

Casa Labia Cultural Centre is available for film, advert and stills shoots Monday through to Sunday. Mondays are best suited as the building is closed to the public, however all requests will be considered.

Stills shoot rates (High season September – April)		
Day of Week	5 hour shoot	8 hour shoot
Monday	R6 050.00	R9 350.00
Tuesday- Friday	R13 550.00	R16 850.00
Saturday	R15 050.00	R18 350.00
Sunday	R15 550.00	R18 850.00
Extra hours	R1 500.00*	R1 500.00*

Film or Advert shoot rate (High season September – April)	
Day of Week	12 hour shoot
Monday	R 25 550.00
Tuesday- Friday	R 33 050.00
Saturday	R 34 550.00
Sunday	R 35 050.00
Extra hours	R 2 500.00*

*Per hour (or part thereof)

Venue hire includes:

- Exclusive access to Casa Labia for the day of the shoot
- One security guard to manage parking and loading

The above rates apply for bookings between 07h00-19h00

For stills shoots only, should you **not** require exclusive access to Casa Labia and are happy for the Cultural Centre and Café to operate as normal to the public the following fees apply..

Stills shoots rates (High season September – April)		
Day of Week	5 hour shoot	8 hour shoot
Monday	R6 050.00	R9 350.00
Tuesday- Friday	R 6 050.00	R9 350.00
Saturday	R 6 050.00	R9 350.00
Sunday	R 6 050.00	R9 350.00
Extra hours	R 1 500.00*	R1 500.00*

*Per hour (or part thereof)

Terms and Conditions of hire

It is incumbent on the Location Company or Client to read through and sign this document and send back to Casa Labia prior to any shoot taking place. Bookings will only be accepted once this has been done.

The terms and conditions as outlined below are applicable to all reservations for any event at Casa Labia Cultural Centre, provisional or confirmed. No variation thereof will be accepted unless agreed in writing with Casa Labia Cultural Centre management. Written confirmation and the client's signature will confirm acceptance of the Casa Labia Cultural Centre terms and conditions.

In these Terms & Conditions 'Casa Labia' means Casa Labia Cultural Centre and any of its property, and the "Client" means the Individual Person (s), Firm, Location Company, Company booking Casa Labia.

PAYMENT

1. Requested dates will be held provisionally until **full** pre-payment is received.
2. Only faxed or email confirmation will be accepted.
3. A final invoice will be issued after the shoot for any damages, losses, cleaning costs etc that Casa Labia may incur.

TIMINGS

1. Timings of the shoot must be communicated to the Events Manager so the necessary staff arrangements can be made.
2. Shoot times are 07h00-19h00. Should you require the venue out of these times please contact the Events Manager.

CATERING

1. It is the Clients responsibility to provide all catering and catering equipment for the shoot.
2. Catering can be arranged by Casa Labia Café if required. This will be an additional cost.

SECURITY

1. Casa Labia shall be used strictly for the purpose for which it has been booked and for no other purpose, without prior written consent from Casa Labia.
2. The Client warrants that the shoot will not attract negative publicity of Casa Labia or in any way detract from its prestige and status.
3. Casa Labia reserves the right of admission to its premises and may have any persons removed in the event of unruly, defamatory, destructive or distasteful behaviour, or whatever other reason may constitute the said person to be damaging to the reputation of Casa Labia as a premier establishment.
4. A compulsory security guard will be arranged by Casa Labia, for all events shoots. ***This is included in the venue hire fee.***
5. The guard will manage the delivery vehicles, parking and ensure the driveway is not used by **any** vehicles.
6. The client must obtain the relevant permits from the City Council and present this to Casa Labia Management on the day of the shoot.

PARKING

1. The Casa Labia driveway is PRIVATE PROPERTY. Under no circumstances is parking on Casa Labia property allowed. **Vehicles will not be permitted to use the driveway to turn around in, drop off or pick up passengers etc.** The security guard hired will manage this.
2. The on-street parking is the property of the Municipality of Cape Town and will be on a first-come first-serve basis. Casa Labia cannot take responsibility to guarantee this parking.
3. Parking is available in the allocated parking bays on the railway side of the road opposite Casa Labia. There are two bays directly opposite Casa Labia, 15 bays further down the road towards the Muizenberg train station and ample additional parking at the Muizenberg Train Station itself. The train station is 450m away from Casa Labia. Further parking can be found at the 'Battle of Muizenberg' parking lot 200m after Casa Labia on main road
4. It is the Clients responsibility to notify their guests of the parking restrictions.
5. Suppliers and caterers are only permitted to offload in the driveway until 18h00. Their vehicles must be parked in the above mentioned parking areas.
6. Casa Labia can arrange a shuttle service for crew to/from Muizenberg Train Station at an additional cost.
7. Casa Labia can arrange security guards for the parking lots at an additional cost.
8. A disabled parking bay is available on request.

VENUE FIXTURES

1. The Client will be held responsible for any damage caused to Casa Labia buildings, furnishings, utensils and equipment therein, by any act of omission of the client or guests/employees of the client.
2. Casa Labia will not permit the affixation of decorations to any surface (including the piano and floors), nor do we allow the removal of any of our decorations, curtains, furniture, paintings, ornaments, piano etc.
3. Casa Labia reserves the right to place any items they deem necessary into storage.
4. Suitable arrangements must be made by the Client to protect the floors, furniture etc
5. The hair and makeup area is not permitted in the Ballroom or Drawing Room.
6. All members of the crew must exercise great caution when moving around the house with heavy, large equipment.
7. No food or drink is permitted in the Ballroom or Drawing Room.
8. The piano is a strictly "DO NOT TOUCH" item.
9. There are certain pieces of furniture that may be moved around in the rooms or moved out of the rooms and the Casa Labia team will do this for you on the day by request.
10. The Client is welcome to bring in any small furniture pieces of their own, provided they do not damage any surfaces or items in Casa Labia. A full description of all items and how the Client tends to use them will be required.

SMOKING

1. Casa Labia is strictly non smoking building.
2. Smoking is permitted in the courtyard or around the pond.
3. All cigarette butts must be disposed of in the appropriate manner to avoid fire hazards and litter.

EXCLUSION OF LIABILITY

1. Casa Labia and the Client agree that Casa Labia shall not be liable to the Client, its guests or employees or any third party for any loss, injury or damage of whatsoever kind suffered by the Client or Client's guests and employees to their person or property as a result of, or any negligence by Casa Labia, its agents or employees.
2. Casa Labia shall furthermore not be liable for interruptions of services (water, electricity, sanitary services).
3. The Client hereby indemnifies and holds Casa Labia harmless against any claims of suppliers and subcontractors or any third party which may be instituted against Casa Labia in respect of goods or services procured by Casa Labia on behalf of the client in respect of the event and any loss, damage or costs arising there from.
4. Casa Labia shall not be liable in any way whatsoever in respect of the failure of such suppliers and contractors to fulfill their obligations to the client, nor for any representations made by such suppliers and contractors.
5. Casa Labia shall instruct such suppliers and contractors to invoice the client in respect of goods and / or services supplied and rendered.
6. The Client shall be responsible for any damage caused to the allocated supplier's facilities therein, by any act or omission of the Client or guests / employees of the client.
7. Casa Labia will not be liable for loss or damage to any property whatsoever

GENERAL

1. No variation of these terms and conditions shall be of any force and effect unless it is in writing and signed by Casa Labia and the Client. No amendment, different or additional terms and conditions that the Client seeks to attach to these conditions shall be valid as these conditions form the sole agreement between Casa Labia and the Client.
2. Complaints do not justify the Client withholding payment of the whole or any portion of Casa Labia's invoices. No extension or other indulgence by or on behalf of Casa Labia to the client shall in any way prejudice the rights of Casa Labia or be construed as a waiver of such right.
3. The Client may not cede, assign or make over any of its rights or obligations under any quotation or contract without the prior written consent of Casa Labia.
4. In the event of Casa Labia instructing its attorneys to take legal action against the Client, the Client shall be liable for and shall pay all legal costs incurred by Casa Labia as between attorney and own client. At the option of Casa Labia, any claim against the Client may be brought in any Magistrate's Court having jurisdiction notwithstanding that the amount of the claim exceeds the jurisdiction of such court. Casa Labia can, however, at its discretion bring any claim against the Client in any competent court.
5. The Client chooses its domicilium citandi et executandi for all purposes in terms of this agreement, the street address set out in the above form.
6. All quotations, offers and contracts of sale are subject to the express condition that Casa Labia shall in no way be liable for any consequential loss, damage or delay to the client arising from any delay or any cause whatsoever beyond Casa Labia's control.

Please complete this page (4), initial pages 1-3 where indicated, and deposit invoice where applicable and send ALL documents to us with PROOF OF PAYMNET to –

Email: events@casalabia.co.za

Fax: 021 788 6067

Name of Client/s: _____

Type of Shoot: _____

Event date: _____ Number of People: _____

Rooms to be used: _____

Catering: _____

Contact person: _____

Contact number: (H) _____ (W) _____ (C) _____

Email address: _____

Postal Address: _____

Physical Address: _____

Comments/Requests: _____

As well as your deposit paid, we require the details of a valid credit card to secure the reservation.

This card will be charged in the event of an unsettled bill.

Name of card holder: _____

Card Type: _____ Card Number: _____

Expiry date: _____ CCV: _____

I have read and agree to the Terms and Conditions set out in page 1-5 of this document and I have read and agree to the deposit payment schedule and quote document. I agree that all detail provided on Page 6 is true and accurate by the time of committing to the reservation. On acceptance of the above terms and conditions and quotation, it is recommended that we schedule a time convenient to all to finalise the necessary details.