



GENERAL TERMS AND CONDITIONS FUNCTION CONTRACT 2020

Date of function: _____

Responsible Client's full name and surname:

_____ ID Number: _____

Cell: _____ E-mail _____

Bride's name: _____

Cell: _____ E-mail _____

Groom's name: _____

Cell: _____ E-mail: _____

Hereby I, _____ acknowledge
that I have read and understand the terms and conditions in this contract
and I accept it.

Client's signature

Date

TERMS AND CONDITIONS

In these terms and conditions for the booking of our VENUE for a function at Groenvlei Guest Farm, any reference to "Groenvlei" shall mean Groenvlei Guest Farm (Pty) Ltd, Registration Number: 2012/086156/07 and any reference to "Client" shall mean the Client and/or the Responsible Person/Entity/Company whose particulars appear under the abovementioned heading "Responsible Client" when the function booking is made. These terms override and supersede all other negotiations and representations previously made between the parties and constitute the entire contract between Groenvlei and the Client and the guests of the Client that attend the function and no representation by any person, or variation or consensual cancellations of or amendments to any of the terms and conditions hereof shall be valid or binding on Groenvlei unless reduced to writing and signed by an authorised representative of Groenvlei.

PLEASE READ CAREFULLY. When making a booking, you acknowledge that you have read, understand and accept these terms and conditions. All quotations and bookings provided by Groenvlei are subject to these terms and conditions.

CONFIRMATION OF BOOKING AND VENUE FEE

The venue fee of **R14 500.00 for 2020** includes tables, chairs, fairy lights and a guest list stand (board dimensions: height 69cm, width 55cm).

The payment of the full venue fee / signed Payment Agreement plan with proof of all payments to make up total of full venue fee is required to confirm the booking of our venue for your function.

Special packages are available on request for weekday, Friday and Sunday functions.

RESCHEDULING OF A DATE

If you cancel or reschedule your function, Groenvlei will refund 50% of this full venue fee, provided that the date can be re-booked. If this date cannot be re-booked, none of the venue fee will be refunded. If the date can be re-booked, 50% of the full venue fee will be returned.

Rescheduling of a date is the same as a cancellation of a date, and will be treated the same as cancellation of a date.

All cancellations or rescheduling must be made in writing.

CANCELLATION OF A DATE

If you cancel or reschedule your function, Groenvlei will refund 50% of this full venue fee, provided that the date can be re-booked. If this date cannot be re-booked, none of the venue fee will be refunded. If the date can be re-booked, 50% of the full venue fee will be returned.

Rescheduling of a date is the same as a cancellation of a date and will be treated the same as cancellation of a date.

All cancellations or rescheduling must be made in writing.

Initial

FOOD

The buffet catering price for 2020 is **R350.00 per person** and includes 15% VAT and waiters.

- one starter –plated, except for buffet bread table -
- main course with two meats, two vegetables, one rice, one potato one salad -buffet style
- 3 desserts –buffet style
- coffee and tea

No tasting of food available. You can choose your menu based on the selection of food choices on our menu.

The standard range of round guest tables (1.5m diameter), rectangular (length depending on the amount of guests at the bridal table) or round bridal table, DJ table, cake table, gifts table, chairs, wine glass and sparkling wine glass, table numbers (aluminium a-frame with black numbers), white or black linen napkins, cutlery, crockery, salt and pepper, water/juice jugs are included.

For the standard menu, the dessert is served as a buffet, but if you choose to have the dessert served as a mini buffet selection, an extra R30.00 per person is payable.

Canape menu available on request @ R60.00 per person.

Candy table menu available on request @ R45.00 per person. If you choose to have a candy table our candy table is compulsory. You are not allowed to bring your own candy buffet.

Breakfast buffet menu available on request @ R325.00 per person.

Please take note that all special dietary requirements will be charged for accordingly (Gluten/Lactose/vegan/vegetarian).

Our food is not strictly Halal/Kosher. You must find a Halal/Kosher caterer to deliver the food at Groenvlei. A R70.00 per person surcharge is payable per Halal/Kosher guest. A maximum amount of 15 Halal/Kosher guests per function is allowed. This maximum amount of 15 Halal/Kosher guests per function is not part of the minimum amount of guests for your function.

Groenvlei will do all the catering for all functions. No outside caterers allowed.

The kitchen closes after the dessert, coffee and tea was served. No further meals or food will be served from the kitchen after dessert, coffee and tea.

Minimum catering amount of adult guests in paying full/excluding Halal/Kosher guests

- Saturdays in September- April: 80 adult guests (paying in full)
- Mondays – Sundays in May, June, July and August: 60 guests
- Fridays, Sundays and weekdays in September – April: 60 adult guests (paying in full)
- Public holidays – 80 adult guests (paying full)

Menu must be finalized 21 days prior to your function.

Final numbers (all service providers must be included, DJ, photographer, videographer etc.) and quotation & order sheet are to be finalized 21 days prior to your function. Invoice will follow based on the above.

Please note that your entire guest list amount must be catered for.

Suppliers (DJ, Photographer, Entertainers etc.) contracted to work at the Function will be included in the total guest amount for catering purposes.

Full payment based on final invoice must be received 14 days prior to your function. The amount of guests can only increase less than 14 days prior to your function, but not decrease.

No food may be brought onto the premises. You are only allowed to provide wedding/birthday cake or cupcakes used as part of the wedding/birthday cake.

No food may be taken off the premises, no doggy bags available. The food served on the day of your function is for on-site consumption only.

Menu prices remain subject to change due to the economic factors during the course of the year.

WEDDING CEREMONY

The wedding ceremony takes place in front of the venue in the open air under the big tree at no additional cost. The reception chairs will be put outside for the duration of the ceremony and then afterwards brought back into the venue.

We offer an extra wedding ceremony set-up package at an additional R1600.00. Please request details.

We provide a red carpet for the ceremony @ R400.00.

We provide an arch for the ceremony @ R400.00, but not a podium.

DÉCOR

We offer a variety of tablecloths, chair tiebacks, under plates, centre pieces etc. If you choose to have either of the above mentioned please contact us for an individualized quotation. You are welcome to supply your own if we do not have what you need.

The hiring of our white stretch chair covers/ black stretch chair covers are compulsory when using our plastic chairs. The hiring of our White Resin Tiffany chairs are also compulsory if you are making use of White Tiffany's - you are welcome to hire in another colour Tiffany.

We offer a full on the day event coordination service @ R1800.00. Please contact us for more information.

The roof draping and fairy lights are standard/ fixed and comes with the venue at no extra cost. The draping is only available in white and is decorated to the discretion of Groenvlei. You are not allowed to change or add to the draping.

Extra curtain fairy lights (2m wide with 3m drop) per 1 set inside venue @ R500.00

The electrical plug at the big pine oak in front of the venue is for Groenvlei use only. No one is allowed to use the plug for any reason. This is not negotiable.

No nails, glue, drawing pins etc. may be used on the venue floor, walls or draping.

Make sure that candle wax does not drip on the tablecloths, do not put candles directly on the tablecloths.

The Client shall for his own account be responsible for the arrangement of flowers, music, table and other decorations.

All décor items provided by the Client must be put on the tables by the Client and will not be done by any of the Groenvlei personnel, including the following:

- table names and numbers
- serviettes to be folded in a specific way
- your own napkin rings
- if the Client provides chair covers (only if different from our chair covers), it must be put on the chairs by the Client
- centrepieces
- all other décor provided by the Client
- gifts

Groenvlei is only responsible for the setup of décor provided by us.

We don't do the setup of any items not provided by us.

We do not supply ladders, extension leads, adaptors or 2 point plugs.

No one is allowed to climb in our big tree.

No Fireworks will be allowed on the premises of Groenvlei.

No live animals will be allowed on the premises without prior written permission.

Hooting is not permitted on the premises.

Candles may not be placed directly on the linen. Groenvlei reserves the right to remove the candles if necessary in order to avoid damages.

Any damages to Groenvlei Guest Farm / Event's property caused by guests or sub-contractors not employed by Groenvlei will be charged accordingly.

DURATION OF FUNCTION

The venue fee is for the standard time.

1. For an evening function the venue is available until 00:00.

Evening functions can start no earlier than 15:00 (including ceremony at Groenvlei) and *all music stops at 00:00* on the day of the function. The venue must be cleared of all guests and service providers of the Client by 00:30 the morning after. *The bar will strictly close at 00:00, not negotiable.* If the venue is not vacated by 00:30, the Client will be charged R700.00 per 30 minutes and this amount will be deducted from the Client's breakage deposit.

- Bar closes strictly at 00:00
- Functions/weddings/music ends strictly at 00:00
- Venue must be vacated strictly by 00:30 by all guest and service providers of the host

2. For day time functions 8 hours are allowed from beginning to end of your function (including ceremony at Groenvlei).

The music stops 8 hours after the start of the function. The venue must be cleared of all guests and service providers of the Client 30 minutes after the function ended. *The bar will strictly close 8 hours after the function started, not negotiable.* If the venue is not vacated strictly 8 1/2 hours after the function started, the Client will be charged R700.00 per 30 minutes and this amount will be deducted from the Client's breakage deposit.

- Bar closes strictly 8 hours after the function started
- Functions/weddings/music ends strictly 8 hours after the function started
- Venue must be vacated strictly 8 1/2 hours after the function started

ACCES TO THE VENUE

Please arrange for a convenient time with the office if you would like to have a ceremony rehearsal.

No access to the venue for flower arranging and decorating will be allowed the day before the function.

On the day of your function you have access to the venue for flower arranging and decorating from:

- Morning / Day functions – to be discussed
- Afternoon / Evening functions – 10:00

Groenvlei reserves the right to show the venue to potential customers during the set-up time of all private functions.

BAR

Groenvlei is fully licensed and offers a bar facility @ R2000.00 which includes barmen, ice and bar glasses. The bar is stocked with standard liquor that will be sold, this list will not be customized for specific needs on request.

Bar options:

1. Cash bar option: This is when the guests go to the bar, order their drinks and pays for the drinks themselves.

2. Open bar option: This is when the Client pays for all the beverages for the duration of the function. A limit must be set on this amount and paid in full 14 days prior to the function. This must be finalized 14 days prior to your function and cannot be arranged on the day of your function.

3. No bar option: If you choose not to have a bar for the duration of the function, you must provide your own ice. You are not allowed to provide your own spirits, beers, ciders, bottled water, bashes, soft drinks, cocktails, pre-mix cocktails, appetizer, grapefruit, ice tea etc. You are only allowed to provide your own white wine, red wine, fruit juice, sherry and sparkling wine. It is compulsory to hire an additional staff member @ R450.00 for the duration of your function.

Duties of the barmen:

The duties of the barmen includes setting up of the pre-drinks table and putting the white wine, red wine and fruit juice on the tables according to the written instructions given by the Client.

The barmen do not take drinks orders from the guests at their tables. The guests are welcome to order their drinks from the barman at the bar.

Pre-drinks:

You are allowed to provide white wine, red wine, fruit juice, sherry and sparkling wine as refreshments for

- before ceremony (if ceremony takes place at Groenvlei)
- during ceremony (if ceremony takes place at Groenvlei)
- after ceremony (if ceremony takes place at Groenvlei or in church)
- pre-drinks

All other beverages (beers, ciders, bottled water, bashews, spirits, soft drinks, cocktails, pre-mix cocktails, appletizer, grapetizer, ice tea etc.) must be provided by Groenvlei. If you choose to have any of the above you must contact Groenvlei for a quotation.

Bar times:

In the event of an evening function, the bar closes strictly at 00:00, not negotiable.

Wine and beverages:

The Client will be allowed to bring his/her own white wine, red wine, sparkling wine, sherry and fruit juice and no corkage fee will be charged.

No other beverages (beers, ciders, bottled water, bashews, spirits, soft drinks, cocktails, pre-mix cocktails, appletizer, grapetizer, ice-tea etc.) may be brought onto the premises.

All instructions for the barman must be made in writing, please indicate all the different wines, sparkling wines and fruit juice and mark clearly which wines must be served where and when. We will only work according to instructions given in writing.

We offer a pre-drink set-up package at an additional R1300.00 please request full package.

No beverages (except white wine, red wine, fruit juice, sparkling wine and sherry) may be brought into the venue by the Customer or his guests for consumption on the premises, unless the prior written consent of Groenvlei has been obtained. This also applies to "dinky" bottles / party favours and gifts. A R1 000.00 fine will be on the final account of the Bride and Groom if any guest of theirs is caught with alcohol not supplied by Groenvlei.

Legislation prohibits smoking in public areas. All Rooms and all Venues are non-smoking. Guests are required by Law to smoke in designated Smoking Areas.

IMPORTANT: BAR PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE!

HOW TO CONFIRM/SECURE A BOOKING

The booking of our venue for your function will only be confirmed/ secured once we have received the following:

- signed function contract
- signed order and quotation form (you don't need to fill in the table)
- proof of payment of full venue fee / signed payment agreement plan with proof of all payments to make up total of full venue fee

Provisional bookings will only be kept for 5 days, on the sixth day the booking will be confirmed/secured if we received the above documents. It is the responsibility of the Client to confirm with Groenvlei if they have received all the necessary information to continue with the booking. The booking will automatically be cancelled if all the documents were not received.

PAYMENT AGREEMENT CONDITIONS

The venue will only be confirmed once the full venue fee has been paid. If the payments is not received as agreed upon the booking will be cancelled. The booking will automatically cancelled and will be treated the same as cancellation of Any changes to the agreement must be done in writing and agreed to by Groenvlei Guest farm.

RISK/DAMAGE/LOSS

No paper confetti or feathers is allowed to be used during your function. You are welcome to use flower petals.

The Client will be liable for any damage caused to any property of Groenvlei by the Client or any of his/her guests.

Groenvlei or any of its employees will not be liable for any damage to the person or property of the Client or any of the guests. More specifically all vehicles are parked at the owners own

risk and Groenvlei or any of its employees will not be responsible for any damage of any kind caused thereto

The Client further indemnifies Groenvlei and/or any of its employees against any claim arising thereof.

We have a back-up generator in the event of an Eskom power failure, but cannot be held responsible for any damages caused as a result of any interruption in electricity supply to the venue.

Right of admission is reserved and Groenvlei management has the right to remove any person in their own discretion.

While Groenvlei does feature emergency water tanks and a backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services).

Whilst every precaution will be taken to ensure the safeguarding of your belongings, Groenvlei will not be liable for loss or damage to the clients' property or the clients' suppliers property whatsoever (décor props, valuables, etc.) We recommend that all personal and valuable property be removed directly after the function.

Décor and props must be removed by 09h00 the day following of the function for all events. All items not removed within 7 days of being placed in storage will be discarded. Groenvlei does not accept liability for loss or damage of any item during this period.

Should the buildings, surrounding gardens, décor or napery be damaged by the client or the clients' suppliers during the set-up and break down operations of the function, the client shall be held responsible and will be billed accordingly.

The Client shall not be entitled to:

- Paint, Affix or attach any matter to the walls of the function room
- Drive into the walls, floor, partitions, doors of the function room any screws, nails or the like

Groenvlei reserves the right to refurbish and upgrade the venues from time to time.

While we give great care to our gardens and lawn areas we cannot guarantee that the plants and grass will be green and in flower all year around.

Groenvlei reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, industrial unrest, or any other cause beyond the control of Groenvlei, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.

Groenvlei will not be held responsible for any death, loss or injury incurred at Groenvlei. In this regard, the Client hereby waives any and all claims that he/she/it have or may have against Groenvlei and/or its directors, employees and/or contractors and to Release and Indemnify and hold Groenvlei and its directors, employees, contractors and agents harmless from any and all liability for any loss, damage, injury, death or expense that he/she/it and/or his/her/its next of kin or any of the other Guest(s) may suffer as a result of any cause whatsoever, even if such claims, damages, expenses, causes of action or liability result partially or wholly from any negligent act or acts or omission to act by Groenvlei or its management, directors, employees, officials and/or agents.

Children are the responsibility of the Client and/or their parents and/or caregivers. Supervision should be organized by the Client and Groenvlei cannot accept any responsibility in this regard.

ACCOMMODATION

Groenvlei offer accommodation in our guesthouse and self-catering units. No accommodation will be automatically reserved or booked upon booking our venue for a function. The accommodation is subject to availability. We do offer live availability on our website should you require any information on the accommodation. No rooms will be held without a deposit.

Maximum of 5 guests are allowed in the bridal room on the day of the function including photographer and videographer. If the limit is exceeded you would need to book another room in the guest house.

PAYMENT

In the event of non-payment of the fees within the time specified, Groenvlei shall be entitled to cancel the booking.

Venue payments can only be made via bank transfer or internet transfer. NO CHEQUES, CASH OR CREDIT/DEBIT CARDS ACCEPTED for venue payments!!

Groenvlei accepts no responsibility for late payment. We reserve the right to cancel a booking if full payment is not received 14 days prior to your function.

Banking details:

Groenvlei Guest Farm (PTY) LTD
ABSA
Branch Code 523 410
Account number 4079699686
Current account

Please use your name and date of your function as your reference.

You must receive a full quotation before any payment of venue fee to secure the booking.

In order to secure your booking the following is needed: Proof of payment of full venue fee, signed function contract and signed quotation & order sheet.

ACCEPTANCE OF TERMS AND CONDITIONS

Groenvlei Guest Farm reserves the right to not continue service delivery for any client if he/she has not signed the terms & conditions in acceptance of the service delivery outline.

Each page is to be initialed and completed with a full signature.

Terms and conditions must be printed, signed and faxed/emailed together with the proof of payment to Groenvlei.

Terms and conditions are subject to change. Clients are advised to always make sure they have an updated version of the terms and conditions.

The authorized representative of the Client, by his/her signature hereto, hereby confirms that he/she is duly authorized, and that the information supplied is true and correct.