



Banqueting Functions Terms and Conditions

The signature on the contract serves to confirm that the customer is in total agreement with the following terms and conditions :-

1. All rates/prices are subject to increases at the Hotels discretion, and without prior notice. Definite pricing can be confirmed 30 days prior to the event.
2. Function venues are assigned according to the anticipated number of guests and their seating requirements at the time of the booking. Should these factors change, the Hotel reserves the right to relocate the function to another function room and applicable venue hires may increase or decrease accordingly.
3. The cancellation of events must be made in writing to the Hotel.
Cancellation Fees – All deposits are non refundable
60 – 31 days prior to the function, 50% of the total cost of the function will be levied.
30 days prior to the function, 100% cancellation will be levied, calculated on the total cost of the function
4. The client must provide the Hotel with the anticipated number of guests no later than thirty (30) days prior to the function. The final number of guests must be notified to the Hotel not less than three (3) working days prior to the function and must be within no less than 20% of the initial contract. The amount payable shall be calculated on this final number.
5. Force Majeure: The Hotel shall not be obligated to perform any obligation under the contract if such performance is rendered impossible, substantially more difficult or delayed as a result of Acts, Orders or Regulations issued by central or local government, industrial disputes (whether official or unofficial), war riots, hostilities, flood, fire, accident, act of God, epidemic, failure or shortage of supplies, alteration or redecoration of the Hotel, or from any other cause, event, or occurrence which the Hotel is unable to prevent having due regard to its interests. The Hotel shall not be liable for any loss, damage, cost or delay arising from or as a result of such non-performance.
6. Payment terms are detailed to the client in the contract letter. All invoices are payable upon presentation unless the client has credit facilities with the Hotel, in which case the invoice is payable within 30 days. Any queries to the account shall not affect payment terms.
7. Any changes to the contract are only confirmed after agreement in writing by the Hotel.
8. No food or beverages are permitted to be brought into the Hotel by the client or client's guests without prior written consent from the Hotel.
9. Display articles, equipment, stock and company or personal property brought into the Hotel are not covered by the Hotel Insurance. The Hotel cannot assume liability for the loss of or damage to the above.



10. The Hotel and its staff are indemnified against any claim(s) arising out of, or connected with the function.
11. The client is responsible for any damage caused to the hotel resulting from any act or neglect by the client, the clients guests, or persons employed by the client.
12. All goods brought onto the Hotel premises for the purpose of holding the function shall be exclusively at the clients' sole risk and the Hotel shall not, under any circumstances be liable in respect of any claim or loss made or suffered by any person in respect of such goods.
13. A service charge will be levied on the total food, beverage and tobacco revenue for your function. The service charge is based on the number of guests attending the function and is calculated as follows:

50 Guests and Under – 8%
51 Guests and Over – 5%
14. Please be advised that due to the new stringent smoking laws, all public areas and bedrooms have been declared non-smoking areas and under the South African Tobacco Productions Control Act any person who fails to comply with this notice shall be prosecuted and may be liable to a fine.
15. All music or entertainment levels need to be turned down from 23h00 and the venue must be vacated by 24h00. Should you wish to extend, management's authorisation will be required and agreed to depending on the Hotel's occupancy levels. Overtime is charged at R3000 per hour or part thereof after midnight and the Banqueting Manager on duty has full control over the volume of music. As bedrooms are occupied by residents, should the event continue past midnight, music volume is to be reduced to that of light background tunes from 00h00.
16. All dietary requirements for events are required no later than 3 working days prior to the event, in some cases a supplementary charge may apply.
17. The Hotel requires 10% of your estimated charges to be paid, along with the signed contract and signed terms & conditions, within 2 weeks of receiving the contract. The Hotel then requires a further 40% of your estimated charges to be paid 60 days prior to your event and then a final 50% of your estimated charges paid 30 days prior to your event. An additional 20% is added to the estimated overall costs as a refundable deposit to cover any incidental charges that may occur.

Please sign in acceptance of the above and return:

Date

Client Signature

NAME/FIRM STAMP