

# TERMS AND CONDITIONS

## OFFICE HOURS

Monday - Thursday: 08:30 - 17:00

Friday: 08:30 - 15:00

## VIEWING

- Viewing: We do not mind that you come to view the venue, but are concerned that current functions get the attention they deserve. Therefore, please make an appointment so that we can spend enough time with you.
- No viewing without an appointment.

## FEES

- Fees will be discussed individually and according to your needs.
- Discount of 10% between 1 June and 31 August.
- Leeuwrivier reserves the right to change our prices according to our suppliers.

## DEPOSIT

- A deposit of R5000 is required to confirm your booking.
- The deposit cannot be deducted from your final account.
- All breakages and other damages will be deducted from the deposit and the balance will be paid back to you after the function. Please provide us with your bank details.
- Should any Leeuwrivier building, surrounding areas or decor be damaged during the set-up duration or break-down of the function, the client shall be held responsible for all damages and will be billed accordingly.
- If damages by clients exceed the deposit, the client will be responsible for the outstanding balance.

## CONFIRMATION OF BOOKING

- Your booking will only be confirmed when your payment reflects in our bank account and the signed terms and conditions has been received.
- Leeuwrivier will send an email with your confirmed booking date and confirmation of receipt of your deposit.
- Leeuwrivier will also send a questionnaire that you will need to fill out and send back 3 months before your function.
- Consultations to discuss the arrangements of your function must be by appointment only and are free of charge.

## FINAL ACCOUNT

- The total number of guests must be confirmed 10 working days prior to the function.
- Please bear in mind that the bride and groom as well as the photographer, videographer and Dj's/Musicians must be included in your final count of guests and each of them need to be included in the seating arrangements.
- You will be billed according to your final number of guests as 10 days prior to the function.
- Prices are all VAT included
- Children 8 years and younger are free of charge except when a place is set at a guest table.
- Leeuwrivier will not be obliged to adjust the final attendance if the figure is changed after this time.
- Please contact management at least 14 days prior to the function to discuss the final detail and arrangements.
- The total function fee must be settled 5 working days before the function. No function if not paid in full.

## BANKING DETAILS

ABSA Bank, Wellington

Account name: Leeuwrivier (Pty) Ltd

Cheque Account: 430 760 297

Branch Code: 632005

Reference: Name and date of function

Initials \_\_\_\_\_ Initials \_\_\_\_\_

# TERMS AND CONDITIONS

## CANCELLATION OF FUNCTION

- Cancellation less than 2 months before the function = no refund on the deposit
- Cancellation of 4 months before the function = you will lose 50% of the deposit
- Cancellation of 6 months before the function = you will lose 25% of the deposit
- Should you decide to move the date of your wedding, the deposit will be transferred to the new date.

## SET-UP TIMES

- We only do one function per weekend so that we can give our undivided attention to every detail.
- Set-up times can be arranged from early in the week.
- We do the floor layout one day before the function as well as setting of the tables, crockery, cutlery and glassware.
- The floor layout, all linen and decor that are necessary for setting of the tables, must be at the venue 2 days before the function. Flowers/Decor excluded - these stay the responsibility of the florist or client.
- If the client neglect to bring these items on time, Leeuwrievier will no longer be responsible for the setting of the tables and the client will become personally responsible for setting the tables.

## CATERING

- Although Leeuwrievier can recommend caterers, we also allow outside catering at no extra charge but subject to the approval of management.
- Dietary requirements for vegans, vegetarians, gluten intolerance etc. can be arranged by our caterers.
- No food is allowed to leave the premises under any circumstances. The caterer is the only person who is in control of the food.
- The kitchen staff and owner are not responsible for any warming up, serving etc of canapés and pre-drinks. The caterer, or someone appointed by the client, is responsible.
- The client is responsible for the meals of the Photographers, Videographers, DJ/Musicians, 2 Barmen, 3 Kitchen staff and the security guard. Please discuss this with your caterer.
- Kitchen facilities available:
  - Walk in cold room
  - 6 -plate gas stove
  - gas burners
  - electrical double oven
  - kettle
  - microwave
  - freezer/freezer
  - washing up facilities etc.
- The caterer is responsible for his/her own chips fryers, electric extensions, chafing dishes, serving spoons and serving dishes.
- Outside caterers must liaise with management a week before the function of all crockery, cutlery and glasses necessary for the menu served.

## BAR FACILITIES

- Leeuwrievier is fully licenced.
- The bar is managed by Leeuwrievier and may not be outsourced.
- Cash Bar - Cash only, no card facilities. (Please arrange with your guests)
- 2 Bar attendants are included in the price.
- Ice for the guest tables, bar and pre-drinks are included.
- Serving will strictly be done at the bar only.
- Guests may not ask waiters/minors to buy them drinks at the bar.
- Alcohol beverages brought in by guests are strictly prohibited.  
The client will be fined and any offenders will be asked to leave the premises immediately without warning.
- Please arrange with management your drinks preferences a week before the function.
- Please arrange with management if the bar is strictly cash, open bar or bar tab.
- Please ensure to deliver your table wine, champagne and pre-drinks 2 days prior to the function.
- The remaining pre-drinks must be removed and are not allowed to be served once the guests go into the hall.
- The walk-in cold room is being locked, but using it will be at your own risk.

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# TERMS AND CONDITIONS

## MUSIC

- Clients need to arrange their own DJ / Music. Leeuwrievier can give recommendations.
- Musicians/Dj's are responsible for their own equipment which includes speakers, microphones and power extensions.
- Leeuwrievier will supply a power point at the ceremony and reception as well as a table and chairs.
- Musicians/Dj's are welcome to view the venue beforehand for setup purposes.

## FLORISTS / DECOR PERSONNEL

- Florists can only bring their arrangements after 14:00 on the day before the function or after 08:00 on the day of the function. PLEASE ARRANGE THESE TIMES WITH MANAGEMENT.
- Florists are welcome to do their flower arrangements at the venue. Please arrange for date and times.
- Florists must vacate the hall at least 2 hours prior to the function for final cleaning of the hall.
- Permission must be obtained by management if the client wants to make use of a subcontractor for decorating, draping etc.
- No drapes are allowed against the walls. Drapes in the ceiling are allowed.
- Drapes must be removed by the client / decor personnel.
- Leeuwrievier's staff cannot assist the florist, or any other supplier, with decorations, carrying of material or moving of flower arrangements either during setup, function or at the time of the event.
- No "sparkles" and Chinese lanterns ("Sky lanterns") that burn, are allowed.
- No polystyrene (foamolite) balls or feathers are allowed on the dance floor and outside.
- No décor are allowed on the walls by using any fixative that can damage the paint.
- No décor can be attached to the wall light fixtures.
- If the function is on a weekday or Friday, all décor items supplied by the florist/decor personnel/client must be removed before 12:00 the day after the function. Flowers will be thrown away after 12:00.
- If the function is on a Saturday, all décor items supplied by the florist/decor personnel/client must be removed by 12:00 on the Monday after the function. Flowers will be thrown away after 12:00.
- No décor items, supplied by Leeuwrievier, must leave the premises – the client are responsible for any losses.
- No cleaning and removal of items are allowed on Sundays.

## NO SMOKING POLICY

- Please note that in accordance to the law prohibiting smoking in public places, we have a strict non-smoking policy.
- Ash trays will be provided outside.

## HOURS

- Bar closes at 24:00 strictly by Law
- The premises must be vacated by 00:30

# INDEMNITY

## HOLD HARMLESS

Leeuwrivier owners, managers, all workers employed or hired do not accept responsibility for any accident/injury or loss that may occur before, during and after the function, due to negligence or any other cause whatsoever.

Children are the responsibility of their parents/caretakers. No children on any premises of Leeuwrivier without adult supervision. No death, loss or injury of an child will be the responsibility of Leeuwrivier owners, managers or employees.

## DAMAGES

Although precaution will be done to prevent any loss or damage, Leeuwrivier owners and managers, all workers employed or hired do not accept responsibility for loss or damage of any belongings of the client.

If any damage occur to the property of Leeuwrivier Reception Hall and the surrounding property of Leeuwrivier (Pty) Ltd, and to other surrounding properties, during, before or after the function (by the client and his / her guests), the client will be held liable.

Should the need occur for Leeuwrivier to take any legal action to recover outstanding money, all legal costs applicable in such an event; will be paid by the client.

## FORCE MAJEURE (ACT OF GOD) - OUTSIDE HUMAN CONTROL

Leeuwrivier will not be responsible or liable for a failure or delay in the performance of its obligations under this document caused, directly or indirectly, by forces beyond its control, including strikes, work stoppages, acts of war, terrorism, civil or military disturbances, nuclear catastrophes, fires, floods, earthquakes, storms, hurricanes or other natural catastrophes and interruptions, loss or failures of public services.

Leeuwrivier will use reasonable efforts to resume performance as soon as practicable possible under the circumstances.

In the event of an ESCOM power failure, Leeuwrivier will not be responsible for any damages so caused.

We do however, have a back-up generator that will provide power during load shedding.

## RIGHT OF ADMISSION

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

I ..... the undersigned, have read, understand and accept the conditions outlined in this document.

Date of function: .....

Type of function: .....

Contact Details:

Name of Client: .....

Mobile: .....

ID no. of Client: .....

Email: .....

Name of Client: .....

Mobile: .....

ID no. of Client: .....

Email: .....

Person responsible .....  
for account:

Mobile: .....

ID no. : .....

Email: .....

Home Address: .....

Work Address: .....

Signed at ..... the ..... day of ..... 202 .....

Signed: .....

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Witness: .....