



## FOXSTAFF PRODUCT & SERVICE RATES - [ 2026 ]

### GENERAL STAFF

NO. PAX REQUIRED	[ 1 - 4 STAFF ]	[ 5 - 9 STAFF ]	[ 10 - 19 STAFF ]	[ +20 STAFF ]
USHERS	R120	R110	R85	R80
RUNNERS	R100	R110	R85	R80
DATA CAPTURERS	R120	R110	R85	R80
SETUP & B/DOWN	R120	R110	R85	R80
CLEAN UP	R120	R110	R85	R80

### HOSPITALITY STAFF

NO. PAX REQUIRED	[ 1 - 4 STAFF ]	[ 5 - 9 STAFF ]	[ 10 - 19 STAFF ]	[ +20 STAFF ]
BAR STAFF	R165	R140	R120	R100
WAITRONS	R150	R120	R115	R90
BAR FLARERS	R300	R250	R200	R150
MIXOLOGISTS	R300	R250	R200	R150
BARISTAS	R165	R140	R120	R100
HOSTESSES	R250	R200	R185	R150

### CONFERENCE STAFF

NO. PAX REQUIRED	[ 1 - 4 STAFF ]	[ 5 - 9 STAFF ]	[ 10 - 19 STAFF ]	[ +20 STAFF ]
REGISTRATIONS	R120	R110	R100	R80
EVENT GREETERS	R120	R110	R100	R80

### NEED STAFF WE DON'T PROVIDE?

WHATSAPP	066 032 3991	EMAIL	info@foxstaff.co.za
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Foxstaff (PTY) Ltd.  
Garlington Estate  
Hilton, KwaZulu-Natal  
South Africa, 3245  
Registration - 2024/072136/07

## FOXSTAFF PRODUCT & SERVICE RATES - [ 2026 ]

### PROMOTERS & BRAND ACTIVATORS

NO. PAX REQUIRED	[ 1 - 4 STAFF ]	[ 5 - 9 STAFF ]	[ 10 - 19 STAFF ]	[ +20 STAFF ]
PROMOTERS	R120	R110	R100	R80
FLYER STAFF	R100	R110	R85	R80

### MANAGEMENT STAFF

NO. PAX REQUIRED	[ 1 - 4 STAFF ]	[ 5 - 9 STAFF ]	[ 10 - 19 STAFF ]	[ +20 STAFF ]
STAFF MANAGER	R180	R160	R140	R120
EVENT MANAGER	R200	R180	R160	R140
TECHNICAL CREW	R200	R180	R160	R140

### ADDITIONAL ADD-ON PRODUCTS

PRODUCT DETAIL	BASE COST	PERIOD	EXTRA HOURS	INCLUDED
MOBILE BAR	R2500 (P/DAY)	UP TO 8 HOUR	R350	BARMAN
MOBILE COFFEE	R2500 (P/DAY)	UP TO 8 HOUR	R350	BARISTA

### GET IN TOUCH WITH OUR TEAM

WHATSAPP	066 032 3991	EMAIL	info@foxstaff.co.za
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### HOW THE PROCESS WORKS

<b>1</b>	<b>2</b>	<b>3</b>
<b>GET YOUR FREE QUOTE</b> <a href="https://foxstaff.co.za/quote">foxstaff.co.za/quote</a>	<b>MAKE YOUR PAYMENT</b> Once Confirmed...	<b>STAFF GET DELIVERED</b> On Date & Time, at Place



## FOXSTAFF CUSTOMER AGREEMENT

### TERMS & CONDITIONS

#### A Legal Disclaimer

These Terms and Conditions apply to all services provided by Foxstaff, including event planning, management, coordination, décor, staffing, equipment hire, entertainment, vendor sourcing, logistics, and any related activities. By booking our services, the client agrees to the terms below.

#### 1. Engagement and Agreement

By engaging Foxstaff or participating in any event organised by Foxstaff, you acknowledge that you have read, understand, and agree to these Terms and Conditions. A signed copy is required before any work begins.

#### 2. Payment Terms, Deposits, Quote Validity, and Bookings

Deposit Requirement : An 80 percent deposit is required to secure and confirm any booking.

##### Quote Validity :

Quotes are valid for 14 days from the date issued.

If the event date is less than 14 days away, the quote is valid for 7 working days.

##### Balance Payment :

The remaining 20 percent must be paid in full 10 working days before the event.

Proof of payment must be sent to [info@foxstaff.co.za](mailto:info@foxstaff.co.za).

##### Failure to Pay Final Balance :

If payment is not received by the required deadline :

Foxstaff reserves the right to withhold all staff, services, equipment, and deliverables.

The event may be paused or cancelled on the day.

All costs incurred remain fully payable by the client.

Foxstaff accepts no liability for losses, delays, reputational damage, penalties, or operational issues caused by non-payment.

##### Commencement of Work :

No planning, staff allocation, vendor booking, procurement, design work, or project work will begin until :

The 80 percent deposit is received, and a signed copy of these Terms and Conditions is submitted.

##### Notice Period for Event Bookings :

Up to 100 guests: 1 month notice required.

Over 100 guests: 6 weeks notice required.

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#### 3. Extra Hours and Additional Services

Any extra hours worked by staff beyond the agreed times will be added to the final invoice. Additional services requested by the client during planning or on the event day, including décor, catering, entertainment, staffing, or equipment, will also be billed accordingly.

#### 4. Cancellation Policy

##### 4.1 Cancellation by Client

More than 90 days before event: full refund of deposit.  
Between 60 and 90 days: 50 percent refund of deposit.  
Less than 60 days: deposit is non-refundable  
No refunds are permitted within 14 days of the event.

##### 4.2 Cancellation by Foxstaff

If Foxstaff cancels for reasons not related to force majeure, weather, safety, or client breach, the client will receive a full refund.

##### 4.3 Vendor Contracts

Some suppliers have independent cancellation terms which may apply. These will be communicated to the client and must be honoured.

##### 4.4 Refund Processing

Refunds are processed within 30 days from the date Foxstaff receives a written cancellation request.

#### 5. Catering Numbers and Adjustments

Final catering numbers must be confirmed 14 days prior to the event.  
Reductions within 14 days cannot be refunded due to supplier costs.  
If numbers drop, the cost difference may be reallocated only if the client provides a written request 14 working days prior.  
Increases in numbers may incur additional costs and are subject to vendor availability.

#### 6. Change Requests

All changes must be sent in writing.  
Late changes may include additional costs.  
Changes to date, venue, or major elements must be requested at least 60 days prior.  
Foxstaff will do its best to accommodate changes but does not guarantee availability.

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#### 7. Postponements

(Weather, Safety, Force Majeure)

If unsafe weather, unforeseen circumstances, or conditions beyond control affect the event, Foxstaff may postpone, relocate, or adjust the event.

A new date will be arranged or a credit can be issued.

If Foxstaff cancels for other reasons, a full refund applies.

#### 8. Liability, Indemnity & Responsibility

The client agrees that Foxstaff, its staff, contractors, and partners cannot be held liable for :  
Loss or theft of personal items.

Damage to property belonging to guests, the client, vendors, or the venue

Injuries or accidents involving guests, client staff, or any participant

Damages caused by guest behaviour

Third-party vendor failures

The client accepts full responsibility for ensuring the safety and conduct of guests.

Any damage to hired equipment, décor, or materials due to negligence or misconduct by client or their guests will be charged to the client.

Foxstaff recommends full liability insurance for all events.

#### 9. Venue Rules and Compliance

Clients and guests must comply with all venue rules relating to safety, alcohol, behaviour, restrictions, curfews, sound, and facility use. Alcohol at school venues is strictly prohibited. The client takes full responsibility for any incidents if alcohol is brought onto school grounds.

#### 10. Safety Protocols

Foxstaff follows all safety regulations.

Guests must follow instructions provided by our team. Unsafe behaviour may result in activities being paused or cancelled.

#### 11. Equipment and Materials

Any damage caused by negligence from client or their guests will be billed to the client.

Equipment provided by Foxstaff must be handled with reasonable care at all times.

#### 12. Intellectual Property

All concepts, designs, décor ideas, theme ideas, event structures, scripts, or creative materials remain the property of Foxstaff unless agreed otherwise in writing.

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#### 13. Privacy and Data Protection

Personal information is used solely for planning, coordination, and event management.

#### 14. Photography, Videography, and Promotion

Foxstaff may capture photos and footage for marketing purposes unless the client objects in writing at least seven days before the event.

#### 15. Confidentiality

Both parties agree to keep all sensitive information confidential.

#### 16. Supplier, Vendor & Venue Access

The client and Foxstaff planning team will ensure they have sufficient access to the venue for setup and strike.

The client must ensure power points, loading access, parking, and safety measures are in place if their event is on company premises.

#### 17. Client Responsibilities

Securing all required permits. (If applicable)

Ensuring guests comply with rules

Providing accurate event details and briefing on expectations required from the event staffing team.

Approving designs and layouts in a timely manner

Ensuring venue readiness if on company site.

Informing Foxstaff of any hazards or restrictions with set ups, take downs, etc...

#### 18. Governing Law and Jurisdiction

These terms follow South African law. Any disputes fall under South African courts.

#### 19. Severability

If any clause is found invalid, the remaining clauses remain enforceable.

### ACKNOWLEDGMENT & SIGNATURE

CUSTOMER'S SIGNATURE

PLACE SIGNED & DATE

DATE :