




# Standard Terms & Conditions


 The following Terms and Conditions are applicable to all the packages


 Venue Standard Package Include:

 Venue Co-Coordinator

 Manager on Site

 Venue – Function Times

 Weddings 15:00 – 24:00

 Any other functions starting time to be arranged


 Alternative times are also available


**FUNCTION HALL**

 Reception Hall

 All Permanent Decor

 Round / Rectangular Tables


 Round / Rectangular Table Cloths – White / Cream / Dark Brown / Black

 Curtains and Curtain Draping – White / Cream / Dark Brown / Black

 Chairs – White / Cream / Dark Brown / Black


 Roof Draping White


 Standard Cutlery and Crockery

 Linen Napkins – White / Cream / Dark Brown / Black

 Organza Ti-Backs (various colours)

 Cake / Gift Table with tablecloth

 1 Barman / self help bar


 Staff /waiters – assisting with setting up hall / assisting with buffet / cleaning up

 CHAPEL

 Chapel – Chairs / Chair Covers (White / Cream)

 Chapel – Side Draping (White / Cream)

 Organza Ti-Backs (various colours)

 Altar – Draped

 Registry Table with table cloth

 Red Carpet

 Set up included

 NOT INCLUDED IN VENUE FEE

 Flowers, candles, Table Centre Pieces, Cake, Party/thank you gifts.

### *Bookings:*

Bookings can only be confirmed when a deposit is paid. Please note that any changes in respect of date / time / guests / menu are to be confirmed in writing and will not be accepted otherwise.

### *Final arrangements:*

A final consultation will be scheduled approximately three (3) weeks prior to the function to finalise any/all details – this appointment can be approximately two (2) hours and cannot be scheduled after 16:00 on a weekday or over weekends.

### *Cancellations:*

In the case of a cancellation the Deposit is NOT REFUNDED, In case of date change the deposit is transferrable only if the original date is re-booked. Please note that all payments already made to venue will also be forfeited.

A Tentative booking will only be valid for 7 (seven) days. If the deposit is not paid during that time Loving Moments has the right to cancel your booking automatically.

### *Responsibilities:*

We do not take any responsibility for the children who is not looked after by their parents and so request the parents to please see to them at all times. Any loss/ damages will be deducted from the deposit. Please still note that the children still stays the responsibility of the parents.

### *Bridal Room:*

The Bridal room is there to pamper the bride before her wedding. For evening weddings bridal room will be available from 10:00 the day of the function. For morning weddings check in time 09:00.

### *Chalets:*

Check in time 13:30 and check out time 10:00 next morning

### *Venue / Flowers / Candles / Table Décor:*

We are always upgrading and improving the venue for example the hall and chapel and changing certain feature to improve, to create a wonderful and more beautiful venue.

No flowers / plants or ornaments may be removed from the Garden.

Catering – we can unfortunately not allow “take away”.

Please visit our venue for any table décor / candle holders. You are only allowed to use non-drip candles with a base cover when supplying your own. Please note that any loss/damage will be charged for. We request that you remove all your decorations and table decor at the end of the function, we cannot be held responsible for any damages or losses from before, during or after a function in respect of said goods.

The package you choose will include Cutlery, Crockery, Tablecloths and Serviettes, Chair Covers and Bows, Waiters/staff, Base plates to be advised on specific requirement. All the furniture will be for the use of the function and are already included in the quoted price. Any other Equipment or Decor will be hired or purchased. **A separate quotation for additional decor, flowers, candles or additional draping will be supplied on your request.**

Please note that if you do not wish to use some of our standing decorations that there will be no price decrease.

Please note that we cannot unfortunately control the weather and so therefore cannot be held responsible for bad weather.

**Please note that quoted prices are linked to fluctuating market and product prices and cannot be guaranteed. These prices are subject to change without prior notice.**

Please note that you're Photographer and their staff/assistants or any other service providers should be counted as guests.

**Please note that all your own stands vases and decor brought into the venue are done so at own risk and that we cannot be held liable for any breakages or damages of any sort.**

### *Music:*

If you require a Live-Band same will be for your own account, and they will have to supply their own equipment. They are allowed 2 hours set up before the function – Please note that they are to consider your guests in placing their sound equipment. Please also keep in mind when using your own Band that they must also supply sound system in chapel if applicable. Please note that **NO SMOKE** machines are allowed. Kindly note that a R500 levy will be applicable if using your own DJ or any other entertainment.

### *Function Times:*

For an afternoon / evening wedding venue is available to you from 15:00 to 00:00. Please note that you are requested to remove all personal / table decor / flowers or stands immediately after the function.

Please note that the function facility is available only until 24:00. Please make sure that at 23:00 your Music / Band will be requested to start packing up their equipment and evacuation will start. At 24:00 gates and venue will be locked. There will be an additional charge of R550.00 per hour or portion thereof and will be deducted from the Deposit.

### *Alcohol and Cash Bar:*

Barman – for every 60 guests 1 Barman will be required.

Please note that the Cash bar will close at 23:00 or if alternative arrangements are made – There will be an additional cost R300 per hour after 23:00.

Bar account and other incidental expenses are to be settled on the day of the function. All beverages, mineral water, soft drinks and juices will be billed separately for your account and are not included in your food cost. No alcohol will be sold or served to any persons under the age of 18 by law.

No Liquor or cold drinks will be allowed on the premises. *Please note that if your guests or yourselves enter the premises and with own liquor or any other beverages or any illegal substances they will be asked to leave the premises immediately and the responsible person will be liable for a R3 000.00 (three thousand rand) penalty/fine, regardless of the quantity entered onto the premises. Right of admission Reserved.*

A corkage fee of R22.00 per bottle will be charged for wine and champagne brought onto.

Loving Moments reserve their right to not serve any guest/s that had too much to drink for the sake of your other guests. Please make sure that your guests are informed of this arrangement.

### *Gifts / Loss / Damage or Personal Injuries*

A gift table will be supplied. Please ensure that a family / friend will be responsible for the gifts.

Loving Moments and its employees or any other person employed at the Function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever. Guests are to please be aware of the Ponds on the premises. Assuring you all precautions and care is taken we are not responsible for any damage due to Fire, theft or any other cause whatsoever. All persons / vehicles and personal items are brought into premises at their own risk. No Fire arms or traditional weapons or assault equipment allowed on premises at all times. If found by Management or staff, responsible persons will be requested to leave the premises immediately.

### *Consultations:*

Please note that an appointment needs to be scheduled. No consultations will be done during functions. Consultation times Monday –Thursday 10:00 – 16:00

Alternative arrangements can be made if there are no functions scheduled for that day.

### *Smoking:*

With reference to the Law on smoking in public areas we cannot allow smoking in our Function halls. Smokers are kindly requested to smoke outside. We have very comfortable outside areas for smoking.

### *Security:*

We supply safe parking on the premises

### *Right of Admission Reserved*



## Loving Moments - Personal details

Name and Surname Mr. \_\_\_\_\_ Ms. \_\_\_\_\_

Identity Number Mr. \_\_\_\_\_ Ms. \_\_\_\_\_

Cell No Mr. \_\_\_\_\_ Ms. \_\_\_\_\_

Physical & \_\_\_\_\_

Postal address \_\_\_\_\_

E-mail address \_\_\_\_\_

Alternative Tel No Mr.(w)(\_\_\_\_) \_\_\_\_\_ / (h)(\_\_\_\_) \_\_\_\_\_

Alternative Tel No Ms.(w)(\_\_\_\_) \_\_\_\_\_ / (h)(\_\_\_\_) \_\_\_\_\_

Employment details with contact number \_\_\_\_\_

Friend / Relative details and Contact Number \_\_\_\_\_

*I hereby confirm that all the details herein are true and correct.*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date and Time of Function \_\_\_\_\_

Approximate amount of guests Adults \_\_\_\_\_ Children under 5 \_\_\_\_\_

The minimum amounts of guests are required 2 weeks before the function.

**I / We hereby accept all the terms and conditions and prices. I/We undertake to make payment as set out in this agreement. I/we do hereby undertake to make payment of the full amount 2 weeks prior to function.**

Name and Surname \_\_\_\_\_

Signed at \_\_\_\_\_ on the \_\_\_\_\_ 2011 \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Witness: \_\_\_\_\_

Name & Contact No. \_\_\_\_\_



# *Deposit & Payments terms*

## ***Deposit***

A Deposit of R5 000.00 (five thousand rand) is payable to secure your booking. Refunded after function in case of breakages or damages are deducted. Please note that if your function is cancelled the refund is **NOT REFUNDABLE**. With payment of your deposit you are required to sign the agreement. This deposit cannot be used to pay of any items on the day of function, nor is it deducted from your account. Any items outstanding i.e. bar are too be paid in full at the end of the function by cash. The deposit serves as a breakage / loss deposit, which will be refunded to the client 14 working days after the function. If breakages occur, the value of breakages will be deducted from your deposit for full replacement value. Should breakages be more than the deposit – you will be required to settle the full amount.

We require a 25% of the total quote which excludes the booking deposit 1 month after securing your booking date. Alternatively speak to our consultant for special monthly payment arrangements.

In the case of your date being booked attentively it will be held for 7 (seven) days where after your deposit is required to confirm your booking. Loving Moments reserve their right to cancel your booking if the deposit is not paid. Please note that prices are subject to change.

Please note that the Menu is also subject to change in the case of season availability.

## ***Payments:***

The Total cost of the function must be settled 2 (two) weeks prior to function.

The final amount of guests must be confirmed 2 (two) weeks prior to function.

When your guests are confirmed it will not be allowed to decrease only increase in amount of guests will be allowed.

Payments must be made into our bank – Cheques **MUST** be paid 3 weeks prior to function.

Banking details

**NEDBANK**

Account Name – Loving Moments

Telephone number 011 306 1700 - BARDENE Branch Code 175841

Account Number- 1758005890

Reference – Name and contact number (Date of Function)

Your deposit must be forwarded via E-mail to [angiepret@vodamail.co.za](mailto:angiepret@vodamail.co.za) for confirmation of your booking.

*Loving Moments*  
*Chalet Booking*

**Chalet No. 1**

**R650.00**

**1 x Double Bed and 2 x Single Beds**

**Guest:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Chalet No. 2**

**R650.00**

**1 x Double Bed and 2 x Single Beds**

**Guest:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Chalet No. 3**

**R450.00**

**1 x Double Bed**

**Guest:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Chalet No. 4 –**

**Honeymoon suite – R450.00**

**1 x Double Bed**