



## **Garden Route Botanical Garden**

### **VENUE RENTAL FEES AND TERMS FOR THE GARDEN ROUTE BOTANICAL GARDEN**

Thank you for your query and support of the Garden Route Botanical Garden.

**OUTDOOR VENUES:** (See Map Attached)

**The Gazebo Lawn** includes the Gazebo. It is customarily used for wedding ceremonies, and concerts etc. (includes electricity)

Size: 17000 square feet / 1580 square meter

Full day (08h00-17h00) : R 3000.00

Half day (four hours) : R 2000.00

Evening (17h00 - 21h00) : R 3500.00

*Weekend surcharge* : R 1500.00

**The Memorial lawn** is close to the Moriarty Building and the tea garden. It is traditionally used for family picnics and kids birthdays etc.

Size: 15500 square feet / 1300 square meters

Rental of this lawn is only permitted during 08h00 and 17h00. No electricity is included in this price.

Full day (08h00-17h00) : R2000.00

Half day (four hours) : R 1000.00

*Weekend surcharge* : R 1500.00

**The Indigenous Forest Lawn** is situated in the heart of our indigenous forest. The venue is set along the Garden Route Botanical Garden's Mushroom Meander hiking trail and the Oos-Kloof stream. Typically used for forest weddings, and meditation and yoga classes. Size: 6809 square feet / 633 square meters

Rental of this area excludes electricity.

Full day (08h00-17h00) : R 3000.00

Half day (four hours) : R 2000.00

Evening (17h00 - 21h00) : R 3500.00

*Weekend surcharge* : R 1500.00

The entire garden can be used for large walking events, such as the Parkrun on Saturday mornings.

The cost of renting the garden for walking events will be:

R3 000 for up to 500 pax.  
R3 500 for 1000 pax  
R4 500 for 1500 pax  
*Weekend surcharge: R 1500.00*

When renting areas in the forest section please note that a pre-approved Environmental Control Officer must be on site at all times for environmental impact mitigation purposes.

## INDOOR VENUES

### The Moriarty Hall

Moriarty hall: (Catering to be done by our tea garden only; includes tables and chairs; excludes projector)

Size of Hall: 414 square feet / 38 square meter

**Cost of hiring hall** Half Day: R300

Half Day: 08h00 till 12h00 or from 14h00 till 16h45

**Cost of hiring Hall** Full Day - R600

Full Day: 08h30 till 16h00 (could be extended to 20h30 at an additional cost of R500.00)

### The Garden Route Environmental Education Centre (GREET)

*The renting out of the GREET building as a venue is aimed at raising money to furnish and equip the building for its purpose only; functions are subject to the GRGB Trust's approval. Should a non-profit organization desire to use the building for environmental education purposes they can do so at a reduced price of R5 per person (this income will go toward covering basic maintenance and service costs).*

\*GREET Hire (excludes equipment i.e. tables & chairs, and the setting up of rented equipment) **Cost of hiring hall full day prices**

**HALL** : 1054 square feet / 98 square meter (separable hall, workshop area/lecture hall):

R 1500.00 half day/ R 2000.00 full day

**CANTEEN** : 721 square feet / 67 square meters (attached kitchen, no equipment, and lecture hall):

R 1000.00 half day R 1500.00 full day

## FOR YOUR CONVENIENCE

### Seating Calculator:

You could use the below calculator to estimate seating number (please note\* enter the square feet/ square meter when calculating for your needs):

<https://www.hotelplanner.com/Common/Popups/SpaceCalculator.cfm>

**Tea Garden:**

Getafix Garden Cafe (044 8735729) - is available for catering and/or wedding venue as well. Contact details: Mike - 044 873 5729 / info@getafix.co.za. They also own ISP Group for all your event requirements.

Note \* Braai facilities available at the Café only @ a venue hire of R800.00

The following is available for rental from ISP for your event at gardens. Prices exclude VAT:

Tables – Rectangular – R28 (6 Seater)

Tables – Round – R45 (10 seater)

Tables – Cocktail – R20

Chairs – Wooden Teak – R35

Chairs – Black Plastic – R8

Chairs – White tiffany – R 30

Basic PA System – Including Mics up to 100pax (exclu vat) – R1800 without technician Screen – 1.8x1.8m Tripod Screen – R100

Data Projector – R500

Lectern – R120

Carpeting per Square metre – R50 – (labour depends on how big the room is).

Stage Deck 1.2 x 2.4 – Steel framed stage decks – R 285.00

With set up - R420.00

Payment must be made before the event, along with the signing of an indemnity form.

**TERMS AND CONDITIONS FOR THE HIRE OF THE VARIOUS VENUES OF THE GARDEN ROUTE BOTANICAL GARDEN:**

**Definitions**

The GARDEN ROUTE BOTANICAL GARDEN TRUST shall hereafter be referred to as the GRBGT. The company or person/s wishing to hire any venue area at the GARDEN ROUTE BOTANICAL GARDEN shall hereafter be known as the Client. Agreed means: agreed in writing.

Agreement means: the attached Order Form and these Terms and Conditions.

Notify means: provide notice in writing, Such notice, which may be made by e-mail, shall be effective only on actual receipt.

**Eligibility and numbers**

The Client agrees to provide the GRBGT with full and accurate particulars of the Event in writing, including timings, menus, and any special requests. The Client agrees to notify the GRBG promptly of any changes and the exact number of guests expected to attend must be provided no later than five working days prior to the Event.

The Client agrees to ensure that its guests vacate the area used for the Event once the event is over.

### Payment

The Client shall make pre-payment in full of the Total Amount charged as well as sign the rental agreement and quotation in order to secure the booking. Payments may be made via EFT OR via Credit/Debit Card.

Any dispute as to amounts payable does not excuse payment in full of those amounts outstanding that are not in dispute.

### Conduct

The Client shall be responsible for any loss of; or damage to, the GRBGT property including buildings, fixtures, fittings, furnishings, utensils, and equipment caused by the Client or any of the Client's contractors, employees, agents or guests.

The Client shall ensure that nothing be attached to the fabric of the Premises.

The Client shall ensure that noise is kept at reasonable decibel levels.

The GRBG has a strictly no littering policy. The type of confetti material in the event of weddings etc. has to be approved by the GRBGT.

Activities shall be restricted to the areas applied for.

No damage shall be permitted to any property of the GRBGT.

No damage shall be permitted to any natural vegetation. Removing, cutting, destroying, or damaging any plant, or being in possession of any part of a plant including dry wood or firewood is strictly prohibited.

Any damage to the property or vegetation done shall be made good at your own expense.

Injuring, feeding, or disturbing any wildlife is strictly prohibited.

Advertising or offering any goods for sale, without written consent from the GRBGT, is strictly prohibited.

The areas must be left in a clean and tidy condition at the conclusion of the event.

If areas are not cleaned after the event, the GRBGT will bill the client for the costs of cleaning separately.

### Deposit

The GRBGT may request the client to pay a deposit of R 1000.00 for damages to the garden as well as cleaning services.

### Parking and Driving

Parking and driving may only take place inside the gardens with the express permission of the GRBGT and thereafter only within designated and demarcated areas.

No parking shall be permitted in entrances to fire-fighting/management access roads.

### Contractors

Should the Client wish to employ the services of any outside contractor, the Client must inform the GRBGT as soon as practicable. The GRBGT reserves the right within its sole discretion and without assigning any reason to refuse access to any such contractor. Installation plans, risk assessments and access times must be approved by the GRBGT at least two weeks before the Event.

### Indemnity

The Client will indemnify the GRBGT against any claims, demands or proceedings brought against the GRBGT by third parties arising out of or in connection with the Event.

### Advertising consent

The GRBGT may use the Client's name in its promotional material, including online and on social media.

### Catering

Alcohol may be only brought into the Premises by the Client or by its contractors, agents or guests for consumption with written permission from the Manager of the Garden Route Botanical Garden Trust. In such case, all alcohol brought to the premises must be accounted for before the time in writing, and sent to the Manager of the Garden Route Botanical Garden Trust. Please note that the GRBG is a fire free zone and therefore no braaiing is allowed.

### Cancellation by the Client

In the unfortunate circumstances that the Client has to cancel the Event the Client agrees to pay to the GRBGT to cover losses as a result of the cancellation, the following: more than three but less than -six months' notice –No charge.

more than one but less than three months' notice – 20% of the Total Estimated Charges. one month's notice or less – 100% of the total estimated charges.

Should an outdoor event be cancelled as a result of inclement weather, the client will be entitled to a full refund.

### Cancellation by the GRBGT

The GRBGT reserves the right to terminate this Agreement forthwith by notice in writing to the Client if the Premises or any substantial part is closed due to circumstances beyond the GRBGTS' reasonable control or if the Client has failed to make the required deposit or if the Event is, in the opinion of the GRBGT, prejudicial to the reputation of the GRBGT or the Client has otherwise failed in any material respect to comply with the terms of this Agreement. Should the GRBGT terminate the Agreement

in any such circumstances the GRBGT will refund any amounts paid by the Client in advance to the GRBGT but will otherwise have no further liability to the Client.

Limitation of liability

The GRBG does not accept liability for any personal property or equipment of the Client or of the Client's contractors, agents, guests or invitees.

The GRBGT's maximum liability to the Client in respect of a breach of this Agreement shall be limited to the extent of the total charges that would otherwise have been payable by the Client. Under no circumstances shall the GRBGT be liable for any consequential losses whatsoever.

General

This agreement may not be varied except in writing signed by the parties.

No representation made by or on behalf of the GRBGT shall be binding on the GRBGT unless reduced to writing and signed on behalf of the GRBG by a trustee authorised to do so.

This Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa.

The parties hereby agree to submit to the exclusive jurisdiction of the courts of the Republic of South Africa Judiciary.

**Name of Client:**

**Cellphone Number of Client:**

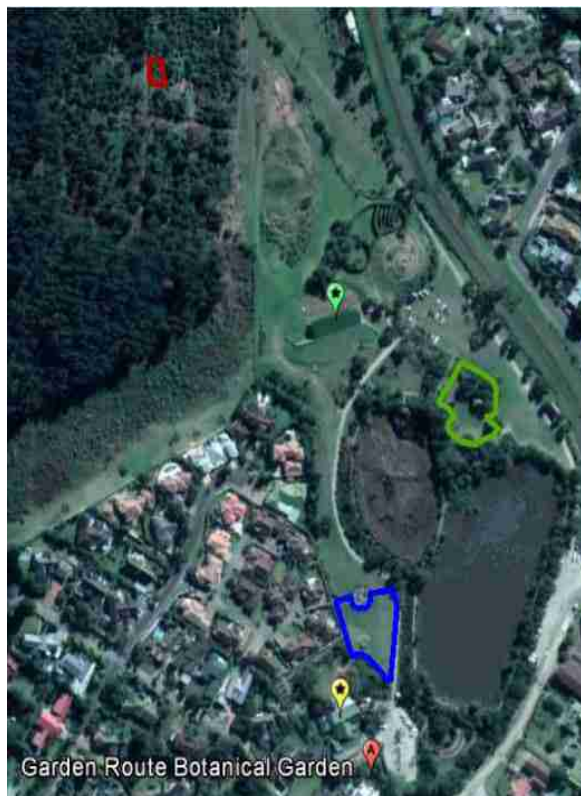
**Email Address of the Client:**

**Signed at GEORGE on this ..... day of ..... 2019**

**Client : .....**

**GRBGT Manager: .....**

## Venue Map



### Map key:

#### **BLUE**

Memorial Lawn

#### **GREEN**

Gazebo Lawn

#### **RED**

The Indigenous Forest Lawn

#### **GREEN STARPOINT**

Garden Route Environmental Education Centre

#### **YELLOW STARPOINT**

Moriarty Hall & GRBGT Offices