



EVENTS CONTRACT

Please ensure that you have read and understand the following terms and conditions.

1. No food or beverages may be brought to the venue without prior arrangement with management. Should you choose to bring your own wine or sparkling wine, a corkage fee will be charged. Outside catering will only be considered for weddings. Please refer to the wedding package sur-charge per person should you be considering outside catering.
2. All menu items are subject to change and availability.
3. We operate a non smoking policy inside all buildings and all Guests must adhere to this. Smoking is permitted in the garden, 10m from buildings.
4. All flowers and additional décor, including vases, candles, etc, are for your own account and are your own responsibility. Such items may only be brought to the venue from 09:00 on the day of your event and must be removed before 09:00 on the following day. A R1500 fine will be levied should this not be adhered to.
5. No decor items may be brought to the premises that are similar or the same as that which is provided by the venue.
6. No on-site preparation of floral arrangements may be done.
7. Sound equipment and all other service providers are for your own account and are your own responsibility. The volume of the music is to be played at a reasonable level as stipulated by the Venue Management.
8. The client shall be held responsible for any damage to the linen

i.e. burn marks, candle wax, etc. whether caused by the client, its contractors, guests or associates.

9. Under the liquor act, guests may be arrested and/or heavily fined if they are found with open bottles of liquor in the car park areas, or with their own open bottles of liquor anywhere on the premises. It is therefore your responsibility to inform your guests of this and to ensure that they comply with the law
- 10.. We reserved the right to access and utilise any and all photographs taken by professional photographers for future promotional purposes.
11. In order to secure a date for an anticipated wedding the client must, within 7 days from signature hereof make payment of the R 7000.00 non-refundable deposit. To secure the date of any other event, the client must within 7 days from signature hereof make a payment of 50% of the total invoice.
12. EFT,cash and card payments will be accepted. However, there will be an additional fee of 4% for payments done by card.
Payments can be made into the following bank account:
Bank: Mercantile Bank Limited
Account Name: Stellenbosch Restaurant Pty Ltd
Account Number : 1050739329
Branch Code: 450209
Type: Current
Reference : year/ month/ date of event/ surname of client
13. Venue fees are payable in full no later than 3 months prior to the event. Late payments will incur a penalty fee of R1500.
Payment of the full invoice shall be made by no later than 14 business days prior to the event. Venue fees do not include food, beverages, and staffing.
14. In the event of a cancellation by the client a cancellation fee of R7000 will be payable. In the event that a cancellation is by the client 3 months or less before the event, an additional R5000 cancellation fee will be charged. The client hereby expressly agrees that the said cancellation fee constitutes a reasonable cancellation fee and further acknowledges that Stellenbosch Restaurant Pty Ltd stands to suffer irreparable damage in the event of an event date being cancelled on such short notice.
15. A R3000.00 refundable deposit for breakages/shortages or loss of equipment, overcrowding/overstaying, penalties for the failure to comply with any terms contained herein is payable prior to the event. Refunds are processed within two weeks of your event. No same day cash refunds will be issued.

16. In the event of the event extending beyond the agreed time an hourly penalty rate will be charged until the last guest/ parents/ bridal couple/ organizer / outside DJ leaves the venue. The said penalty charge will be the sum of R1 500 per hour after 00h00 and R2 000 per hour after 01h00 or part thereof in respect of evening functions. The client acknowledges that they are aware of the said penalty and that such penalties constitutes a fair and reasonable penalty. Any penalty imposed in terms of this agreement shall be deducted from the refundable deposit paid by the client.
17. The final number of guests are to be confirmed 14 days before the date of the event. Any change in numbers shall incur an administration fee.
18. We reserve the right to cancel any booking and this agreement immediately and without incurring any liability should we not be able to perform in terms of this agreement, including in the event of any damage to or destruction of the venue caused by fire, acts of nature, war, industry unrest, strikes or any other cause outside our control which prevents us from performing our obligations hereunder.
19. Right of admission is at all times reserved and management has the right to remove any person at their sole and absolute discretion.
20. Entrance upon and presence on the premises are at own risk. Stellenbosch Restaurant Pty Ltd will not be held liable or accountable for any damages, losses, liabilities, death or personal injury of whatsoever nature suffered, or howsoever caused, including, but not limited to, loss of or damage to any items that are left unsupervised.

I/We have read the above information and I understand and agree to the conditions set out above.

Should the event be a Wedding, signatures of both the bride and the groom will be required.

Client Signature:

Date:

Client Signature:

Date:

Management Signature:

Date:

Witness Signature:

Date: