



FUNCTION REQUIREMENTS

OCCASION:

Occasion date: _____ Work: _____
 Time: _____ Cell: _____
 Contact person: _____ E-mail: _____

CONTACT NUMBERS:

Expected guests attending: Adults _____ *children (ages) _____

FUNCTION AREA:

Main Function Room Oak Room Deck A Deck B
 Courtyard Cinema Room Lobby Chapel Bloot

MENU OPTION:

SPECIAL DIETARY REQUIREMENTS: (eg. religious, vegetarian, vegan) _____

DRINKS:

We offer jugs of juice or our house cocktail rose water, (please select below)

Fruit cocktail Strawberry Mango Orange Apple Rose water

Coffee/tea station: Self serving or Served from our bar

Sparkling wine: (Specify) _____

Welcome drink: (Specify) _____

TABLE ARRANGEMENTS: (one long table, U shape, L shape separate tables etc.) _____

TABLE ARRANGEMENTS:

Indoors Outdoors

** Please specify and confirm at least a week in advance. We cannot always guarantee certain sections or exclusivity, especially at busy times.*

TABLE DÉCOR:

Own décor: Yes No (if yes, kindly elaborate) _____

** Please note that we don't allow any confetti (small bits of paper and debris) or any decorative media that may be destructive to the property. We also kindly ask that our windows, panes and permanent structures are not tampered with.*

BILLING:

Once confirmation of the event/function has been established, it is the sole responsibility of the person who booked the event/function to settle the final amount owing on the day of the respective event/function, we do provide the option for separate billing on drinks only.

One bill or separate bills for additional drinks? _____

ESTIMATED SCHEDULE: (mostly for evening functions but if you are dealing with time constraints please let us know)

Starter: _____ Main Course: _____ Dessert: _____

Special arrangements for speeches, musicians, slide shows etc. _____

DEPOSIT PAYABLE: _____

Cash Credit Card EFT

Please save the completed form on your computer by clicking File / Save as / PDF and naming it with your name and surname. Then attach to an e-mail and send to: info@bloscafe.co.za

OFFICE USE:

WAITER: _____

DATE OF ENQUIRY: _____

DATE QUOTED: _____

DATE DEPOSIT SETTLED: _____

CLIENT SIGNATURE: _____

I hereby state that all information provided is accurate and agree to the terms and conditions of Blos Café.

THIS SECTION CAN BE SIGNED AT BLOS CAFÉ ON THE DAY OF THE FUNCTION

FREQUENTLY ASKED QUESTIONS

Q Does Blos host kitchen teas, stork teas, bachelorette and bachelors' parties, weddings, conferences, christenings, birthday parties, farewells, funerals, engagement parties...?

A Yes, indeed – we host them all!

Q Does Blos have private venues to host special occasions?

A We have beautiful private venues. Please visit our new website to view our private venues and conference facilities: www.bloscafe.co.za/blos-conference/

Maximum guests per venue:

Chapel: 30 guests with tables for dining, or 60 guests without dining tables

Courtyard: 40 guests

Oak Room: 22 guests

Main Room: 70 guests

Cinema Room: 20 guests

Lounge: 30 guests

Main Room, Lounge and Oak Room connected: 120 guests

Bloot: 70 guests

Please keep in mind that all venues can seat more guests when set up cinema style.

Q Will we be paying a venue fee for the use of your private rooms?

A All rooms are charged at a R750 venue fee.

Q Can we provide our own décor?

A You are most welcome to do your own décor (including tablecloths). Blos does not specialise in decoration, but we will gladly assist you in finding décor specialists.

Please mind, we have a few rules regarding décor to preserve our beautiful Blos:

- Please refrain from using sticky items or tape (e.g. Prestik or adhesive tapes) on walls, fixtures and fittings.
- Additional charges may apply if property of Blos Café is damaged during a function.
- Please refrain from hanging items from our ceiling lamps and lights.
- Please do not remove our wall décor to replace with your own.
- Confetti, glitter and small shiny items used for table decorations are strictly forbidden as we do our best to maintain our natural environment.
- It is the responsibility of the organiser of the function to remove all decorations after the function.
- All décor must be collected directly after the function. Blos Café will not be held liable for any décor left behind.

Q What is the allocated duration of private venue use?

A You have four hours to have an unforgettable time! Please keep in mind this includes removing your own décor.

Q Do I pay a deposit to secure my booking?

A Yes, please:
 Parties: R1000 non-refundable deposit.
 Weddings: R10 000 non-refundable deposit.
 (The deposit secures your booking)
 Standard Bank Acc Nr: 411203789
 Branch Code: 012445
 Reference: Your name and date of event.

Q Does Blos have a group menu option available?

A Yes, we have delicious group menu options. Please visit our new website and view our group menu options: www.bloscafe.co.za

Q When do we need to confirm our function menu and number of guests?

A Please confirm these details 7 days in advance. Please keep in mind that the final number of guests supplied 7 days prior to your event will be the amount reflecting on your bill on the day of your function.

Q May we bring our own food or beverage?

A Noooooo
We can make an exception with a special cake and we charge R20 p/p cake fee if you prefer to bring a themed cake. You can, however, order themed cakes from Blos.

Q Do we pay corkage on wine?

A Yes, please – R60 for wine, R80 for sparkling wine.

Q Can my guests pay for themselves?

A No, if you have booked the venue and the menu, you will be responsible for settling the food bill on the day of the event.

We can, however, accommodate separate bills for drinks.

Please note that there will be a 10% service fee on the total bill.

WE PRIDE OURSELVES ON MAKING YOUR EVENT OR FUNCTION A FUSS FREE AFFAIR,
 OUR OBJECTIVE IS TO HOST AND ENTERTAIN YOU WITH OUR ONE OF A KIND VENUE AND HOSPITALITY.
 WE LOOK FORWARD TO BEING ABLE TO SPOIL YOU AND YOUR PARTY.

We wish to ensure a pleasant experience for everyone here at Blos Café. Certain terms and conditions apply beyond the scope of this document and relevant information will be made available as and when the need arises. We look forward to do our part in making your event a memorable one.

Blos Café

Right of admission reserved!