



MEA CULPA TERMS & CONDITIONS – VENUE CONTRACT FUNCTIONS

1. CONFIRMATION OF BOOKING

- 1.1 To secure the booking, the client is required to pay a deposit to Mea Culpa of 50% of the invoiced amount.
- 1.2 Final cleared payment of the full amount is due at latest 5 days before the event date. Failure to make payment will result in cancellation by Mea Culpa.

2. CANCELLATION

- 2.1 Cancellations must be made in writing (preferably by email) and must take place at the latest seven days before an event date.
- 2.2 In the event of cancellation by the client any deposit paid shall be forfeited to Mea Culpa.
- 2.3 In the event of a cancellation caused by a gazetted government restriction the event can be re-arranged to an alternative date when such restrictions allow and by mutual agreement of a suitable date with Mea Culpa.

3. LIABILITY

- 3.1 The services provided by Mea Culpa to the client are done so entirely at the client's risk and Mea Culpa shall not be held liable for any claim of damages, loss of profit or loss of any kind, due to circumstances of any nature.
- 3.2 By accepting the invoice, the client indemnifies Mea Culpa for any loss, damage or omission by Mea Culpa or any of its staff or agents. Mea Culpa is not liable for any loss including consequential damages that may be occasioned.
- 3.3 For the purposes of this clause, it shall not matter whether the damage, loss or theft is caused through negligence, an intentional act, or an act of God.
- 3.4 Mea Culpa cannot be held responsible for any loss of revenue due to circumstances unforeseen by the organisers, such as the weather, reduced patron attendance and/or theft, loss or damage, or any other unplanned circumstances.
- 3.5 In the event of any of Mea Culpa's property being destroyed, stolen or lost the client shall be liable and pay Mea Culpa on demand the replacement value of the items damaged, lost, or stolen.
- 3.6 The client is responsible for arranging insurance mitigating their loss.
- 3.7 Any lost and found belongings of the Client or Guests will be kept for 1 calendar month whereafter they will be disposed of.
- 3.8 In the event of the client utilising "Hookah" pipes, the client will be held responsible to ensure such pipes have a proper plate underneath to catch falling coals. A surcharge of R1500 will be payable to bring Hookah pipes in.

- 3.9 Should the client use external suppliers for catering, décor or bar services, the client will be responsible for the end-to-end set up and strike. Should any items be left on the Mea Culpa property the client will be charged R1,000 per day the items are here.
- 3.10 Venue hire pertains only to the day of booking. Set up and strike should be done on the same Day. Should the client require set up the day before or strike the day after, this will have to be agreed with Mea Culpa and will only be possible if no other events are booked. A further set up and strike fee of R6000 may apply.
- 3.11 Should the client wish to extend the function hours or overrun scheduled times, a charge of R2,000 per part or full hour will be applicable.
- 3.12 Should the client bring in an external caterer a R6,000 surcharge will apply. Electrical chip fryers and ovens are prohibited. Gas chip fryers and ovens are allowed. The kitchen must be cleaned after use or a cleaning fee of R800 paid. NO waste or grease at all must be put down the sinks at all. Failure to adhere to this will result in immediate stoppage of service.

4. SAFETY AND SECURITY

- 4.1 The client is obligated to comply with all existing safety and security procedures in place at Mea Culpa.
- 4.2 The client and Mea Culpa must ensure that no emergency exists, safety equipment or safety equipment signage is covered, obstructed, or interfered with in any way.
- 4.3 Smoking is only permitted in outdoor areas and outdoor balconies.
- 4.4 Mea Culpa will ensure the safety of your personal items and equipment to the extent in which may be reasonable expected of a venue but will not take responsibility for any damage or loss of any item or equipment.

5. SIGNED DECLARATION OF TERMS AND CONDITIONS CONTRACT

I _____
 representing, _____

- Herby undertake that that I am the legally appointed person to sign this document.
- I fully accept and understand the Mea Culpa Terms and Conditions.
- I accept full liability for the costs that may result in this regard.

Signed: _____

Signed at: _____

Date: _____

Event Details

Client	
Date	
Venue	
Timing	
Pax	

