

SAPPHIRE LOUNGE & BAR

Deposit: US\$1,000

We provide the venue free of charge with a minimum for food and beverage purchases. This means that the event must spend at least the minimum in the purchase of food and beverages; if not, the difference between the amount spent and the minimum will be incurred by the name on the reservation.

Why do we take a deposit?

The deposit is taken as a holding. The deposit will be refunded in full two or three days after the event; unless, the purchases of food and beverages did not meet the minimum.

- The deposit must be made 7 days prior to the event.
- The Refund for deposit can only be made during Office Hours(9:30-16:30).

Open Hours for Rentals: 15:00-25:00 (1:00AM)

Music Hours: 15:00-23:00

Event Duration: 5 hours Maximum

-Evacuation hours is included in the Event Duration.

-Last Order is 30 minutes before the end of the event.

Preparation Duration: 2 hours Maximum (which starts 2 hours prior to the start of the event).

What we can provide:

Serving Staff

Bar

-Drinks are cash on delivery.

-Drinks will be at event price

(pleases see our attached Event Drink Menu).

Food

-Request for Food has to come 7 days in advance.

Equipment (Free of Charge):

-2 Standing Fans

-1 Set of Speakers

-1 Amplifier

-2 Microphones

Upon Request:

-Projector/Screen (US\$30)

-White Board (US\$20)

Preparation:

Staff are available to help in the arrangements for the event. (maximum of two hours)

They will:

-Help with decorations on site.

-Help move tables and other things on site.

Cancellation Policy:

From the Deposit amount

5 days 10%

3 days 30%

1 days 70%

On the day 90%

Refund Policy:

-The deposit will be refunded two to three days after the Cancellation.

-The Refund for Cancellation can only be made during Office Hours (09:30-16:30).

Disclaimer:

We must have some tables open for hotel guests.

For Inquiries Please Contact Us:

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