



CASA PEL – EVENT BOOKING FORM

Thank you for your interest in hosting your event at Casa Pel. Please complete this form in full. Submission of this form does not confirm a booking until approved by Casa Pel management.

1. CLIENT DETAILS

- Full Name: _____
- Phone Number: _____
- Email Address: _____
- Organisation / Company (if applicable): _____

2. EVENT DETAILS

- Type of Event: _____
- Proposed Event Date: _____
- Estimated Number of Guests: _____

3. TIME SLOT SELECTION (5 HOURS PER EVENT)

- Morning Slot: 9:00 AM – 2:00 PM
- Evening Slot: 4:00 PM – 10:00 PM
- Each booking includes five (5) hours of venue use.
- Setup and breakdown must take place within the allocated time slot unless otherwise agreed in writing.
- Any additional hours will incur a surcharge.
- Events extending into late hours will incur additional costs and are subject to approval.

4. VENUE AREA SELECTION

- Pool & Bar Area (Outdoor)
- Upstairs Rooftop Deck
- Combination of Both Areas

5. EVENT SETUP & REQUIREMENTS

- Will you be providing your own décor? Yes / No
- If yes, please describe your décor setup: _____
- Will you be providing your own catering? Yes / No
- If yes, please provide caterer details or menu type: _____
- Will any external service providers be used? (Decorators, Caterers, DJs, Photographers, etc.)
- Alcohol to be served? Yes / No
- Music type: Background / DJ / Live / None
- Special requests or additional notes: _____

6. PARKING & ACCESS

- Estimated number of vehicles: _____
- Accessibility considerations: _____

7. PAYMENT TERMS

- A non-refundable deposit is required to confirm the booking.
- The booking is only secured once the deposit has been received.
- Full payment of the booking balance is required no later than one (1) week before the event date.
- Failure to meet payment deadlines may result in cancellation of the booking.

8. TERMS, CONDITIONS & INDEMNITY

- The venue must be used respectfully and returned in the same condition.
- Any damages will be billed to the event host.
- Casa Pel will not be liable for injury, loss, or damage during the event.
- Children are the responsibility of parents/guardians at all times, particularly around the pool and rooftop areas.

9. CONFIRMATION

- I confirm that the information provided is accurate.
- I agree to the Casa Pel terms, conditions, and indemnity.
- Name (Signature): _____
- Date: _____