



VENUE HIRE

57 Augusta Road 🏠

Regents Park

011 435 1005 EXT 2 📞

011 435 2292 📠

production@belembakery.co.za ✉

THANK YOU FOR CONSIDERING BELEM FUNCTION HALL TO HOST YOUR EVENT.

THE FOLLOWING OPTIONS ARE AVAILABLE FOR THE USE OF OUR HALL:

FULL VENUE

- Deposit for the venue **R2000⁰⁰**
- Venue hire **R5000⁰⁰**

HALF VENUE

- Deposit for the venue **R2000⁰⁰**
- Venue hire **R3000⁰⁰**

VENUE HIRE INCLUDES

- Car guards
- Tables, chairs and chair covers for the exact amount of people specified.
- White or Black tablecloths.
- Standard crockery and cutlery for the specified amount of people.
- Standard glassware for the bar.
- Champagne glasses for special occasions if requested
- Food tables with chaffing dishes, tablecloths and serving gear.
- DJ Table with tablecloth.
- Cake and gift table with tablecloth.
- Venue supervisor.
- Cleaning of venue before and after your function.
- We have a generator on site, if needed for your event as long as it is operational.

WAITERS

- We supply the waiters for your event at R80.00 an hour per waiter.

HIRING OF EXTRAS

- Should you require additional items to be hired in for your event we will gladly assist you at a handling fee of 10%

MENUS

- Please have a look through our Menu setup and choose the items that you would prefer to have for your event.
- Should there not be a menu item that you would prefer to have at your event we will gladly assist you in seeing if we can accommodate you with that particular menu item, and assessing if it falls within the menu costing.
- Menu Tastings can be arranged and will be charged accordingly. These need to be booked 2 weeks in advance.

BAR

- Please see the bar list of what we have in stock at our bar and the pricing.
- We can accommodate certain requests for the bar, should you require the more finer tastes those bottles will be charged for before the event commences.

DEPOSIT

- The R2000.00 deposit needs to be paid to book the venue for the required date. Proof of payment must be sent and received to ensure the booking is secure.
- The R2000.00 deposit will be refunded to you 7 days after the event, taking into consideration that any damage or breakages will be considered first and deducted from the deposit with a notification to yourself should this arise.
- Should you cancel your event for whatever reason your R2000.00 will not be refunded unless we secure another event for that day.
- Menus, bar, staff and extra hiring must be planned so that we can invoice correctly. Once invoiced a 50% deposit is required 2 weeks prior to your event. The final 50% must be paid 48 Hours before your event commences.
- If Belem is running a bar tab for your event a deposit will have to be established prior to the event and the final payment must be received at the end of the event.

VENUE HOURS

- Day functions: **11h00 to 17h00**
- Evening Functions: **18h30 to 24h00**
- Any event requiring additional time after **24h00** will be charged at **R500.00 an hour**.
- No event may carry on past **02h00** in the morning.
- It is your responsibility to take the hours into consideration as we will charge accordingly without any notification.

