

# Deer Park Cafe

## Private Event Information

4 pages

\*\* Please read all pages. A more detailed breakdown is explained.

### **Timeline:**

The restaurant can only close from 5pm.

Functions can start anytime after 6pm and last until 12 midnight.

### **Park:**

The park that we border on is called Rocklands Rd Park and is a public park. It is open to the public till 8pm.

When closed for a private function – we do not serve these guests but do allow use of our bathrooms.

For functions in the park, tents, music.....event permits are required.

– These permits generally take 6 weeks – so please discuss requirements with us early!

### **Costs:**

Exclusive venue hire includes all current tables and chairs, crockery and cutlery for 50 guests. As well as an on-site manager /bartender/barista

Waiting staff are a separate cost listed below.

Below rates are only applicable if we are doing the catering and the bar.

There are no minimum spend requirements for food or drinks.

Rates:

Monday – Thursday: R600 per hour

Friday: R900 per hour

Saturday – Sunday: R800 per hour

These rates will start 1hour before the function and end at midnight, or when the function ends.

### **Waiting staff:**

Waiting staff are an additional **extra at R100 per hour per waiter.**

Up to 30 guests= 2 waiters

Up to 60 guests = 3 waiters

Anything above = 4 waiters.

The amount of staff can be adjusted according to type of function and level of service required.

**Capacity:**

For a seated function we can accommodate 30 – 40 guests comfortably.

With rented in trestle tables and benches we can accommodate 60.

Standing room for canapés maximum of 60 guests in winter

And 100 guests in summer.

**Set-up****Inside:**

All tables can be removed or we can keep some for a few guests who prefer to party sitting down.

**Outside:**

All tables can be removed or moved.

\*\*\*\*What works well is removing all inside tables – guests mingle / dance inside and casual seating outside on the patio.

\*\* For seated functions, we remove some tables after dinner to create dancing space and leave a few for the spectators.

**Themes:**

We love themes! Even if the theme is a color.

We can decorate accordingly, adjust the menu, and ensure the welcome drink is suitable. Choosing a theme makes designing an event easier.

**Décor:**

We supply some fairy lights and also tea light candles for the windowsills.

You are more than welcome to bring in as much or as little décor as you like. If you are going ‘Big’ – we suggest you deliver most/everything earlier in the day – then you can arrive dressed up and we will assist in the decorating.

If you are short on time – you are welcome to give me a budget and requirements and I will spend it all (providing you with all the slips with no mark-up, but including petrol)

For linen/red carpet/extra crockery/glassware/tables – we will get in quotes for you and you pay them directly.

For flowers– the Cape Town market is the best! Just be sure to check for freshness.

**Food:**

We have a standard canapé selection for you to choose from.

We are more than happy to create specialized menus to suit your dietary requirements and/or budget for no extra fee.

Our kitchen is neither halaal nor kosher.

We do speak vegan, gluten-free and banting.

**Drinks:**

We have a good selection of wine, craft beers and spirits.  
We recommend offering a welcome drink– this gives everyone something to do on arrival and offers our staff an opportunity to explain the rest of the bar to the guest.

- A. Open bar on your account
- B. “Open bar” on your account according to what is displayed. ( you decide what you would like to offer and we hide the rest
- C. Selection of drinks on your account with a limit. The rest cash bar.
- D. Everything cash bar.

**Corkage:**

We allow a limited amount of wine or sparkling wine to be brought in for corkage. The quantity will depend on the amount of guests.

R30 per 750ml wine,

R40 per 750ml sparkling wine.

No other alcohol is allowed to be brought in.

**Music / Noise:**

We are in a residential area so there are some restrictions.....

Music needs to be manageable at 10:30pm, going softer gradually until being off (or very soft mood music) at 11:30pm.

You can bring in a live band, or dj – they must just bring all their own equipment and extensions, or

You can make a playlist and just plug into our basic system.

There are no speakers on the patio – but with good weather we can open the big bay windows.

**Payment:**

Venue hire (as deposit) – 2 weeks prior to event.(not refundable)

Food and staff – 1 week prior to event

Bar tab – on the evening

Life happens – should you need to cancel the function 1 week before you will not be charged anything.

Should you cancel the day before – you will only be charged for the items already baked / prepared. (most items are done on the day)

**Presents / décor collections:**

No one wants to pack and unpack décor after a party. We will tidy up and pack everything into crates. Please collect these before 12noon the next day.

We can also assist in packing up your presents into crates – please note that we can not be held liable for any missing items. Presents need to be taken on the evening of the event.

**Responsibilities:**

We believe in working hard and playing hard. We kindly request that you remind your guests to use uber, taxi’s or lift clubs. This way they can enjoy your event fully without you worrying about their safety.

**Should you wish to ONLY use us as a venue:**

If you would like to host your function at Deer Park café, but decide to use your own caterers and bring in your own drinks, special rates will apply.

Exclusive venue hire includes all current tables and chairs, crockery and cutlery for 50 guests. As well as an on-site manager, bartender/barista

And 1 cleaner. Waiting staff are a separate cost.

Venue hire rates:

Monday - Thursday: R1000 per hour (minimum of 3 hours)

Friday: R1800 per hour (minimum of 3 hours)

Saturday - Sunday: R1600 per hour (minimum of 3 hours)

Should the function be over 5 hours we are willing to discuss a discount.

These rates will start 1hour before the function and end at midnight, or when the function ends.

Feel free to contact us should you have any queries or requests.

Carin and Anel

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