



## HIDDEN LEAF VENUE AND FUNCTIONS

### TERMS AND CONDITIONS:

#### **DEPOSITS:**

In order to secure your booking a 50% deposit is required at the time of the booking. No tentative bookings will be taken. Your booking is not confirmed until your deposit is received & you have returned a signed copy of the acceptance of the terms & conditions. All deposits are non-refundable once paid.

#### **PAYMENT AND FINAL NUMBERS:**

Final numbers & full payment of your function must be made 7 days prior to your event.

Payment methods include visa, master card, cash or bank transfer

Please email your proof of payment to [friends@hiddenleaf.co.za](mailto:friends@hiddenleaf.co.za)

#### **ENTERTAINMENT:**

Live entertainment or a DJ can be organised, should you wish to make use of this, you will need to request this, 2 weeks in advance. This is an additional cost to the customer.

Own entertainment may be organised by customer once permission has been granted.

#### **DECORATIONS:**

Please feel free to put decorations up for your function. Limitations do apply to avoid any damage to the function room. Feel free to discuss options with your event manager.

Alternatively, Décor can be arranged for an additional fee.

#### **BAR AND BEVERAGE:**

The bar will be opened free of charge for any bookings of 25pax or less. A bar charge fee of R1550.00 will be incurred for any bookings over this number. Bar tabs may be arranged either in advance or on the night and either cash or credit card will be held as security. Please be advised bar closes at 11.45pm

#### **MINORS:**

Please let your function organiser know if any minors will be present at your function as strict regulations are in place for any person under 18.

#### **INTOXICATION AND OFFENSIVE BEHAVIOUR:**

The venue has a strict policy on intoxication & offensive behaviour. Any person deemed to be intoxicated or behaving in an offensive manner will be asked to leave the premises. Please work with us in preventing this from happening

**SECURITY CHARGES:**

Any Function of 30 PAX or more up and including 21st will incur a security fee for any damages to the venue. You will be responsible for any damages caused by your guests.

**WHAT YOU CAN BRING:**

Cakes or small dessert. You may not bring any other food or alcohol unless prior arrangement has been made.

Thank you for your interest in Venue and Functions at Hidden Leaf Eatery

Kind Regards

Hidden Leaf Family