



**We at Moonshot strive to make your event an odyssey never to forget.**

**Please read through our terms and conditions and if satisfied, sign and send back to secure your booking.**

1. **Only upon receipt of these signed T&C's as well as receipt of the 50% non-refundable deposit will your function date be confirmed**, please note:
  - No cheques accepted.
  - No purchases or preparations will commence without the funds reflecting in our account. Please quote your reference number in the payment.

2. The quotation/invoice is valid for the quantity specified below ONLY. Please note that, should the number of guests be amended 48 hours or less prior to the function, such change may result in an increase in the price as stipulated in the quotation/invoice.

3. The **venue fee of R37 000**

*Enquire about weekday evening and small group discounts.*

This includes serving staff, glasses, cutlery, and crockery as well as basic sound system with Bluetooth connection ability.

If any extra rental items are needed, it will be at your own cost.

You are responsible for your own décor. Please note NO storage is available for décor items. Please ensure all décor items are removed before the end of the event. You are required to bring your own team to assist with décor set-up and break down. Moonshot staff will not be at your disposal for décor purposes.

4. Hours:

The venue is available for a maximum of 6 hours, therefore from 18h00 until 24h00. Any additional hours after 24h00 will be charged at **R3500 per hour**, or part thereof.

Please note that this means guests have to fully evacuate the venue by 24h00. **Last rounds will be called at 23h00 and the doors will be closed at 24h00.**

For décor purposes the venue will be available for an hour before the commencement of the event. **Any additional hours required for set-up will be charged at R2000 per hour**



5. 5.1 Other costs:

**Breakage Deposit:** R5000, because we all have that ONE friend... Costs incurred by the venue for any damages during your event.

**Service Fee (tips):** a service fee of 12% will be added to your bar tab (only) for the crew.

5.2 Optional costs:

**Corkage:** R85 per bottle. Only products that are not available from Moonshot will be allowed.

**Cakeage:** R500 per cake.

**Sound:** R1000 for 2 x JBL Party Box110 speakers, with 160W powerful sound and 2 x wireless microphones (this is in addition to the background plug and play sound)

6. Smoking is completely prohibited inside Moonshot. Please make use of the ashtrays provided in the outside designated smoking area.
7. Valuables: Moonshot will not be held liable for any loss, damage or theft to any such articles.
8. Right of Admission: It is agreed that all guests will conduct themselves in a respectable manner and will not cause any nuisance or annoyance within Moonshot or any of Moonshot's neighbors. Moonshot management has the right to request any guest to vacate the premises, without prior notice and without assigning any reason whatsoever, and the guest shall be obliged to vacate upon request to do so.
9. Loss or Damage: Moonshot management will hold you, the undersigned signatory, responsible for any damage or loss suffered or caused within the area belonging to Moonshot, during the time of your function, caused with or without your knowledge, to its property, by you and/or your guests' acts or omissions, default, accident or negligence. By booking with Moonshot, you agree to indemnify Moonshot management and to pay them, on demand, an amount reasonably required to make good or to rectify such damage or loss caused by you and/or your guests. Please report any accidents or incidents to Moonshot management in connection with any property damage.
10. Moonshot will not be held liable if any of the following events or conditions prevents the venue from fulfilling its obligations to guests. However, Moonshot will take the necessary steps to minimize disruption and discomfort to guests under these conditions:



- Unanticipated interruption to electricity, water, sewage;
- Industrial actions, civil uprising or criminal activity;
- Fire, frost, flooding, wind or any other force major event;
- Any act of *vis major*.

11. Now folks, “wowing” your people with a stunning Urban Venue, comes with a few common sense rules for densely populated office park kind of places:

- Noise restrictions do apply and is governed by the City of Tshwane. Moonshot reserves the right to exercise these restrictions and take the appropriate action should the rules not be adhered to.
- Any and every kind of airborne molecule dispenser is STRICTLY PROHIBITED (ie smoke/haze machines).
- Sparklers or any kind of fireworks is not allowed. Whatsoever. Ever.
- Strictly ORGANIC CONFETTI only!

12. By the signing of this document, you, the undersigned signatory, indemnify and hold harmless Moonshot and its directors, officers, and employees, from and against all third party allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys’ fees and costs on an attorney and own client scale) which arise out of or, relate to (1) death or bodily injury or (2) loss of or damage to property or as a result from any act or omission by you and/or any of your guests.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<u>Domicilium Address:</u>	<b>Client:</b>	<b>Address:</b>
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		E-mail:
		Tel:

## Weddings

We're OVER THE MOON that you've chosen Moonshot to get hitched!

We hate cliché's as much as you do (so we're definitely a match), so we're actually not a "**Wedding Venue**". *Shhhhhhhhhht.*

We're a well kept secret. We're a really cool friggin office park!  
We have workstations - not dressing rooms; parking bays – not an aisle;  
an elevator – not a valet service... you catch the drift.

The following is worth noting to ensure your day is as special as you deserve it to be:

- Set up may be done from 8h00 @ R2750 once off fee IF your big day falls on a Saturday or Sunday. Let's avoid office hours here.
- Venue hire for the ceremony @ R2000 per hour.
- Chair rental for ceremony will be for your pocket.
- Candles are welcome BUT only on approval by management (this means you should show us a sample of the candle and the set-up before the reception).
- No need for a coordinator on the day - all we ask before D-day is a floor layout and timeline (and a strict MC...).
- Any outside catered items (which we DO NOT recommend) will be subject to a surcharge.

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date