL ADDRESS:</b>	
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<b>*CELL/ TEL NUMBER</b>	
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ABOUT

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# ABOUT YOUR EVENT

*EVENT NAME:			
*DATE(S):		*NO. OF ATTENDEES:	
*ARRIVAL TIME:		*START TIME:	
*FINISH TIME:		*DEPARTURE TIME:	

## DETAILS

## PLEASE TICK BELOW FOR QUOTING PURPOSES:

## 1. Standard Venue Rental Includes:

<ul style="list-style-type: none"> <li>- VENUE MANAGER</li> <li>- CLEANERS</li> <li>- CAR GUARDS</li> <li>- BAR MEN</li> <li>- STANDARD PA SYSTEM WITH A WIRELESS MIC &amp; PODIUM.</li> <li>- STANDARD DRAPING</li> <li>- CHAMPAGNE GLASSES</li> <li>- WAITRESSES (4 HOURS)</li> <li>- CASH BAR (FULLY STOCKED)</li> <li>*USE OF VENUE FURNITURE</li> </ul>	
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## 2. Sound Setup

DJ EQUIPMENT ONLY	
DJ EQUIPMENT WITH DJ	
OWN DJ & DJ EQUIPMENT	

## 3. Catering

R120 PER HEAD CANAPES	
R170 PER HEAD CANAPES	
R220 PER HEAD CANAPES	
R250 PER HEAD 3 COURSE MEAL	
R320 PER HEAD 3 COURSE MEAL	
R350 PER HEAD 3 COURSE MEAL	
BUFFET OPTION WITH HEAD SPEND. (E.G.) "STATE YOUR PER HEAD SPEND AMOUNT"	
CLIENT TO PROVIDE OWN CATERING	

## 4. Waiters

R70 PER HOUR PER WAITER (1 WAITER RECOMMENDED PER 20 GUESTS)	
PLEASE SPECIFY HOW MANY YOU'LL NEED HERE:	
PLEASE CONFIRM NUMBER OF HOURS FOR SERVICE (START TIME - FINISH TIME):	

**5. Crockery and Cutlery**

DINNER PLATES, SIDE PLATES, DESSERT BOWLS, KNIVES, FORKS AND DESSERT SPOONS	
PLEASE SPECIFY HERE:	
SUPPLYING OWN CUTLERY & CROCKERY	

**6. Photobooth**

<ul style="list-style-type: none"> <li>• LARGE DIGITAL BOOTH</li> <li>• CURTAIN COLOUR CHOICE</li> <li>• BOOTH SHELL CHOICE</li> <li>• BACKDROP DECAL DESIGN</li> <li>• DSLR CAMERA</li> <li>• PROPS</li> <li>• ONLINE ALBUM UPLOAD</li> <li>• ALBUM DVD</li> </ul>	
CLIENT TO PROVIDE OWN PHOTOBOOTH	

**7. Dance Floor**

WOODEN DANCE FLOOR (5M X 5M)	
BLACK AND WHITE CHECKERED DANCE FLOOR (4M X 4M)	
ALL WHITE DANCE FLOOR (4M X 4M)	
NO DANCE FLOOR (DANCE AREA CAN STILL BE PROVIDED WITHOUT A DANCE FLOOR)	

**8. Welcome Drink**

NAME OF WELCOMING DRINK (CHAMPAGNE, COCKTAIL, ETC.):	
NON-ALCOHOLIC:	
ALCOHOLIC	
<p>10% SERVICE FEE WILL BE ADDED TO SET BAR TABS.  CORKAGE FEE OF R40 PER BOTTLE OF WINE OR CHAMPAGNE BROUGHT INTO THE VENUE;  WE REGRET NO OTHER SPIRITS OR DRINKS MAY BE BROUGHT IN TO THE VENUE.</p>	

**9. Decor**

NO ADDITIONAL DÉCOR (VENUE AS IS)	
VENUE TO PROVIDE DÉCOR (PLEASE SPECIFY)	
OWN DÉCOR	

**10. Extra items brought into/provided by the venue by Client**


*Please turn over*



CANCELLATION POLICY

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# BOOKING DEPOSIT TERMS REGARDING CANCELLATION:

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Please note that deposits are non-refundable and our cancellation policy only refers to clients who has paid venue rental in full.

- If cancellation is requested 1 year or more before the function date, a 90% refund of the deposit will be paid back to the client.
- If cancellation is requested 6 months before the function date, a 50% refund of the deposit will be paid back to the client.
- If cancellation is requested 6 months to 4 months before the function date, a 35% refund of this deposit will be paid back to the client.
- If cancellation is requested 3 months and less before the function date, a 25% refund of this deposit will be paid back to the client.
- If cancellation is requested 2 months or less before the function date, this deposit will not be refunded.

In case a function needs to be cancelled for any reason the above terms will apply to the date booked firstly.

# EXTRA NOTES

Please let us know if there is anything else you want to know or  
add to your booking form:




# Photography Consent Form

This consent form allows Roof Garden Bar to capture and use photographs of clients for promotional and marketing purposes, including social media, website, and printed materials. Clients acknowledge the terms and grant permission for the use of their images without compensation.

**Client's Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I, \_\_\_\_\_, grant Roof Garden Bar permission to photograph and utilize my images for the following purposes:

**Social Media:** My photographs may be posted on Roof Garden Bar's official social media accounts for promotional and marketing purposes.

**Website:** My photographs may be displayed on Roof Garden Bar's official website for promotional and marketing purposes.

**Printed Materials:** My photographs may be used in printed marketing materials.

I understand:

Roof Garden Bar owns all photographs taken during my visit.

Roof Garden Bar may edit or alter the photographs as needed.

I will not receive compensation for the use of my photographs.

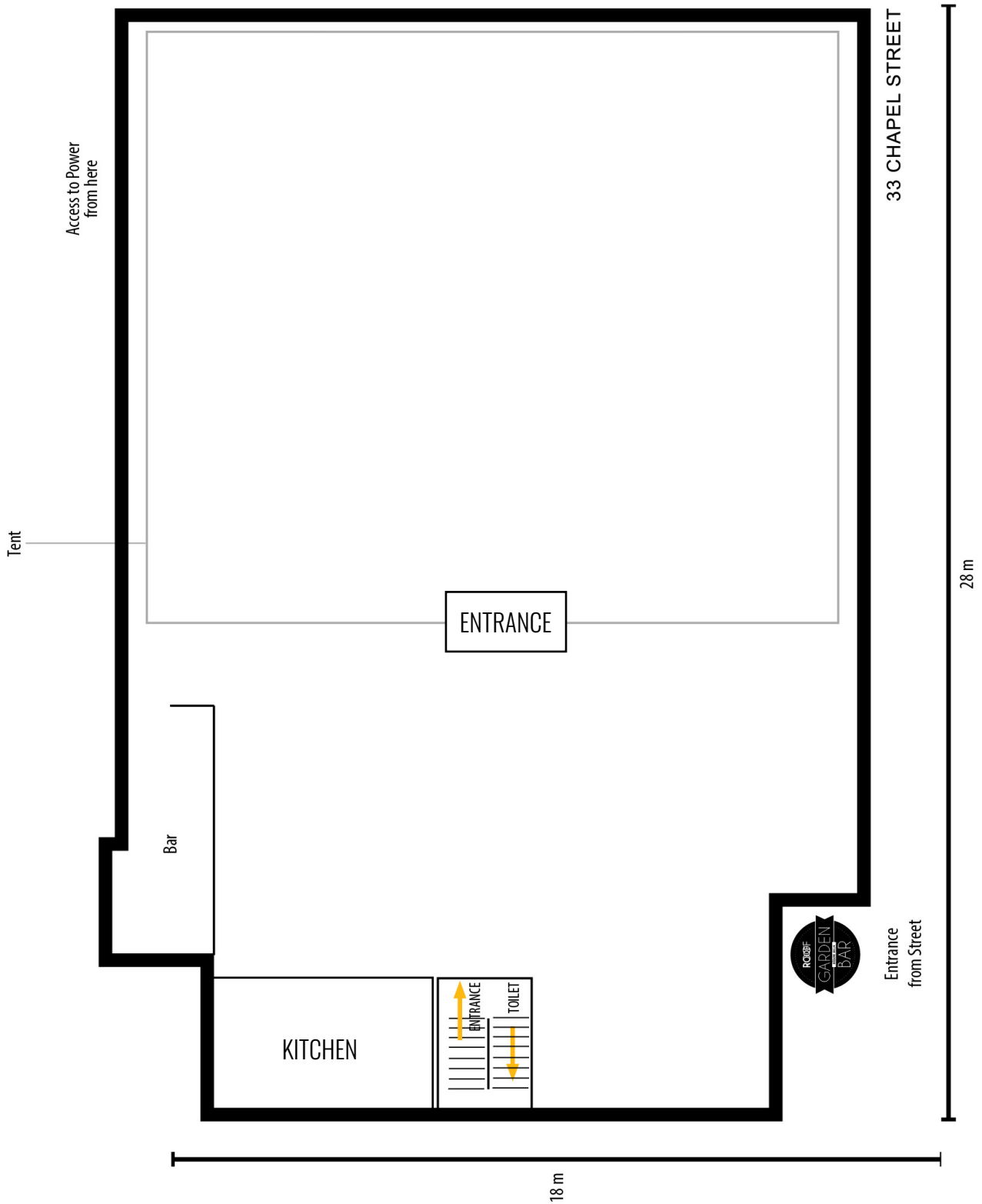
These photographs may be used indefinitely.

I release Roof Garden Bar, its employees, and representatives from any liability associated with the use of these photographs.

**Client's Signature:** \_\_\_\_\_

# BLANK MAP

(draw your preferred layout on the pic provided below)



Donkin Street

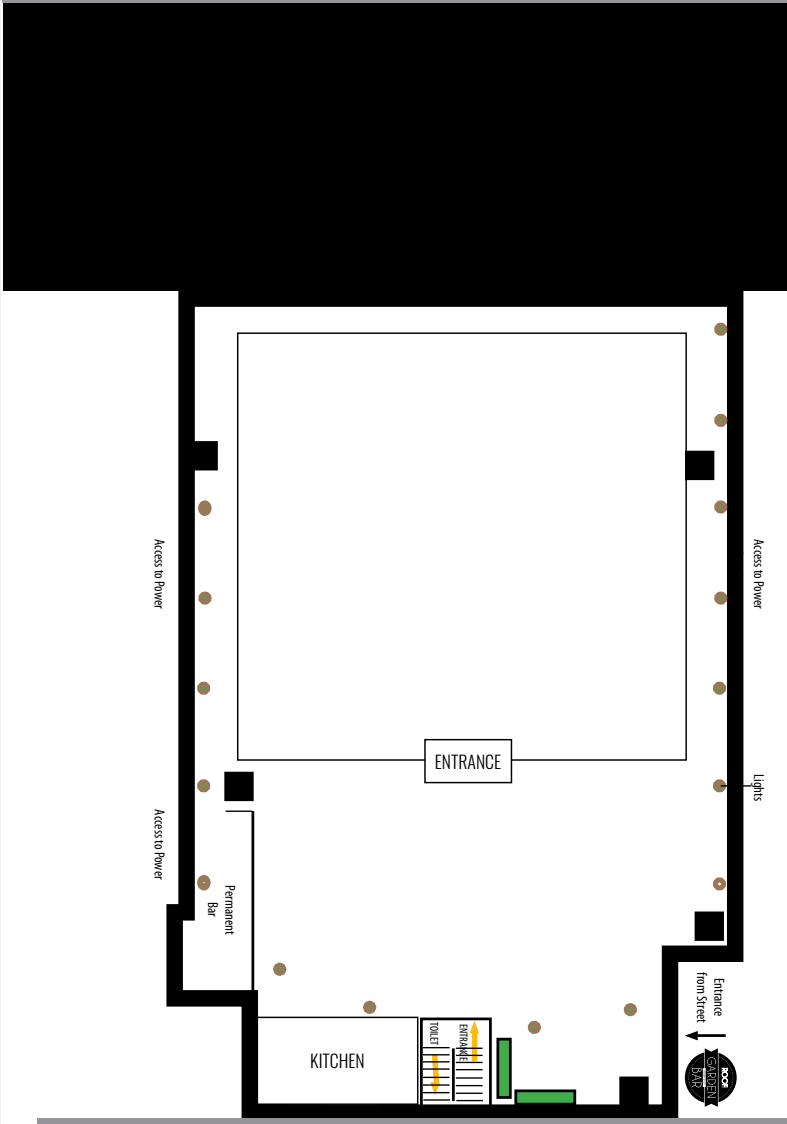
street parking available

Constitution Hill

Chapel Street street parking available

Parking Available here  
80 parking spaces available

Victoria Street





WE LOOK FORWARD TO HOSTING  
YOUR EVENT AT

*Roof Garden Bar.*

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**CONTACT US**

roofgardenbar@33chapel.co.za  
076 174 2927

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**ADDRESS**

33 Chapel Street, Central,  
Port Elizabeth, 6001

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**FOLLOW US**

Instagram & Facebook  
@roofgardenbape