



We at **Wellington Coffee Café** would be delighted to host your event/function.
Please complete the below and return this form via email.

BOOKING DETAILS:

Company/Booking name: _____

Occasion: _____

Number of Guests: _____

Date & Time: _____

Contact person& Contact number: _____

Person Responsible: _____

Deposit Amount paid: _____

Menu Choice: Set Menu 1 Set Menu 2 Set Menu 3
Platters **(Choose ONE option only please)**

Additional Notes: _____
(Allergies, special requests etc)

Cleaning required: Yes No

(A Cleaning fee of R350 will be applied if cleaning is required)

BOOKING TERMS:

- We require a non-refundable deposit of 70% in order to confirm your reservation.
- Payment of deposit required 7 days prior function date.
- A cake is Welcome, however a fee of R100 is charged per cake.
- We have a strict NO glitter ,confetti and candles policy.
- Due to the size of the coffee café and limited seating, all cancellations needs to be confirmed 72hours before the reservation.
- We have a strict NO refund policy and outstanding payments should be made 72 hours before the function date.
- No smoking will be allowed inside the Coffee café.
- For any breakage, a fee of R20 per item will be required.
- NB: WCC Takes NO responsibility for any damage/loss to any items brought to the venue.
- A REFUNDABLE breakage deposit of R500 is required.

Please email your POP to projects@st3group.co.za OR whatsapp form 0769536988