

## **Terms and conditions for weddings and functions 2009**

1. Reservations will only be confirmed upon receipt of a 50 % deposit which is required within 14 days of making the provisional booking. Once a confirmation date expires, the provisional booking will automatically be released.
2. Deposits will only be refunded if a written cancellation is received at least (6) six months before the function date.
3. Deposits are to secure a specific date. If the wedding date is changed or postponed within the six (6) months as in point 2 above, another deposit will be required to secure the new date.
4. All accounts including your bar limit and any other pre-arranged expenses are to be settled in full ten (10) days prior to the function. Any outstanding amount on the account must be settled prior to departure.
5. We reserve the right to charge a breakage deposit, payable fourteen days prior to the function, which is refundable seven (7) days after the function, if no damage has occurred. The deposit will vary depending on the size and potential risk of the function. We also require a credit card authorization form to be signed to cover any and all extra costs occurring during the function (for example; bar tab overrun, extra guests arriving, staff overtime & breakages amounting to more than the breakage deposit taken).
6. All prices quoted are subject to change, provided that the client is informed of such changes at least thirty (30) days prior to a reserved booking.
7. The client will notify Cape St Francis Resort not less than fourteen (14 ) days prior to the function of the confirmed number of guests that will be attending. This will be the number used to finalize your catering arrangements and pay the balance of your account.
8. If more guests than the original amount agreed on and paid for arrive, the client will be charged the same "per head rate" as the rest of the guests per extra guest.
9. We reserve the right to cancel any booking forthwith and without liability on our part in the event of any damage or destruction of the venue by fire or any other cause, any shortage of labour or food supplies, strikes, lockouts or industrial unrest, or any cause beyond our control which shall prevent us from performing our obligations in connection with any bookings in our establishment.
10. Cape St Francis Resort does not accept any liability for loss or damage to any item of property of guests howsoever such loss or damage may occur.
11. Cape St Francis Resort does not accept liability for injury to you or your guests on the premises due to negligence, over-indulgence or any other cause.
12. No alcohol, beverages or food may be brought onto the Licensed premises for consumption.

13. An additional cost of R50-00 (excluding vat) per staff member per hour, or part thereof, will be charged for functions that last longer than 8 hours.
14. Unless by prior arrangement, (and at an additional cost) the premises must be vacated by 1.00am.
15. If the venue has been booked the day following your function, all draping and any other decoration must be removed by 07h00 the morning following your function at your own cost.
16. In the unlikely event of there being a breach of this contract, requesting legal intervention, the party in breach will pay the attorney client fees associated with this intervention.
17. Agreement to changes of the above conditions will only be valid if in writing by both parties.
18. Interest will be charged at prime, as charged by First National Bank at the applicable time, plus 2% per month or part thereof for any amounts outstanding.

**For confirmation of reservation**

**For the client**

**For Cape St Francis Resort**

**Name**

**Name**

**Date**

**Date**

**Signature**

**Signature**

**Please note:**

We drawn on years of experience in the functions industry to devise the above conditions to safe-guard both yourselves, our valued client, and ourselves and guarantees that you receive an excellent standard of service.