

## BOOKING PROCEDURES & TERMS + CONDITIONS

### Electricity:

Please ensure that all electrical requirements are confirmed in advance. Little Stream **DOES NOT** supply extension cords. You will need to notify all your suppliers that they will need to bring their own along with tape or rubber cord covers to safely secure them to the floor.

### Music:

As per our title deed and business licence from city council – no amplified sound is allowed on the property.

### CONFIRMING BOOKINGS AND PAYMENT PROCEDURES

Provisional reservations will be held for **7 days**. In order to confirm your reservation, we require a deposit of **R 5000.00 PLUS** a signed and completed copy of our Terms and Conditions – which should be emailed back to us.

Please ensure that the correct reference number, **as per your deposit invoice**, is used for all payments. Failure to use this reference number may result in any payments being incorrectly allocated.

Please note that the deposit **does not** form part of the final payment. The deposit of R 5000 will be refunded within 7 (seven) working days post function date, barring any damage to the property or goods belonging to Little Stream.

Full Payment of the event falls due **1 month** prior to the actual wedding date. Whilst our function team is on hand to answer any and all questions.

Cancellation fee of 30% or R5000 ( which ever is the greatest ) applies to function **being cancelled 9 week before your event or 100% within 3 weeks before your event**

**ALL CORRESPONDENCE MUST BE CONFIRMED IN WRITING VIA EMAIL ONLY** so as to avoid any confusion.



## DELIVERY, COLLECTION AND SET UP OF DÉCOR

### Terms & Conditions Continued

Seating plan, place names, table numbers and menu prints must be delivered a minimum of 1 week prior to the event date.

Please ensure that a detailed comprehensive description of how your décor must be set up accompanies your décor and is discussed with the function coordinator in advance. Little Stream **CANNOT** be held responsible for incorrect set up should this not be followed. Please ensure that a comprehensive list of décor items delivered accompanies your décor. Little Stream **CANNOT** be held responsible for unaccounted décor where no list is provided.

Delivery of all additional décor items will be taken **strictly between 9am – 11am** on the day before your function. Collection of all items must be completed by 16h45 on the day of the function. Failure to collect décor on time or earlier delivery times may result in a **R300.00 per day storage**.

Little Stream will not be held liable for any loss or damage to items.

