



FUNCTION CONTRACT

Client Name and surname	Date of Event:	
Function planner details Company name: Contact number:	Type of Event:	
	Number of Guests:	
Contact Person:	Venue:	Lapa OR Al Fresco..... Venue price: R
Identity No:	Menu:	Buffet..... Plated..... Braai..... Spitbraai..... Menu price: (Subject to change) R..... per person
Land line Tel No: Work:		
Cell No:	Function starting time: Function ending time:	
VAT No: (If applicable)		
Email address:		
Home Address:		

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ZEVENWACHT INFORMATION AND TERMS AND CONDITIONS

We thank you for selecting Zevenwacht as your venue of choice to host your function on this very special day. Below is a layout of the applicable general information, areas of responsibility for the function planner, service requirements, reservation, payment and cancellation terms and conditions.

1. GENERAL INFORMATION

- 1.1 The function will be hosted in one of either the Al Fresco or the Lapa as indicated on page 1 of the contract.
- 1.2 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.)

- 1.3 Kindly note that no liquor, beverages, or food may be brought onto the estate
- 1.4 Please note as bookings are taken well in advance, price increases could materialize.
- 1.5 Function hours: the duration of the function is for a period of 6 hours from starting time. The **Cut off time** for functions are:
 - 1.5.1 Lunch function-18h00
 - 1.5.2 Dinner function-24h00The bar closes a half an hour before vacating the venue.
You can extend the time at a rate of R3000.00 per hour. The latest cut off time is 20h00 for lunch functions and 02h00 for a dinner function. The bar closes a half an hour before vacating the venue.
- 1.6 Specific requirements re time frames are applicable for outside suppliers (décor/flowers etc.) utilized. Please ensure all suppliers are aware of the time frames for set up etc. of venues before confirming these suppliers.
- 1.8 The client is held responsible for **checking in, managing and checking out** of hired in décor and equipment at the conclusion of the function.
- 1.9 Zevenwacht is not held responsible for any décor or equipment brought in for a function
- 1.10 All décor and flowers need to be removed by 09:00 the day after your function.
- 1.11 All draping and/or fairy lights are contracted to an in-house supplier who will on request provide the relevant quote. No outside suppliers are therefore allowed for draping and/or fairy lights
- 1.12 All our prices offer a standard range of crockery, cutlery and glassware for the various venues. Should you require other ranges, the cost of hiring will be for your own account.
- 1.13 Malicious damage to our property and theft will be charged for at full replacement cost.
- 1.14 Please take note that any breakages, damage to the linen i.e., Burn marks, candle wax etc. will be invoiced fully to the client.
- 1.15 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.
- 1.16 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.
- 1.17 Accommodation for 76 people (sharing) is available on the Estate in the Country Inn and Cottages. For all accommodation enquiries and reservations, please contact reservations@zevenwacht.co.za or 021 900 5700 directly.

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2. FUNCTION PLANNER RESPONSIBILITIES

In order to ensure the smooth functioning of the event it is imperative that the appropriate planning of the schedule of events and specific requirements are concluded by the person responsible for the function planning as appointed by the organizer.

- 2.1 This would include the provision of inter alia the following 21 days prior to the date of the function:
 - 2.1.1 Time schedule of events.
 - 2.1.2 The guest seating plan, guest list and table numbers.
 - 2.1.3 Detail of menu selection. (Any special dietary requests may result in additional costs.)
 - 2.1.4 Bar/soft drinks requirements.

2.1.5 Service requirements.

2.1.6 Detail of various service providers to be contracted for the event. (Please ensure that your service providers communicate their technical requirements to the function planner in advance, in order to confirm that their needs are in line with the available electricity supply.)

2.1.7 The final numbers for your function are to be finalized in writing 21 days prior to the date of your function. **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.

2.2 The above is not an exhaustive list, but simply a guideline of minimum information to be provided timeously. Any other specific requirements please to be managed/communicated by the function planner.

3. SERVICE REQUIREMENTS

3.1 Floor service

Service staff required for the event are provided by an independent supplier. Generally accepted service staff numbers/service coordinators depending on guest numbers and food style will be provided for your final approval. Once your specific requirements have been confirmed, a detailed quote for this service including transport cost will be provided for your confirmation and deposit payment.

3.2 Bar service

Zevenwacht restaurant provides the bar service requirements for the event. We require 1 barman op to 70 guests. For numbers more than 70, two or more barman will be charged for, depending on final numbers. A bar set up fee of R750 for the Lapa and R1500 for the Alfresco will be charged. Once your specific requirements have been confirmed, a detailed quote for this service including transport cost will be provided for your confirmation and deposit payment.

4. RESERVATION, PAYMENT AND CANCELLATION TERMS AND CONDITIONS

Reservation

4.1 All reservations need to be in writing. No verbal agreements will be binding. A fully completed signed contract is required.

Payment

4.2 A 50% payment of the pro forma invoice based on your selected services 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.**

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4.3 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.**

4.4 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.

4.5 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: 00/00/2017/2020 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.

5. CANCELLATION

5.1 All cancellations to be in writing

5.2 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 4.3 and 2.1.7
3. No food or beverage may be brought onto the Estate.
4. Please see Clause 4 on our reservation confirmation and deposit policy.
5. Please see Clause 5 for our cancellation policy

CLIENT SIGNATURE.....

DATE.....