CASA NOVELLE

Venue Terms & Conditions

1. Package Inclusions

Every Casa Novelle package includes the following as standard:

- Chairs & tables for all guests
- Venue lighting
- Centerpieces
- Basic guest entrance
- Basic Bridal entrance backdrop
- Private preparation room
- Parking for up to 400 cars
- Dedicated photo shoot area

This is our base setup, and it's fully customizable to your vision. The full package price applies whether you use our setup as-is or bring your own external planner for additional styling (see Section 2 for details).

Upgrades are available upon demand and subject to an additional price.

Casa Celestial (indoor) fits up to 150 guests maximum. For guest counts above 150, Casa Pavilion (outdoor) is required.

Catering is not included in the package. It is arranged in collaboration with trusted caterers, and couples are also welcome to bring their own external caterer.

2. Payment & Financials

1st Payment: A non-refundable 50,000 EGP is required to officially secure the date.

2nd Payment: A minimum of 50,000 EGP must be paid within 30 days of the first payment.

Following Payments: Installments of 50,000 EGP, making sure that total payments reach 50% of the total wedding amount no later than 3 months prior to the event date.

Final Settlement: 100% full payment, in addition to the Insurance Deposit, is due one month before the wedding.

Insurance Deposit: 20,000 EGP. Refunded the following day, subject to compliance.

Final Guest Count: Please confirm your final guest count no later than 1 week before your event. If more guests show up on the day than confirmed, an additional fee of 1,500 EGP per extra guest will apply and will be automatically deducted from the insurance deposit.

External Planner Fee: The Casa Novelle package includes full venue setup and coordination as standard. Couples are welcome to bring their own external wedding planner; however, the full package price applies regardless, as venue setup remains a required and non-deductible component of the booking.

Compound Entry: Clients are responsible for any entry fees charged by Oraby Compound for guests or suppliers.

3. Venue Regulations & Restrictions

Noise Control: Music levels are monitored for guest enjoyment and neighbor respect. All music must stop by 12:00 AM. Violation Penalty: 10,000 EGP.

Prohibited Items:

- Confetti: Strictly prohibited (no exceptions).
- Fireworks: Prohibited without prior written approval. Violation Penalty: 10,000 EGP.
- Suite Decorations: Not permitted in the bridal suite (Minimum 3,000 EGP penalty).

Arrivals: Early arrival is permitted through prior coordination with your account manager.

Damage: Any failure to comply with venue terms may result in deductions from the insurance deposit.

We reserve the right to pause or end an event early in situations involving safety concerns or serious violations of these terms, always with your and your guests' wellbeing in mind.

4. Operations & Facilities

We want your day to be worry-free, so here's how we handle the practical side of things:

- Casa Novelle isn't able to take responsibility for personal belongings lost, misplaced, or damaged during the event.
- As the couple, you'll be responsible for any damage or incidents caused by your guests or vendors during your event. In the rare case of any accidents, we are always on hand and ready to help however we can.

Generators are not included in the venue rental only packages but can be arranged upon request (subject to availability).

Casa Novelle provides dedicated cleaning and maintenance for the restrooms throughout the event.

Wedding sessions are included. If a commercial shoot overlaps, the venue will provide an upgraded alternative arrangement.

Photos & Videos: We love celebrating our couples! With your permission, we'd love to occasionally use photos or videos from your big day for our social media and marketing. If you'd rather keep things private, just let us know, no worries at all, we're happy to respect that.

Unforeseen Events: In case of extreme weather or legal restrictions, the venue will assist in rescheduling or providing alternatives.

5. Cancellation & Postponement

- 6+ Months notice: Only the first non-refundable 50,000 EGP is retained.
- 3–6 Months notice: 50% of venue rental is deducted.
- Less than 3 Months notice: No refund/credit.

Note: These policies apply equally to event postponements.

Rescheduling: We're happy to accommodate one date change free of charge for up to 3 months before the wedding. Should you need to reschedule more than once, or with less than 3 months notice, a

rebooking fee of 20,000 EGP will apply to help us manage our calendar fairly for all our couples.

Acknowledgement

By submitting the Casa Novelle booking form and confirming your deposit, you acknowledge that you have read, understood, and agree to the terms outlined in this document. This copy is provided for your records; the terms remain in effect for the duration of your booking.

Casa Novelle · Oraby Complex, Obour, Cairo · This document is provided as a reference copy attached automatically to your booking confirmation email.