

# Little Stream Terms & Conditions

## Booking Procedure

This document serves as a price guideline only until a written confirmation of your booking has been issued and received from Little Stream and it is subject to availability and change until a written booking confirmation has been supplied.

Little Stream will not reserve any provisional dates until a written confirmation has been issued after payment of the applicable deposit.

All rates are subject to change up until the relevant confirmation document has been issued.

All venue hire rates exclude bar and beverage charges, additional hiring, menu pricing and service/set up staff.

Full and final payment of the total wedding package, including catering and a breakage deposit equal to 10% of the venue hire fee, is due no later than 14 days prior to the date of the event.

Provisional bookings will only be kept for 10 days and will automatically be removed thereafter unless the booking is secured in writing with the deposit paid.

## Cancellations

A cancellation fee of 50% will be applicable if the wedding/event is cancelled after the booking has been confirmed and the deposit has been paid. Little Stream will retain the 50% deposit received.

A cancellation fee of 100% will apply if the wedding/event is cancelled within 60 days of the event. Full payment of the quotation and any other costs incurred by Little Stream will be demanded and will be payable on such demand.

Deposits and or full payments done for the use of Little Stream facilities are not refundable due to changing weather conditions or any other condition which we are not responsible for.

## Wedding and Function Times

### Full Day Weddings -Functions: (Options 3 or 4) Use from 09:00 to 16:45

Should the client wish to set up prior to 09:00, a cost of R1500.00 per hour will be levied.

### 2,5 hours Wedding Event (Options 1, 2, 5, 6) Strictly 10am or 2pm

Should the client wish to set up prior to 10am or 1pm, a cost of R1000.00 per hour will be levied.

## Indemnity

The customer agrees and undertakes not to hold Little Stream liable for any harm, loss, damage, injury or death suffered by the customer, it's guests or any other person attending the function at the request of the customer for any reason other.

Little Stream cannot and will not be liable for any guests that leave any items unsupervised or car doors/ windows unlocked during their visit to Little Stream. We ensure that we will do our utmost to prevent any loss or damage, but cannot be liable for any negligence caused by any guest who visits the Estate. Children are most welcome at Little Stream, however parental supervision must be maintained at all times with responsibility for safety and wellbeing resting with the parents. Little Stream indemnity declaration also applies in this instance.

A 10% refundable deposit on the total venue hire will be required in case of any shortages, damages or breakages to any property of Little Stream. The balance due will be repaid within 14 days after the wedding/function.

## **DÉCOR – TERMS & CONDITIONS**

The Venue Hire Fee does not include flowers and/or decor. Little Stream can recommend suppliers if required.

All décor and additional hire items may be delivered before 16h00 on the day prior to the wedding and must be cleared from the venue and Estate by 10h00 the day after the function. Little Stream takes no responsibility whatsoever for any items remaining at the Venue or Estate thereafter.

Please consider the environment - no paper/plastic / non-biodegradable confed.

The Venue Hire Fee does not include photography. The Venue Hire Fee does not include a Make Up Artist NB: Décor, Flowers, Stands, Arches, Carpets are not included or supplied by Little Stream

Site inspections will be done by appointment only. Flower & décor mock ups will be done by appointment only.

## **TERMS AND CONDITIONS FOR CATERING OPTIONS**

A minimum spend of R245 per person on food is applicable as well as a minimum pax requirement of 30 pax when making use of Little Stream' exclusive hire packages.

Little Stream will supply 1 waiter for every 20 guests up until 17h00. Should more waiters be required they may be hired at a cost of R45 per waiter per hour up, until 17h00.

A 10 % service fee will be applicable on the total catering amount.

The amount payable on your catering and service staff requirements will be payable no later than 10 days prior to the wedding/function date.

Please refer to our function menu regarding catering options. Or we can design a menu for your event.

Little Stream is an un-licensed venue. The client will need to manage their own alcohol beverages. Little Stream and it's personnel take no responsibility for any storage, loss or damage of any stock. Non-alcohol drinks requirements are available on the Estate.

## **SOUND & MUSIC RESTRICTION**

Little Stream is located in a residential area, as a result sound restrictions apply.

Amplified music as well as percussion (e.g. marimba bands) and wind instruments (saxophone) is regrettably not permitted in outside areas of the venue. String instruments (string quartet) and unamplified vocals will be permitted. Amplified sound is permitted within the building when:

All windows and doors to the building are closed.

The noise level remains below 90dBA at any given time.

Sign: \_\_\_\_\_

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