



Terms and Conditions:

1. Venue Hire cost will be charged at [COST] excluding VAT.
2. Payment of the booking fee will be required on booking of the event and a copy of the deposit together with a signed copy of the terms and conditions will be required.
3. The venue will only be secured once payment and a signed contract has been received.
4. Cancellation 14 days or more prior to the event will receive a full refund. Cancellation within the 14 day period leading up to the event will result in a 50% cancellation fee of the amount quoted.
5. Venue Hire cost will include the use of Miele branded crockery, cutlery, cooking utensils and Miele appliances. Clients are requested to supply specialised equipment as the Miele centre has a basic supply of cookware and utensils.
6. Table cloths décor and additional beverage has to be supplied by the client. Standard white table cloths and napkins can be hired from the Miele kitchen at an additional charge.
7. Data projector and screen will be an additional charge at any the selected centre. Should the client need specific items they will need to confirm with the selected Miele centre whether these items are available and if not, the client may bring their own.
8. Clients are requested to provide cleaning staff for events, alternatively cleaning staff will be added to the venue hire cost at R200 per staff member per day.
9. Clients will be held liable for damage to kitchen surfaces & equipment and will be charged accordingly.
10. Miele (Pty) Ltd will not be responsible for any loss or damage that may occur to any items brought onto the selected Miele premises by the client.
11. All evening functions must end by 22:30 unless otherwise arranged and agreed with the selected Miele centre.
12. Operating hours for Miele Centres and Active kitchens are Mon-Fri 8:30 to 22:30 and Sat 9:00 to 13:00 unless otherwise arranged with the selected Miele Gallery.
13. Set up 1 day prior to the event will be subject to availability or can be secured by paying full venue hire.
14. In the instance that a client requires additional décor, sound or miscellaneous good that the Miele Gallery supplies, a 25% management fee will be charged on the quote.
15. Please note that the use of Miele suppliers for beverage will carry a 100% mark up on drinks.

BANKING DETAILS:	STANDARD BANK CURRENT ACCOUNT
ACCOUNT NAME:	MIELE
ACCOUNT NUMBER:	021 649 375
BRANCH:	RANDBURG
BRANCH CODE:	018005
REFERENCE:	EVENT NAME & DATE OF EVENT

Should there be any further questions, requirements or concerns, please feel free to contact me.