

# IL RISTORANTE CLUB ITALIANO @ THE ITALIAN CLUB OF CAPE TOWN

## TERMS AND CONDITIONS FOR EVENTS.

### VENUE SIZE:

|             |   |
|-------------|---|
| Main hall:  | seating capacity of up to 350 pax dinner dance          |
| Main Hall:  | seating capacity of up to 500 pax without a dance floor |
| VIP lounge: | seating capacity of up to 60 pax dinner dance           |
| New bar:    | seating capacity of up to 60 pax                        |

### VENUE FEES:

|            |          |             |          |         |
|------------|----------|-------------|----------|---------|
| Main hall  | R4500-00 | non-members | R2000-00 | members |
| New bar    | R1200-00 | non-members | R700-00  | members |
| VIP Lounge | R1100    | non-members | R700-00  | members |

- The Italian Club is situated in a residential area and the venue is available until midnight. Music must be turned down at 23h00, switched off at 23h45 and last rounds at the bar at 23h30. The premises needs to be vacated at 00h00.
- The Italian Club strictly closes at midnight. Premises including the parking area have to be vacated by 00h00 otherwise a fee of R1000 is applicable.
- No amplified music outside in the garden area or in the parking area and volumes are to be kept at a reasonable level. Dancing is also to take place within the Club. Please advise your DJ/Band with regards to this. DJ's/Band need to ensure that they have all the own equipment, including extension cords, plugs, microphones, etc. The DJ/Band is responsible for their own set up and strike of their equipment.
- Should you be using your own DJ/Band that is not our preferred DJ, we would need to arrange a meeting to meet with them
- Should you want to use the garden area for a wedding ceremony, extra chairs and staff for setup and strike would need to be hired at clients own cost.
- Please advise us with a list of service providers as well as their contact details that you would be using for the event. They would need to liaise with us with regards to delivery and pick up times.
- Each service provider must inform us before the event as to what they will require from us for the setup, i.e, tables, chairs, etc.
- **Please note:** we do have strict rules and regulations in place when it comes to décor and set up of décor. Any form of lighting and décor e.g. lanterns, candles, have to be discussed with Events management. No glitter, paper confetti and paper streamers are allowed.
- All hiring items must be removed from the premises latest the following day before 10h00 AM. The Italian Club does not take responsibility for any loss or damage of hired equipment.
- When planning your event, any décor, seating arrangements, music and any set up or planning- please consult the Italian Club events management first before booking your service providers.
- Any waterslides, jumping castles, or splash pools must be set up on the day of the event and removed on the same day. All kids must be accompanied by an adult.
- Nothing may be placed on top of the pianos lid, e.g. candles, flowers, etc. and the use of the piano is by agreement only at a fixed rate.
- Any equipment left by client or service providers is left at own risk
- Any damages/ loss caused by service providers is for the clients own cost. Italian Club management or staff will not be held liable.
- Signing of this contract as the host of the event, you take full responsibility for the guests attending.

**Please complete, sign and return the confirmation of this contract.**

**Venue hire fee includes:**

**For a maximum of 200 guests**

- Tables
- Chairs
- Cutlery, crockery and glassware
- DJ table
- Cake table
- 2 planning meetings

**Please note:** staff are not included in the venue hire fee. An extra charge is applicable for staff to set up for the event, service during the event, and the breakdown and cleanup after the event.

**The venue can be viewed by appointment only.**

**Booking and payment**

- Provisional booking must be confirmed within 10 working days.
- The signed contract and payment of the venue fee will confirm the event booking.
- Final confirmation of guest count is to be given 10 working days prior to the event date.
- Final charges will be based on the number of guests confirmed on this date. In the event of higher numbers, additional charges will apply.
- All catering and beverages must be done through the caterers of The Italian Club.

**Final payment due**

- Final payment for the event will be calculated according to the number of guests confirmed or the final amount of guests attending – which ever number is higher.
- The balance of payment is due 7 working days prior to the event date.
- The Italian Club reserves the right to charge interest in event of late payments
- Proof of payment is required to be send to [info@fratpal.co.za](mailto:info@fratpal.co.za)
- No refund will be given in the case of cancellation of the event. Should number of guests quoted for drop by 50% an additional charge will be applicable.
- The last invoice will be sent the day after the event date, any costs related to damages, shortages, corkage, extra staff and any additional expenses is to be settled within 2 days after the event date.

**Cancellation terms for events**

- All cancellations must be advised in writing
- A 2 month notice period prior to event date is required in order to receive the refund.

**Setup and strike of event**

- A staff member will be available on the premises 3 hours prior to start of your event to assist with the setup.
- One staff member for every 30 people is provided, should extra staff members be required, it would be an extra cost of R95 per staff member per hour.
- Italian Club staff members will be available to facilitate the final arrangements and preparations for your event. Any additional hours above 3 hours is charged at R300 per hour.
- Should you require additional setup and strike staff, this will be charged at R95.00 per staff member per hour.

**Right of admission**

- Right of admission is reserved and will be strictly in accordance with the contract.
- No unauthorized persons, goods, weapons, etc. will be allowed on the premises.
- Any equipment or hiring left at the premises is left at own risk of client.
- All delivery and collection times must be arranged with Italian Club management prior to the event.

**Bar facilities**

- Bar facilities will be arranged in accordance to the client's requirements.
- Cash bar facilities are available
- No unauthorized beverages or food items will be allowed on the premises.
- The bar closes at 23h30 for all events.

- Arrangements for extended bar services must be made with Italian Club events management at least 48 hours prior to event date. Additional charges will be applicable.
- Corkage is R50.00 per 750ml on wine and champagne only.
- Please ask for the bar list prior to event date.
- **Please note:** prices are subject to change without prior notice.

### Wedding ceremony

- There is no additional charge for the use of the garden area for the ceremony.
- Chairs, linen and décor needed for the setup of the ceremony in the garden area is at clients own cost.
- It is obligatory of the client to provide a list of service providers and their contact details being used for the event.

### Menus and function packages

- A selection of menus are available.
- We are open to discussion regarding menu choices and are here to assist you.
- **Please note:** a surcharge is charged for additional food brought onto the premises.

### Conference package deals

- Full day conference package is for a maximum of 8hours
- Half day conference package is for a maximum of 4 hours
- Additional hours are charge at R R400 per hour.

### Service staff

- A 10% service charge is added to the final invoice for the event.
  - An extra charge of R95 per staff member per hour is applicable should additional staff be required. One staff member is provided for every 30 guests.
  - Staff rates ( per staff member per hour)
 

|                         |                           |
|-------------------------|---------------------------|
| Setup staff             | R65.00 per hour           |
| o Waitrons/ Bar Tenders | R95.00 per hour           |
| o Security Staff        | R400.00 per security (x1) |
- ( 3 security on average is required )**

### Risk/ Damage/ Losses

- The Italian Club does not take any responsibility for any loss or damage to the client's property.
- It is advised that any personal, valuable, equipment, décor, etc. be removed from the premises immediately after the event.
- The Italian Club cannot be held liable for any interruption of power or water supply that is not in our capacity.
- The client shall be liable for any costs occurring due to loss or damage to the property, premises or equipment belonging to The Italian Club during or resulting from the event.

### Piano

- Nothing may be placed on the lid of the piano, e.g. candles, flowers, etc.
- The use of the piano is only by agreement with The Italian Club events management at a fixed rate
- Should you require tuning of the piano beforehand, this can be arranged at a cost of R3000.00

### Audio and Visual

- The Italian Club does have a preferred DJ and equipment that can be hired. For options and pricing, please contact [admin@icct.co.za](mailto:admin@icct.co.za)
- Please consult The Italian Club with regards to any technical requirements
- No loud music or shouting/talking in the parking area when guests depart
- **Music levels to be turned down by 23h00 – music to be switched off by 23h30**
- We reserved the right to take pictures of your event for promotional use. Please advise beforehand if you disagree with this.

### Décor

- Any form of lighting and décor must be discussed with events management prior to event.
- No glitter, confetti or paper streamers are allowed

### Public events

The Italian Club is a function facility that can accommodate a maximum of 500 guests. In the event of organizing a bigger function e.g. festivals, markets for the public, you as the client is responsible for:

- Medic's
- Event permit
- Insurance
- Public liability
- Waste removal
- Security
- Extra supply of electricity
- Generators
- Coordination of parking and entrance fees

**Function and contract agreement**

|                            |  |
|----------------------------|--|
| Function                   |  |
| Date of Event              |  |
| Date deposit paid          |  |
| Client Name                |  |
| Mobile number              |  |
| Landline number            |  |
| Email address              |  |
| Address                    |  |
| Rooms/ facilities required |  |
| Style/theme of event       |  |
| Amount of guests           |  |
| Time of event to start     |  |
| Table requirements         |  |
| Bar option                 |  |
|                            |  |
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|                            |  |
|                            |  |
|                            |  |

I .....herewith confirm my event at The Italian Club of Cape Town as set out above. **I have read and understood the attached Terms & Conditions and I undertake to adhere to the Terms & Conditions.** In my personal capacity I guarantee payment of all money owed as a result of this agreement and I take full responsibility for my guests/clients during the event.

Signed at.....on this.....day of.....

Signature..... Name Printed.....

**Bookings will be confirmed after the deposit required is paid in full and we have received a signed contract. Please forward to [info@fratpal.co.za](mailto:info@fratpal.co.za)**

