



Events & Bookings

**Terms and Conditions Agreement
2025**



A. General

- All rates are subject to change without prior notice. All rates are in ZAR (South African Rand).
- All prices are inclusive of VAT at 15% or such rate applicable from time to time.
- Reservation will be affected upon payment of the deposit required.
- *The final number of guests must be confirmed at least 5 days prior to the function date. This number may not decrease, however, could increase through a written confirmation by no later than 48 hours before the function.*
- Cancellations must be in writing and are subject to the cancellation policy below.
- Green Olive Restaurant is the trading name of the venue and is registered as Plein De Vie (Pty) Ltd with registration number: 2017/435725/07

B. Payment requirements

- A deposit of R350 is required to secure your booking. This is a non-refundable deposit to be deducted from the final invoice.
- The deposit paid guarantees availability for the date booked and may not be transferred to another date. **Please use your Name and Invoice Number as reference on all deposit slips and internet transfers.**
- A 50% deposit is required at least 5 days prior to the function/booking date.
- The final invoice is payable on the day of the function/booking.
- Payments may only be made with credit cards, electronic fund transfer (EFT) or cash.
- The final number of guests, as discussed, will be the number charged for, unless attendance is greater as detailed by the guest.
- Should an open bar limit be required, 100% of this limit is payable 3 working days before event.
- Rates as indicated are applicable.
- By paying the deposit you automatically indicate your acceptance of Green Olive's terms and conditions as well as policies regarding cancellations, payments, and postponements.

D. Proposed Payment Schedule

- **Payment 1 – R350 Confirmation of the venue date.**
- **Payment 2 – 3 days prior to the date of your booking 50% of alcoholic and catering charges.**
- **Payment 3 – Day of the event, the full and final invoice.**

E. Bar information

- **Jugs of water will be available on request**
- **Non-alcoholic options are available. Choose from our menu below (A Jug produces 6 glasses. For example, 5 Jugs serve 30 guests with 1 medium glass per guest).**
- **Standard bar:** Every guest is allowed to run their own beverage tab. Please make sure to arrange this prior to your event so waiters can be informed and prepared.
- **Sponsored bar:** If you wish to sponsor an amount for drinks on behalf of your guests, a limit could be arranged and set at the waiter for your account.
- **Regular updates available from Waiter at request:**
- **All beverages must be purchased from Green Olive Restaurant.**
- **Wines & champagne brought in have a corkage fee as set out below.**
- **All prices are inclusive of VAT and are subject to change without prior notice.**
- **Full Wine list available on request.**

F. Corkage fee

- **You may bring in your own wine or sparkling wine which does not form part of our wine list. A corkage fee of R65 per bottle will apply.**
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G. Cancellation policy

- **Should you, for any reason whatsoever and after confirmation of the booking deposit is paid, cancel or postpone the event, or reduce the number of people reserved, or fail to arrive for the event, you as the client will be liable for cancellation fees as set-out below:**
- **If the event is postponed, cancelled or reserved number of guests are cancelled, reduced or postponed for between 15-21 working days, 25% of the total quotation will be charged.**
- **If the event is postponed, cancelled or reserved number of guests are cancelled, reduced or postponed for between 7-14 working days, 50% of the total quotation will be charged.**
- **If the event is postponed, cancelled or reserved number of guests are cancelled, reduced or postponed for between 0 – 6 working days, 100% of the total quotation will be charged.**
- **Green Olive Restaurant reserves the right to cancel the function, in its entirety, if full payment is not received and confirmed, 3 working days prior to the function. If failing to do so, 100% of the total quotation will be charged and become payable immediately.**
- **All changes or cancellations will only be accepted in writing.**



H. Contact details

- **Cell phone:** 063 777 1502.
- **Email:** restaurant@green-olive.co.za.
- **Contact Person:** **F**unction **C**o-Ordinator and **M**anager

I. Directions

- **From Johannesburg:** Take the N1 North to Pretoria, then take the Sefako Makgato Drive (Old Zambesi Drive) off-ramp and turn right towards Cullinan. Continue straight on Sefako Makgato Drive (Old Zambesi Drive East) over the Moloto Road Crossing, past the China Mall and Spar Centre on your left. Continue on this road for about 1.9km, Green Olive Restaurant will be on your left.
- **GPS Coordinates:** S 25 40.883' and E 028 18.483'
- **Google Maps Search:** Green Olive Restaurant

J. Links

- Check out our website at www.greenoliverestaurantpretoria.co.za
- Facebook page: Green Olive Restaurant Pretoria
- Instagram page: @GreenOliveRestaurantPretoria



K. Décor

- **The Lapa and Upstairs Venue will be available from 08:00 until 15:00.**
- **The Venue will thus be available for decoration no earlier than 08:00.**
- **Décor items will be allowed to be stored at the premises ONE day prior to the day of the event, but Green Olive Restaurant will take NO responsibility for any loss or damage to such items.**
- **All items must be cleared up and taken after the event.**

L. Furniture

- **Standard furniture is provided at no extra cost.**
- **No permanent alterations of any nature or form are allowed.**
- **Available:** standard rectangular steel tables; Kiddies plastic tables and chairs.

M. Liability Waiver

- **Green Olive Restaurant's premises have water features and animals, and therefore take absolutely NO responsibility for guests', children's' or adults' misbehavior.**
- **Property damaged by any party or guest to your function, you, as the client, will be liable for all damage caused to Green Olive property.**
- **While Green Olive does feature emergency water tanks and a backup generator installation, we shall not be held liable for interruptions of services (water, electricity, sanitary services etc.).**



N. Menu selection

- **Please note any table larger than 20 guests, excluding children under the age of 12 years, will be treated as an event and therefore all the terms and conditions apply.**
- **A Set menu has been carefully planned to ensure that the kitchen can produce quality food on time for our events as well as restaurant.**
- **All our prices are inclusive of VAT.**
- **Final numbers and special menu requests must be confirmed and received not less than 5 working days prior to the function.**
- **Food may not be brought onto the premises except for your special cake or cupcakes where a surcharge fee will be applicable.**
- **All entertainers, photographers and videographers' meals should be included in the final and guaranteed number of guests and will be included as such.**

O. Office hours

- **Mondays to Fridays from 09:00 to 16:00.**
- **Inquiries will be answered as quickly as possible during these days and hours.**

P. Quotations

- **Quotations are valid for 14 days from the date of quotation.**



Q. Risk/loss/damages

- **Whilst every precaution will be taken to ensure the safeguarding of your belongings, Green Olive does not take any responsibility for any of the clients' belongings or outsourced rentals delivered before the event or remaining after the event.**
- **Green Olive reserves the right of admission.**
- **No Fireworks will be allowed on the Green Olive premises.**
- **No permanent alterations are allowed (including nails or hooks in the walls, roof or frames).**
- **Any damage to Green Olive property will be charged accordingly.**
- **Strictly NO paper confetti, streamers, ribbons, feathers or rice will be allowed.**
- **Green Olive will not be held responsible for the services provided by outsourced suppliers.**
- **In the event of rain Green Olive management reserves the right to move your event to the best possible under-roof area without being held liable.**
- **Green Olive will not be held liable for any loss or injury inflicted on clients or their guests.**
- **The client must confirm all changes and cancellations in writing.**
- **Green Olive reserves the right to refurbish and upgrade the venues from time to time.**
- **Food and beverages may not be brought onto the premises, except for cakes and wines where the corkage fee applies.**
- **Dogs are welcome on our premises but must be kept on a leash at all times and Green Olive will take no responsibility for any mishaps regarding the animals.**
- **Décor and any belongings must be removed after the event. Any items not removed within 2 days shall be placed in storage and Green Olive reserves the right to charge storage costs thereof. Green Olive does not accept any liability for loss or damage of any items during this period.**
- **Should the Green Olive building, surrounding gardens and décor be damaged by the client or clients' suppliers during the setup or break down operations of the function, the client shall be held responsible and will be billed accordingly.**
- **Candles may not be placed directly on the linen. Green Olive reserves the right to remove the candles if necessary. Candle holders should be wide enough to ensure no wax damage is caused to the linen.**

R. Service Fees

- **We will assign 1 waiter for every 15 guests with a service fee of 10% added to your bill.**
- **Separate bills are allowed but must be discussed prior to the start of the function.**

S. Venue

- **The Lapa can accommodate 40 guests, maximum.**
- **Our Upstairs Venue can accommodate 50 guests, maximum.**
- **Our Garden Venue can accommodate 30 guests maximum next to our pizza station on the grass area.**
- **Inside will only be used for walk-in customers.**
- **NO bookings larger than 20, whereafter it will be considered as a function.**

T. Legal

- **In the event of any dispute following from the contents of this agreement or the function or venue to be held or in adjudicated through arbitration under the jurisdiction of the Arbitration Foundation of South Africa (AFSA). There shall be one arbitrator appointed by AFSA with a view to finalize the dispute speedily.**
- **Any costs associated through the collection of any amounts due and payable under this agreement shall be recovered on a scale as between attorney and client.**
- **A quotation accepted by the client and invoice raised by Green Olive Restaurant in relation thereto shall be regarded as prima facie proof of the indebted amount payable by the client.**
- **Green Olive Restaurant nor its employees or representatives shall be held liable, whether directly or indirectly for any loss, damage, theft or injury to any guest or client for the event/function to be held on Green Olive property. The client undertakes to inform all guests of this provision/disclaimer.**
- **Notwithstanding the above, in the event of any liability to be incurred by Green Olive Restaurant pursuant to this agreement, such liability shall be limited to the venue costs minus any direct expenses incurred by Green Olive in providing of its venue and services [set out in this agreement].**

• **Should any party breach any term of this agreement, Green Olive shall be entitled, without limiting such rights as Green Olive set out in this agreement to cancel this agreement and claim damages or ask for specific performance.**

• **Green Olive shall be entitled to issue and demand notice to the client to comply with any provision of this agreement within 3 days failing by which Green Olive shall be entitled to such rights as set out in this agreement.**

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