



305

EVENT GUIDELINES

Enquiries: events@305guesthouse.co.za

WhatsApp: 084 317 0982

- Hours for functions hosted in our coffee shop are strictly 7am to 2pm daily.
- 50% payment upfront secures your event booking. Balance of payment must be made 1 week prior to your event. Failure to adhere to this, will result in your event automatically being cancelled.
- NO boomboxes, loud music or DJs permitted; **we are based in a residential area.**
- Meals & beverages may only be obtained from 305 – NO outside catering allowed.
- Only special occasion cakes, cupcakes & party favours are permitted.
- All main meals MUST be pre-ordered 3 days prior to your event.
- No alcohol is permitted unless you are booked in as an in-house accommodation guest.
- If elaborate décor is to be set up, a fee of R300 is applicable when you book. All décor MUST be taken down immediately at the end of your event and the venue must be left as you found it, prior to your event. Failure to adhere to this will result in 305 cleaning your event area & using your R300 deposit for labour utilised for this chore.

DEDICATED LAWN AREA EVENTS:

- Our hours for dedicated area functions, are strictly 9am to 4pm daily. Maximum 120 guests permitted.
- Venue hire fee is R10,000, which includes a R5,000 refundable deposit. The deposit will be returned to you after your event, provided that the venue is left in good condition with no damages to the facility.
- For lawn events, all tables, chairs & décor etc are supplied by the guest. Only crockery & cutlery that are used to serve 305 meals & beverages are supplied by 305. All other cutlery & crockery is supplied by the guest.
- Area must be cleared by no later than 5pm after your event.