



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: 09:00 hours – 14:00 hours

Evening Slot: 16:00 hours – 21:00 hours

Each booking includes five (5) hours of venue use.

- Set-up and breakdown must take place within the allocated time slot unless 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: Tick your choice below

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 always the responsibility of parents/guardians, particularly around the pool and rooftop areas.

9. CONFIRMATION

I confirm that the information provided is accurate.

I agree with the Casa Pel terms, conditions, and indemnity.

Name (Signature): _____

Date: _____

Submission of Completed Form:

Please email the completed form to casapelbw@gmail.com or send via WhatsApp to +267 7638 4484.

Payment details are on the website "Bookings" section. If you have any further inquiries, please contact us.