



# The Daylight Studio

@ Bree Street Studios Building  
17 New Church Street Cape Town  
021 424 8523

daylightstudio@wavebreakmedia.com

[www.breestreetstudios.co.za](http://www.breestreetstudios.co.za)

## Daylight Studio Rental - Event Booking Form:

|                              |                      |                 |                      |
|------------------------------|----------------------|-----------------|----------------------|
| <b>Company Name</b>          | <input type="text"/> | <b>Job ref</b>  | <input type="text"/> |
| <b>Company address</b>       | <input type="text"/> | <b>Order no</b> | <input type="text"/> |
| <b>City</b>                  | <input type="text"/> |                 |                      |
| <b>Code</b>                  | <input type="text"/> |                 |                      |
| <b>Country</b>               | <input type="text"/> |                 |                      |
| <b>Landline</b>              | <input type="text"/> |                 |                      |
| <b>VAT no.</b>               | <input type="text"/> |                 |                      |
| <b>Invoice email address</b> | <input type="text"/> |                 |                      |
| <b>Event planner</b>         | <input type="text"/> |                 |                      |
| <b>Cell</b>                  | <input type="text"/> |                 |                      |
| <b>Rental dates</b>          | <input type="text"/> |                 |                      |

### Payment terms

- A damages holding fee of R5000 (VAT exempt) is required no later than 1 week before event **in addition** to the rental fee – this damages holding fee will be returned within 5 working days after the event, provided no damages or breakages occur as per terms & conditions.
- The total rental fee is payable **before** the event day.
- If payment is not made as stated in above terms, the studio will not be available to you.

**I have read the general information and terms (pg 2) and am in agreement thereof.**

|                  |                      |                   |                      |
|------------------|----------------------|-------------------|----------------------|
| <b>Signature</b> | <input type="text"/> | <b>Print name</b> | <input type="text"/> |
|------------------|----------------------|-------------------|----------------------|

**Please email this document to [daylightstudio@wavebreakmedia.com](mailto:daylightstudio@wavebreakmedia.com) or Fax 086 560 5328. Consider your booking confirmed only once you have received written notification from the studio manager.**

### 2018/2019 Season Event Rates

Event Day (08h00–midnight Prep & Event) R23869.57 + R3 580.43 VAT = R27450.00  
 Next Day Wrap/collections (08h00 – 13h00) included in above rental only  
**OR**  
 PM Rental (13h00–midnight Prep & Event) R21 495.65 + R3 224.35 VAT = R24 720.00  
 Next Day Wrap/Clean up (08h00 – 13h00) included in above rental only  
**OR**  
 Day Rental (08h00–18h00) R17 600.00 + R2 640.00 VAT = R20 240.00

Please note that our rates are based on occupation – 1st delivery to last collection. If your suppliers are early or late with collections / deliveries, you'll be invoiced Overtime/hr R1 100 + R165 VAT = R1 265.00

OPTIONAL EXTRAS      Prep ½ day (08h00–13h00 or 13h00–18h00) R4 952.17 + R 742.83 VAT = R5 695.00

Prep full day (08h00--18h00) R8 260.87 + R1 239.13 VAT = R9 500.00

Blackout curtains @R1000/drop (12 for entire blackout)      R1 200.00 + R180.00 VAT = R 1 380.00

Blackout curtains @R100/drop (4 on balcony side)      R400.00 + R60.00 VAT = R 460.00

Painting of curve a colour other than white (light colour\*)      R330.43 + R49.57 VAT = R 380.00

Painting of curve a colour other than white (dark colour\*)      R478.26 + R71.74 VAT = R 550.00

\*colour paint to be supplied by renter

K2012/116289/07 Trading as Wavebreak Media @ **The Daylight Studio** –  
General information & rental terms

- Ensure that your vendors are aware of delivery & collection times as you will be invoiced for occupation **overtime** (including goods left on site / collected late).
- Ensure all vendors know that they may use the **hoist** (operated by studio staff) but **not after 23h00**. Single load capacity 120kg; load time varies depending on vendors loading/unloading to/from platform. The equipment hoist cannot be used in wet weather or high speed winds which means the stairs would have to be used instead.
- We provide the space only – all furniture, catering, vendor liaison etc. is renters responsibility. (If you would like the list of suppliers who have serviced the venue previously, please ask Tracey)
- **Music must be turned off by 23h30 & building vacated by midnight (residential neighbours)**
- If you do not vacate by midnight, the venue reserves the right to have you & your guests escorted off the premises.
- Max capacity is **120 guests, this is a non-negotiable** to comply with fire & safety regulations (as stated on our population certificate).
- If more than 120 guests arrive, it is the renters responsibility not to let the additional numbers enter the premises. If you do not comply, the venue reserves the right to shut down the event.
- If tents, gazebos or outdoor structures are going to be used, a permit must be obtained by the renter from the City Council. (high speed winds can be problematic in summer).
- If **alcohol** is going to be sold (cash exchanging hands) a liquor licence must be arranged by the renter (City – film & events permit office 021 957 0046).
- If you wish to release anything into the air (sky lanterns etc.) you must obtain a permit from the ATNS. (Air Traffic and Navigation Services 011 928 6433 / E-mail: [camu@atns.co.za](mailto:camu@atns.co.za))
- Please keep reading or you'll miss some important stuff, you're half way ☺
- Our **kitchen** facilities are limited (outside sink with cold water only, microwave, fridge). Caterers are fully liable for catering requirements & must be mindful of safety & security when preparing food on the premises.
- We have 1 female & 1 male **toilet** which we stock with toilet roll, soap & paper hand towels.
- **Electricity** - Studio is equipped with 50 amps power supply (15 amps on each socket)
- Three-phase plug is used for the hoist and available on request.
- If there is a **power failure**, we don't have a generator & are not liable for such.
- **Parking** – you have 4 parking bays included in your rental (to the right of the main entrance) - 17 New Church Street. (If you would like a map / GPS for the studio please ask studio manager).
- **Security** – the main entrance of the building will be monitored by our security, a guest & supplier list **must** be provided otherwise your guests will not be permitted entry.
- **Liability** - The renter acknowledges that K2012116289 t/a The Daylight Studio is exempt from all liability & consequently the client abandons all recourse against K2012116289 t/a The Daylight Studio concerning:
  - Physical injury which may be sustained in The Daylight Studio premises by any person present.
  - Material damages (damage to equipment, accessories, documents or any other asset). The client declares that all equipment & materials made available by The Daylight studio are in good working order and should any of the provided equipment & materials be damaged by the renter, the renter is liable for it's replacement.
  - Thefts of, or damages to merchandise or equipment brought onto or left on the premises.
  - Any costs as a result of power / electricity failure.
  - Malfunction of the hoist.
  - In the case of any unforeseen accident or force majeure event such as flood, fire, total or partial strike, lock out etc. This is not limitative.
- **Tipping** Studio Assistants is most welcome if you feel that they have earned it.
- **Cancellation** of a confirmed booking must provide for a minimum period of at least the length of the entire booking with a minimum of two business days. Should a booking be cancelled with less than the prescribed notice, a cancellation fee of 100% of the total base fee will be charged. Part cancellation & postponements of confirmed bookings are subject to the above conditions.