

www.katyspalacebar.co.za

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NO 6 DESMOND STREET  
KRAMERVILLE  
SANDTON

VENUE & BAR

072 607 4235



*Katy's*

EST 2012

PALACE BAR



SIR JAMES VAN DER MERWE

## VENUE RULES & SUPPLIER INFORMATION

Please read the below guidelines for Katy's Palace Bar & Sir James van der Merwe. If you require any further information, please contact us.

Katy's Palace Bar is licensed to operate from 10h00 – 02h00 Monday to Sunday

### SET UP & STRIKE

Setup may commence at 08h30 on the day of the event and should be cleared straight after the event unless additional time for set up and strike has been booked. Access to the venue is strictly between 08h30 - 17h00 unless prior arrangements have been made.

### DELIVERIES & COLLECTIONS

- A representative from the supplier needs to sign for collections and ensure it is kept safe.
- All décor and furniture etc. is to be accounted for by a representative from the supplier to ensure all is there; any breakages or missing items has to be noted.
- ALL collections to be done after the event.
- Katy's Palace Bar will not be held responsible for any loss or damages done to hiring.
- All deliveries must take place before 10am on the day of your function.
- Daytime parking is limited. Please contact Katy's event's coordinator for further information.

### DÉCOR / HIRING

- Katy's Palace Bar includes cocktail style furniture & lounge areas, if you require additional furniture (banquet tables & chairs), these need to be hired in separately.
- Floor plan and loading schedules to be sent through to Katy's Palace Bar **1 week prior** the event.
- If you require the Katy's Palace Bar floor to be cleared, you need to notify us **1 week prior** to your event.
- Please clear all your décor elements as neatly and efficiently as possible.
- Décor Restrictions:
  - Confetti (all forms)
  - Fire Lanterns / Fireworks / Pyrotechnics
  - Fake Snow / Sand / Bark Pieces / Gravel
  - Balloons / Hay Bales
  - Fire Hazardous Materials
- All candles to be placed in containers and not directly on our furniture.
- Please ensure you bring your own set up crew as Katy's Palace Bar does not supply set up or carrying crew.

### INFORMATION FOR EXTERNAL CATERERS

- Surcharge for hiring of our kitchen equipment (R5000 ex. VAT).
- All kitchen & waiter staff to be supplied by caterer or prior arrangements need to be made with Katy's Palace Bar so we can organise accordingly.
- Fridge, Ovens, Stoves & Fryers to be cleaned and put away after every event.
- Gas to be turned off.
- Extractor fan to be turned off.
- ALL FOOD TO BE CLEARED FROM THE VENUE ON THE NIGHT.
- Crockery & Cutlery to be supplied by caterer & to be taken with the caterer after the event.
- Floors to be swept & mopped prior departure / end of the event.

### NOTICE TO ALL STAFF

- Please be courteous to all guests and give them right of way at all times.
- All staff will be searched on departure of Katy's Palace Bar / Sir James van der Merwe.

Katy's Palace Bar will not be held responsible for any loss or damage done to unattended furniture, décor or hiring. PLEASE RESPECT our venue and take care when loading in and out, if there are any damages done you will be charged for the value of the item.