

THE LOOKOUT WATERFRONT

EVENTS AND FUNCTIONS VENUE

Chattels Infrastructure Solutions (Pty) Ltd | Reg no: 2006/006034/07 | VAT no: 4960 232 165
Granger Bay Car Park, cnr Granger Bay Boulevard & Beach Road, Cape Town, 8001
www.the-lookout.co.za | Tel: +27 (0) 861 022 230 | E-mail: enquiries@the-lookout.co.za

PACKAGE PRICING - 2020

1 x Event Day from 8:00am – 06:00am: R 49 000

Please note that the venue has to be cleared by 06:00am otherwise an extra day hire will be charged

Setup Day & Event Day (2 days Hire): R 74 000

Setup Day, Event day & Strike Day (3 Day Hire): R 99 000

The above prices are for the Event Day Rate (ex VAT). Package deals are available for longer events; please discuss these options with Chattels.

Included in the package price are the following:

- 20 x 60m Solid & Glass Sided Marquee (Lookout)
- Fluorescent House Lights
- Balau Wooden Flooring, both inside and on the deck
- 5.5 x 48m Outdoor Deck, along the sea-facing side of the venue
- Air-conditioning
- Pre and Post Venue Cleaning
- Event Permit & Engineer Certificate
- 6 x 10m Kitchen Infrastructure – can also be used for BOH/ storage etc
- Ladies and Gents Toilets
 - Ladies consist of 10 Toilets and Hand Basins
 - Gents consist of 3 Toilets; 7 Urinals and Hand Basins
 - Disabled Toilet
 - Janitor for 8hours for the event

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ADDITIONAL COSTS:

SECURITY

- This service does not come standard with the venue and must come through Nicole Kruger who will liaise with the V&A Waterfront Security and their preferred suppliers.
- Security is compulsory at The Lookout from set-up through to strike to ensure that the venue is secure and for the client's privacy.
- We will quote on the minimum security required for your event but should you have any special requirements please discuss with Nicole Kruger.

CLEANING

- **Waste Management** - We will arrange recycling and wet waste Otto bins to be delivered to the venue which will be removed after your event. The client will be charged for bins removed or any losses or damages to the bins. Please specify how many are required; what date they should be delivered and if your event is longer than a day at what time you would like the collection

** The client/event organizer is responsible for ensuring their suppliers leave the venue as they found it on arrival. All securing items (tape, cable ties, etc) are to be removed from all areas.

ELECTRICAL DISTRIBUTION

- The mains power supply into the venue is 350amps 3 phase. Meter readings will be taken at the beginning and end of each event and the client will be charged after their event for their electricity usage, based on consumption.
- There are general fluorescent house lights; 22 double 15amp plug points located every 5m either side of length of the venue
- There are also two 32amp and two 63amp 3-phase plugs located at a DB board inside the venue available for distribution. The two 125amp 3 phase plug points run the Air-Con Units; House Lights and Floor Plugs
- Any electrical distribution from the mains power source to the kitchen; other structures or to any other areas will have to be discussed directly with Chattels and will be quoted on according to your specific requirements
- A standby Electrician is not included in the venue, please request a quote if required

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EVENT BOOKINGS

- The venue is managed by Andrew Smith, on behalf of the V&A Waterfront and Nicole Kruger of Chattels and both can be reached on their personal emails, nicole@chattels.co.za or the enquiries@the-lookout.co.za email address.
- Provisional and confirmed bookings will be entered into a calendar and the venue will work on a first come first serve basis. A booking is confirmed when a deposit is received.
- All events will require special clearance from both the V&A Waterfront and the City of Cape Town which needs to be done at least one month prior to the event.

LIQUOR LICENCE

- The venue does not come with a liquor license. **A liquor license is required regardless if liquor is being sold or not at the event**, the client will need to provide Nicole Kruger with a proposal with full details of their event which will be passed onto the V&A Waterfront security management. The V&A Waterfront will issue a signed letter which you will require to apply to SAPS and the City for a liquor license. (NB! Liquor Applications take 39 days as of 1 July 2017)
- The only way to apply for a temporary liquor license is to work through one of the V&A Waterfront tenants or Chattels preferred suppliers and this has to be done at least 3-4 weeks prior to the event.

LOSS OR DAMAGES

Any losses or damages to the Chattels structures or that of The V&A Waterfront will be for the client's account without any exception.

MARKETING AND BRANDING RESTRICTIONS

- Only contravison may be used on the glass windows for branding. It will be the client's responsibility to remove and dispose of any marketing material once the event is completed. No double-sided tape is to be used on ANY surfaces.
- Branding and event signage is restricted to the area of the event only. Should the client wish to advertise the event throughout the V&A Waterfront a full proposal is required.

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NOISE REGULATIONS

- The Client and AV Supplier must agree that the ambient noise level at the boundary of The Water Club cannot exceed 47dBA.
- Only Functions such as gala dinners; cocktail parties and other similar events shall be held or hosted at the Lookout Venue on the Property. Events where the playing of music, whether live or otherwise, is the primary focus of such event cannot be held there.
- Under no circumstances shall Loud Music be played during any Function at the Lookout Venue or the Property. "Loud Music" means music with a bass component where the sound pressure level generates noise levels greater than 47 dBA measured at the point on the boundary of the Property and The Water Club next to the residential unit which is situated closest to the Lookout Venue
- 93 decibels is the maximum level of noise allowed in the venue between 10h00 and 22h00.
- Only Soft Music shall be played after 22h00 and before 10h00. "Soft Music" means music which has no bass component where the sound level within the venue does not exceed 75dbA
- No loudspeakers and/or other sound equipment shall be erected and/or utilised outside the physical structure that comprises the Lookout Venue, whether on the terrace area facing the sea or otherwise
- All doors and windows of the Lookout Venue shall be kept closed during the event when music is being played. Guests can exit the venue using the revolving doors.

OPERATING TIMES

Functions at the Lookout Venue shall adhere to the operating hours between 08h00am and 01h00am.

PARKING

- **Guest Parking** - Parking for guests is available opposite the venue on the Granger Bay Parking area or underground in the Breakwater Parking Garage. **Parking is based on first come first serve basis and is open to public.**
Vouchers can be pre purchased from Stefanie Loots, and these must be purchased at least 2 days prior to your event
- **VIP Parking** - Should the client have any special requests for VIP parking, please inform Stefanie Loots as soon as possible as this needs to be assessed and pre-arranged with The V&A Waterfront

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- **Staff Parking for Set-up/Breakdown** – staff can park on the Lookout site during set-up and breakdown and it is up to the client whether they park there during the event. If this is not suitable then staff must pay for their parking on Granger Bay.
- **Staff Parking during Event** - There are a limited number of bays available at the BOH area located next to the venue with the entrance on Haul Road where staff may park during an event
- **Parking Details** – it is the client's responsibility to complete a parking form for any staff and or suppliers that they will be bringing on site from set-up through to breakdown. This must be sent to Stefanie Loots no less than 2 working days prior to the event.

Details required are as follows:

- Company / Staff Name and what they are supplying
- Registration of vehicle/s
- Date and time required entry / parking

*** Please note that no parking attendants are on site and we strongly recommend additional staff through our Security Suppliers to assist with the logistics during your event. Please discuss all your parking arrangements with Stefanie.

PAYMENT

A 75% Deposit will be required no less than 2 weeks prior to the event set-up with the balance payable 2 days after the event breakdown.

*****Please note all clients will be required to sign The General Terms and Conditions from the V&A Waterfront and Chattels, with Nicole Kruger at least 2 weeks prior to the event.**

SAFETY REQUIREMENTS

- The client or caterer needs to inform Nicole Kruger if there will be any cooking on site and if so what method/s will be used.
- If gas is being used, a maximum of 36kg is allowed on the site at one time. 4 x 9kg bottles may be stored in the kitchen marquee and the rest must be stored in a lockable cage 5m away from the marquee. (Higher volumes of gas will require approval through the city council and the V&A Waterfront)
- If the client/caterer is using a braai please discuss with Nicole Kruger the type of braai; size and where you wish for it to be placed

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SUPPLIERS

- ALL infrastructure, décor, AV & power, catering, etc. must be supplied by Chattels - and/or our preferred suppliers. Only specialized items may be brought in by the client or event organizer with prior written consent. The client is not to alter, or remove anything from the structure in any way. Any additions the client wishes to make to this Infrastructure Package will be charged for
- Should you have someone that you would like to use that is not on the list please send us your request in writing. If this is agreed by both Chattels and the V&A, we will provide you with a list of rules to the venue and it will be the clients sole responsibility to ensure that they adhered to

CATERERS AND BAR SUPPLIERS

- The contracted Catering Company must ensure that they provide Nicole Kruger with the following:
 - The size kitchen required for their menu
 - A layout of their kitchen
 - A first aid box and a fire blanket must be on site in their kitchen during the event
- All waste must be placed in the bins provided and **NOT** left outside the venue at anytime. Please let Nicole Kruger know how many bins you will require
- Grey Water and unwanted Liquor **MUST** be disposed of down the drain located at the tap next to the kitchen marquee. Failure to do so will result in a fine

THE LOOKOUT WiFi

The V&A Waterfront have a contract with Dimension Data who have installed Fibre optic cables in the V&A Waterfront and at The Lookout Venue. Dimension Data will assist with coordinating internet connectivity (via connected ISPs) for the activations and events which are hosted by the V&A and if you require these services please give us 1 to 2 months' notice (preferably 2 months) to ensure your needs are met. Also it would assist us if you would give your full ICT requirements for your event in advance, e.g.:

- Do you require full/partial WiFi coverage inside the event
- Do you require internet connectivity? If yes, 10Mbps, 20Mbps etc
- Do you require data points for – laptop, credit card machines, tills, cell phones, etc.
- How many people are you hosting at the event.

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- If you require a media centre set up for your event, this would require an in-depth meeting with Dimension Data and our teams
- Costs for the above will be discussed per query

TOILETS

- The guest toilets are included in the package (details above) and are a permanent fixture that cannot be moved
- We recommend additional toilets for staff and suppliers

WATER

- There are 2 taps on site. One next to the kitchen and the other next to the guest toilets.
- This is a metered supply and will be billed after the event on a consumption basis.
- Any distribution required can be organized through Nicole Kruger and will be charged accordingly
- Grey Water can only be disposed of down the drain under the tap next to the kitchen marquee.

Many thanks and we hope your experience in our beautiful venue is a memorable one!

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