



FUNCTION / WEDDING CONTRACT

For weddings: Bride & Groom Names and Surnames:	Date of Event:	
	Event:	
For functions: Company Name OR Name and Surname:	Number of Guests:	
Contact Person:	Venue:	Lapa OR Al Fresco..... R
	Venue price:	R
Identity No:	Menu:	Buffet..... Plated..... Braai..... Spitbraai..... Brunch..... R..... per person
	Menu price: (subject to change)	
Land line Tel No:	Wedding ceremony:	Yes.....No.....
Work;	Lawn or forest:
Home:	Ceremony starting Time:
	Available for 2 hours till:
	Ceremony fee:	R
Cell No:	Reception starting time:	
	Reception ending time:	
	Standard option Yes.....	
VAT No: (if applicable)	OR Packaged option (minimum full package price guests for Al Fresco x 100 and for Lapa x 50) Yes..... @ R..... per person	
Email address:		
Home Address:		

INT 1..... INT 2.....

ZEVENWACHT INFORMATION AND TERMS AND CONDITIONS

1. INFORMATION

- 1.1** A Wedding Ceremony may take place on the lawn in front of the Manor House or the forest option. Time allocated for ceremony, welcome drinks, and the taking of photos is a **maximum of 2 hours**. Should your ceremony take place elsewhere, you will have an allocated time of **1 hour** for pre drinks and photos. In the event of bad weather the only option is to have your ceremony inside your booked reception venue.
- 1.2** The final numbers for your function are to be finalized in writing 21 days prior to the date of your function, together with the order of events / time schedule / bar requirements, final menu etc. Any special dietary requests may result in additional costs. **The client will not be refunded for guests that do not attend the function or cancel after the 21 day confirmation.** Final numbers may not drop by more than 10% of the booked number.
- 1.3** A 10% service fee will be charged on all food and beverage orders. Please note that a 15% service fee will be charged on functions/ weddings taking place on public holidays, Sundays and New Years Eve. There is also a surcharge for a function/ wedding taking place on New Years Eve.
- 1.4** Our premises are fully licensed and only Zevenwacht Wines are stocked. A Full range of liquor and beverage will also be available. **(Please note: we are an independent operator of the various hospitality facilities situated on Zevenwacht Wine Estate. Wines are therefore sold by ourselves as per attached price list and cannot be secured at wine sales for the purpose of a function.)**
- 1.5** A fee of R750 per barman will be charged. For the first 70 guests 1 barman is needed. For numbers more than 70, two or more barmen will be charged for, depending on final numbers.
- 1.6** Please note as bookings are taken well in advance, price increases could materialize.
- 1.7** Kindly note that no liquor, beverages or food may be brought onto the estate.
- 1.8** The client is responsible for the Guest Seating Plans, Guest List and Table numbers.
- 1.9** Function hours are :
Brunch and cocktails: 4 hours as per time limits indicated on menus
Lunch, dinner: 6 hours
Cut off time midnight
The bar closes a half an hour before vacating the venue.
- 1.10** You can extend the time at a rate of R3000.00 per hour. The latest cut off time is 02h00
- 1.11** All outside suppliers (décor/flowers etc) utilized, please enquire regarding the time frames for set up etc. of venues before confirming these suppliers. The client will be responsible for checking in all hired decor and the management of their suppliers during set up and break down. The standard set up time by Zevenwacht staff is 3 hours before the start of a function. **For all draping and or fairy lights please be advised that Zevenwacht will have to be contracted. No outside suppliers allowed for draping and or fairy lights.**
- 1.12** Zevenwacht is not held responsible for any décor or equipment brought in for a function. The client is held responsible for **checking in managing and checking out** of hired in décor and equipment at the conclusion of the function.
- 1.13** Accommodation for 76 people in total is available. For all accommodation enquiries and reservations, please contact reservations@zevenwacht.co.za or 021 900 5700 directly
- 1.14** All our prices offer a standard range of crockery, cutlery, glassware for the various venues. Should you require other ranges; the cost of hiring will be for your own account.
- 1.15** Malicious damage to our property and theft will be charged for at full replacement cost.

- 1.16 Please take note that any breakages, damage to the linen i.e. Burn marks, candle wax etc. will be invoiced fully to the client.
- 1.17 Whilst every precaution will be taken to ensure the safeguarding of your belongings, Zevenwacht Wine Estate will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables etc.)
- 1.18 Should the Zevenwacht Wine Estate building, surrounding gardens, décor or napery be damaged during the setup, duration or dismantling of the function, the client shall be held responsible and will be billed accordingly.
- 1.19 Zevenwacht Wine Estate, its employees or any person employed at any function, will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- 1.20 Please ensure that your service providers communicate their technical requirements to the banqueting department in advance, in order to confirm that their needs are in line with the available electricity supply.

2. RESERVATION

- 2.1 All reservations need to be in writing. No verbal agreements will be binding.
- 2.2 A 50% payment of the pro forma invoice based on your selected services (package or standard options) is required within 5 working days of making the booking in order to secure the reservation. This needs to be accompanied with the signed contract. Should the deposit not be received within the 5 day period, the venue will automatically become vacant for alternative bookings. Please forward a copy of the deposit slip with a copy of the signed contract to confirm your booking. **This deposit is non refundable and non transferable.**

3. STANDARD PAYMENT TERMS AND CONDITIONS

- 3.1 Final payment of the function invoice must be received together with confirmation of final numbers and final menu, no later than 21 days prior to the function. **There after no changes to menu or numbers will be allowed to take place.**
- 3.2 If an account bar is to be available, the bar limit/estimated consumption is to be provided and is payable in advance together with the invoice payment.
In the event of a bar limit increase during the function the outstanding balance is payable at the end of the function. There will be a 10% service fee charged on all beverages.

3.3 Banking Details:

Account Name:	Bay Group (Pty) Ltd
Branch Name:	Tygerberg Winelands
Account Number:	1186 118 059
Branch Code:	118602
Bank:	Nedbank Limited
Swift Code:	NEDSZAJJ
Deposit Reference:	00/00/2017/2019 and surname (date/ month/ year followed by your surname)

Please email the proof of payment to info@zevenwachtbanq.com together with the signed contract for confirmation of your booking.

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INT 2.....

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4. CANCELLATION TERMS AND CONDITIONS

4.1 All cancellations to be in writing

4.2 If a function/ wedding is cancelled within 90 days from the function date (3 months before date) the **full function invoice** as per numbers/ details of the reservation will be due.

NB: Please take note of the following:

1. Final numbers given 21 days prior to your function.
2. Final payment of invoice due 21 days prior to your function – refer 3.1 and 4.2
3. No food or beverage may be brought onto the Estate. You may bring a wedding cake
4. Please see Clause 2 and 3 for our reservation confirmation and deposit policy.
5. Please see Clause 4 for our cancellation policy

FUNCTION CLIENT

SIGNATURE.....

DATE.....

OR

WEDDINGS

SIGNATURE BRIDE

SIGNATURE GROOM

DATE.....