

GODDESS FUNCTIONS

APPLICATION FORM



1 HOST PERSONAL INFORMATION

CONTACT PERSON: _____
 GUEST OF HONOR NAME: _____
 CELL: _____
 EMAIL: _____
 OCCASION: _____
 EXPECTED AMOUNT OF GUESTS: _____
 FUNCTION DATE: _____

TIME SLOT:	SATURDAYS	SUNDAYS
	09:00 - 12:00	09:00 - 12:00
	09:30 - 12:30	10:00 - 13:00
	14:00 - 17:00	11:00 - 14:00

2 GODDESS BRANCH

SOUTH DOWNS
LINDEN
WATERKLOOF
RIETONDALE GARDEN
HOUSE ALICE

PREFERRED ROOM/ AREA: _____
 Will be confirmed by the event planner

3 ESTIMATED TIME SCHEDULE

STARTERS _____
 MAIN _____
 DESSERT _____

4 PARTY PACKAGE As per our brochure

ONE	FIVE	NINE
TWO	SIX	TEN
THREE	SEVEN	
FOUR	EIGHT	

5 TABLE DECOR

BABY PINK, WHITE, GOLD
BABY BLUE, WHITE, SILVER
CERISE PINK, GOLD
WHITE
BLACK/WHITE
SAGE GREEN, WHITE
SHADES OF PINK

6 DEPOSIT & BILLING

Your event is only confirmed once we receive a deposit in the amount of R3000. (Please see terms and conditions). Once confirmation of event has been established, it is the responsibility of the persons who booked the event to settle the final amount owing prior to the event taking place. Deposits cannot be allocated to future in the event of cancellation.

7 AGREEMENT

I hereby agree to the terms and conditions of Goddess Cafe

Signature: _____

Date: _____

NOTES

Our team will compose a symphony of experiences for you to choose from that will make your next event nothing short of spectacular. Whether it be kitchen teas, baby showers, high profile ladies board meetings, virtual conferencing, ladies gala dinners, product launches, we have great solutions for it.

OUR TEAM IS READY TO SERVE



TERMS & CONDITIONS

GENERAL MUST KNOW'S!

- ☑ Please note that due to a high demand, our management teams need to ensure your party stays within the allocated time slot.
- ☑ Our function rooms close latest 17:00 during the week & on a Saturday, and 14:00 on a Sunday.
- ☑ The BAR closes at 16:30 on a Saturday and at 14:00 on a Sunday.
- ☑ Should your party run late, please call the relevant branch, and advise them accordingly but please, be aware that we cannot push your party on. The time arranged to depart is the departure time!
- ☑ We do understand that sometimes you prefer to arrive early to do some last-minute decorations, but unfortunately, we can only allow you access 15 minutes prior to your allocated time due to an earlier party taking place. You are welcome to arrive early should a party not be taking place prior to yours.
- ☑ **Punctuality is important. Being late is not cool. It is regarded by our establishment as being disrespectful!**
- ☑ YOU MAY NOT BRING IN A BALLOON ARCH, DRYWALL or STRUCTURE INTO OUR VENUE without prior arrangement. You may, however, bring in a welcome board and pretty, already inflated balloons. Please let us know if you are bringing a welcome board so that we can arrange an easel.
- ☑ WE DO NOT ALLOW MICROPHONES OR SPEAKERS to be brought into our venues.
- ☑ You are welcome to bring in a photographer for your function.
- ☑ WE ARE NOT liable for any items lost or damaged on our premises.
- ☑ NOTE THAT there will be other guests in our restaurant while you are hosting your function, so please be considerate about the noise levels.
- ☑ NOTE THAT ALL PARTIES ARE ALLOCATED A THREE-HOUR TIME SLOT
- ☑ REGARDLESS OF HOW MANY GUESTS CONFIRM, OR HOW MANY ARRIVE ON THE DAY, IN ORDER TO ACCOMMODATE A PRIVATE FUNCTION SPACE, WE CHARGE FOR A MINIMUM OF 16 GUESTS

DRESS CODE

- ☑ Dress Code is strictly smart casual. We like our ladies to look smart, classy, and beautiful. No body parts hanging out please.

DECOR

- ☑ We do cater all your function food, beverage, and essential décor needs. No additional food, cake, drinks, or decor may be brought on to the premises without prior arrangement.

WHAT AM I ALLOWED TO BRING ALONG?

- ☑ You may bring in your own cake should you opt for Option 1, 2, 3, 4 or 10, but please do let us know so that we can set-up accordingly.
- ☑ The spritzers and juices, which are included in Option 1, 2, 3 4 & 5, is ONE GLASS PER GUEST (ONE JUG SERVES 6-7 GUESTS). You may order additional jugs of spritzer or juice on the day at R90 per jug of Spritzer and R120 per jug of Juice.

CORKAGE & CAKEAGE

- ☑ You may bring your own champagne & wine at R60 corkage fee per bottle opened. Please do let us know so we can polish up some glasses and have them ready!
- ☑ No hard liquor is allowed to be brought in and consumed on our premises without prior arrangement.
- ☑ For Option 1, 5, 6, 7, 8 & 9 you are welcome to bring in a cake but "cakeage fee" of R60 PER GUEST will apply.

DEPOSIT, FINAL PAYMENT & CANCELLATION POLICY

- ☑ A R3000 deposit will be necessary to secure your booking. Deposits are STRICTLY non-refundable. A deposit can be transferred over to a VOUCHER which; can be used in our café within 3 months.
- ☑ Should you need to postpone an event, you will need to host the event within three months of cancellation.
- ☑ GODDESS CAFÉ IS A CASHLESS ENVIRONMENT
- ☑ GODDESS CAFÉ DOES NOT ALLOW INDIVIDUAL BILLS
- ☑ The number of guests you book and confirm for on the 72 HOUR DEADLINE is the number of guests we bill for regardless of how many shows up. Please respect our planning and purchasing policy.
- ☑ Should any of your guests cancel at the last minute, (which unfortunately happens most of the time,) we cannot be held responsible, and you will be liable for their payment.
- ☑ FINAL ACCOUNTS must kindly be settled strictly 48 hours prior to your function by way of EFT. Should you prefer to settle by way of CREDIT CARD, a 3.5% surcharge will be applicable.
- ☑ Please note that an AUTOMATIC 12% GRATUITY will be added to your final bill.
- ☑ Please ensure you deposit into the correct bank account and kindly ensure to, please send us POP.

Signature:

Date: