

## Terms & Conditions

- \*A cafe-style set menu of 1, 2, or 3 courses applies to bookings of 15 to 24 people. You may also choose from our high tea or harvest table option, should you wish.
  - \*Booking of 25+ will choose between our high tea or harvest table option. The set menu is unfortunately not possible for bookings of 25+.
  - \*One chosen menu will apply to the entire function. Menus and prices are subject to change without notice. All guests must choose from the chosen menu.
- \*If you are more than 30 minutes late to your booked time, we reserve the right to give away your tables and cancel the reservation. The deposit, and any other pre-paid amounts will become non-refundable.
- \*We allot a maximum of 3 hours (from your booked start time) for your function, including the removal of any decor. Please respect this, as we may have other bookings to accommodate.

If you need extra time, that can be negotiated at our discretion, and will be subject to a fee.

\*We do not offer split bills, but can accommodate multiple payments per table.

\*We offer the option to order cakes & bakes for your special occasion, as we have a functioning bakery. A 'cakeage' fee of R185 per item will be charged for any baked good brought in from elsewhere that is cut and/or eaten in our backyard. We can provide a knife and cake lifter, however we do not offer cutting service for items not made by us.

\*You are welcome to bring your own wine/bubbly on the day. We will provide ice and glassware, and charge a R50 per bottle opened corkage fee. Any glassware breakages will be charged for.

No other beverages are allowed to be brought in.

\*We provide white tablecloths, milk-style bottle vases with limited greenery, white paper napkins, silver cutlery, basic crockery, basic glassware. If you are wanting to create a poster, we can allow maximum A2 size, and can happily provide an easel for it. An additional small table (for cakes/beverages/gifts/etc) may be requested prior to the day of the event, and is subject to availability.

\*We are a working café, and in order to maintain a comfortable and functional environment for our staff and customers, all decor must be minimal, unobtrusive, and eco-conscious. We cannot allow decor installations/back drops/balloons/large hanging decor/confetti. We kindly ask that decorations do not obstruct walkways, seating, or service areas, and that all materials used are sustainable and easy to remove.

We also only allow photographers under special circumstances. Please do not book one unless you have confirmed with us! Kindly pop us pictures of what you are wanting to arrange, and we can confirm that it is allowed.

\*Take away boxes are limited and will be charged at R5 per box.

\*Final numbers, menus, and details must be confirmed 3 days before the event date. This is the head count that the event will be charged for, regardless if every guest attends.

\*A 15% service fee (gratuity) will be charged and added onto your final bill

\*A 'refundable' deposit of R1000 is charged for every booking over 15 people, or any booking that has chosen a function menu, regardless of size. The deposit will be accredited to your final bill.

\*For functions of 25 or more, a function fee of R850 will be payable.

\*The balance of your total bill is payable on the day, and the deposit will be deducted from the total bill.

\*Please note the terms of our refund policy:

- If cancelled 3 weeks or more before date, deposit will be refunded
- If cancelled 2 weeks before date, 50% of deposit will be refunded
- If cancelled a week or less before the date, there will be no refund of deposit

# Frequently Asked Questions

#### Can I bring in my own decor?

YES, absolutely! We provide white tablecloths, milk-style bottle vases with limited greenery, white paper napkins, silver cutlery, basic crockery, basic glassware. If you are wanting to create a poster, we can allow maximum A2 size, and can happily provide an easel for it. An additional small table (for cakes/beverages/gifts/etc) may be requested prior to the day of the event, and is subject to availability. However, we are a working café, and in order to maintain a comfortable and functional environment for our staff and customers, all decor must be minimal, unobtrusive, and eco-conscious. Kindly pop us pictures of what you are wanting to arrange, and we can confirm that it is allowed. Thank you for helping us keep our space welcoming and environmentally responsible.

#### Can I come earlier to set-up and decorate?

Yes, but setup time is limited to the hour prior to your event start time. Please give us a heads up if you are coming in early to set up for your event.

#### Can I bring in alcohol/non alcoholic beverages?

Yes, you may bring in alcoholic/non-alcoholic wine/bubbly. We will supply glassware, ice and bottle service should you require, and a corkage charge of R50/bottle opened will apply. Please give us a heads up if you will be bringing. We do not allow any beverages to be brought in.

#### Can I book the cafe for exclusive use?

We do, on occasion, hire out our space for exclusive use. The exclusive use charge will depend on the time of year, type, and requirements of the function, and we require an in-person meeting in order to quote.

We do not allow external catering.

#### Are you halal?

We are halal 'friendly', however we are not strictly halal, as we do have pork & pork products on our menu. Our chicken is halal, and we offer a range of vegetarian items, but please note we do use the same equipment for all of our food preparation and serving. We cannot offer any strictly halal catering.

### Please email us if you have any further questions Thank you! The Backyard Team xxx