

## Venue Hire Terms and Conditions

This letter serves to confirm that I have received all equipment and services on offer at Langhams Conferencing facility in good working order. I have checked all equipment, including TV's, projectors, cutlery & crockery, tables, table clothes, chairs and all that is applicable to my function.

I agree to cover the cost of any repairs or replacement of any items belonging to the facility whereby damage was caused by myself, my company or any of my delegates attending the function.

Please note the following points:

- Hire of the selected venue is between 08h00 and 23h00. After this time there is an additional charge of R2 500 ex vat per hour.
- Music:
  - Monday-Thursday & Sunday: music will be turned down at 21h30 and turned off at 22h00
  - Friday & Saturday: music will be turned down 22h30 and turned off at 23h00
  - The times stated above are non-negotiable and are according to the residential area regulations
- Set up of your event inclusive of décor and AV may commence at 08h00 on the day of the function unless prior arrangements have been made with the venue.
- Should set up need to take place the day prior to your function, the client may incur additional costs.
- It is the responsibility of the client to make sure they are happy with the permanent lighting and fixtures inside the selected venue –Should this not be satisfactory, it is the clients responsibility to provide their additional requirements.
- No permanent alterations are allowed, within the selected venue, this is inclusive of nails or hooks or fixtures on the walls, roof or frames of the venue.
- Any damage or theft to Langhams property including linen, chairs and carpeting beyond reasonable wear and tear will be charged to the clients account.
- The customer shall not be entitled to:
  - Paint, affix or attach any matter to the walls, roof or frames of the selected venue.
  - Drive any screws, nails or the like into the walls, floor, partitions and doors of the function room.

Langhams, its employees or any person employed by Langhams, at any function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.

Langhams shall not be held responsible for the interruption of services beyond their control on the selected day of the function, this includes the lack of electricity, sanitary services or water supplies to the venue.

The responsible person signing this agreement will be held accountable for:

- a) Any damages to the building/ selected venue or equipment provided.
- b) Ensuring, no equipment and / or services provided by Langhams may level the premises of the Estate for any reason. Inclusive of, but not limited to, tables, chairs, kitchen equipment, AV equipment or décor items hired by the venue etc.

The authorised signatory agrees that he/she will be accountable and responsible for the above stipulated terms and conditions as set out by Langhams Estate.

Acceptance of conditions:

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Company: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Comments (if applicable):

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