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|--------------------------------------------------------------------|---------------------|
| Muslim WEDDING / FUNCTION | |
| AGREEMENT 2017 - Halaal | |
| between | |
| The duBoirs Boutique Lodge / Wedding & Conference Venue | |
| Bride Name : | Groom Name : |
| Bride ID : | Groom ID : |
| On this day of 20 | |

Please initial each page, complete details on this page and return the entire document back to The duBoirs by fax on (086) 293-2158, email: info@theduboirs.co.za or hand it to the coordinator, together with proof of payment to secure your booking.

The customer / authorised representative of the Customer, by his/her signature hereto, hereby confirm that he/she is duly authorised, in the information supplied is true and correct. The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in The DuBoirs General Terms and Conditions Document as referenced below and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He/she further confirm that it was explained to him/her that he/she is entitled to have this document translated into a language of his/her choice at his/her expense.

**ADDITIONAL INFORMATION FOR CONTACT
PERSON RESPONSIBLE FOR ACCOUNT:**

| | |
|-------------------------|-----------------|
| Tel. No. Work : | Cell : |
| | E-mail : |
| Physical Address | |
| Postal Address: | |
| Wedding planner: | |

EVENT / WEDDING PARTICULARS**Please complete sections with ***

| | | | |
|--------------------------------------------------------|---|-----------------------------------------------------|--------|
| Date of Function : | * | Day of the Week : | * |
| Function Room / Venue Booked : | | Function Type : (wedding; 21 st etc.) | * |
| Tables and chairs : (using Duboires stock or your own) | * | Maximum Pax : (estimated guests) | * |
| Venue Hire : | | Honeymoon: (Do you require the salon from 11:00am) | * |
| Areas of Exclusive Use : | | Minimum Guest Requirement: | 100pax |
| Additional Notes (Signed quote attached) | | | |

PAYMENT DETAILS - this section to be completed by The duBoirs

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Wedding / Booking Code : | |
| 1 st Payment due date: (Venue Hire Security deposit of R10 000) | 2nd Payment due date: (Balance of outstanding venue hire deposit if outstanding) |
| 3rd Payment due date: (Total food & beverage bill to be paid as well as R5000 security deposit for loss/damage (Refundable is no loss/damage occur) – 21 days prior to event) | Final payment due date: (Any extras or outstanding amounts – 5 days prior to event) |

BANKING DETAILS:

The duBoirs

First National Bank: - Florida Road

Account Number: 622 9899 3231

Branch Number: 220 526

Should you deposit money directly into our account, please use your name and wedding date as the reference.

Your booking will be confirmed on receipt of the completed and signed contract and full payment of the venue hire.

GENERAL TERMS AND CONDITIONS

ACCOMMODATION

Non-S.A. Residents: To ensure legal compliance with the South African Immigration Act of 2004, as documented in the Government Gazette dated 11 October 2004, it is mandatory to record the information listed in the schedule annexed hereto named "Personal Particulars of Non-S.A. Residents", for all non-South African Residents residing in a Hotel. To facilitate this legislation, it is necessary for the group rooming list to include the following information for individual guests, who are non-South African residents. Surname / First Name / Passport No. / Residential Status / Residential Address / Home Telephone Number / Mobile Telephone Number / Office Telephone Number / E-mail Address.

- ◆ Functions who accommodate all the rooms to its full capacity (20 guests) are entitled to a 15% total discount as well as receiving the honeymoon suite for free.
- ◆ Check in time is 07:00 for the bride and 14:00 for all other guests.
- ◆ Guests will only be permitted to check in before 14:00 if they have received written confirmation from The duBoirs.
- ◆ Children under the age of 2 years will stay complimentary when sharing a room with adults. One child allowed per Room.
- ◆ Children between the ages of 2 and 12 pay R200 less than the adult rate.
- ◆ Children over the age of 12 years are considered adults and pay the full price.
- ◆ A 50% deposit confirms the booking and the balance is payable 21 days prior to check-in.
- ◆ Should you cancel your reservation within 21 days prior to check-in the 50% deposit already paid will be forfeited.
- ◆ If you reserve all the rooms and not cancel in writing within 14 days, you will be liable to pay the full quoted amount.
- ◆ The DuBoirs reserves the right to amend its prices at any time.

HALAAL CLAUSE

The DuBoirs Boutique Lodge is not a certified Halaal establishment.

Should you wish to host your event here and have strict Halaal requirements, please ensure that you are familiar with the following:

The DuBoirs Lodge serves pork on their premises.

All the crockery, cutlery and glassware will be washed and polished before the event,

However, it not will be sterilized in accordance with the MJC's requirements.

The Duboirs is licensed to sell alcohol on the premises.

No guests are permitted to bring alcohol onto our property. If the alcohol is found when vehicles are checked at the gate – the alcohol will be confiscated.

The DuBoirs is licensed to play music.

The du Boirs Boutique Lodge is licensed to sell alcohol on the premises.

As a Muslim customer, you have the following options regarding beverages:

- ◆ Have a tab at the bar for soft drinks only. This amount will need to be paid up front.
- ◆ Provide your own 2ltr bottles of cool drinks at a corkage fee of R15 per bottle & R65 wine and R2.50 per each 300ml cans.
- ◆ Run a cash bar whereby your guests can purchase their own soft drinks.

HALAAL PACKAGES

The duBoirs Boutique Lodge will accommodate self-catering under the following conditions only:

- ◆ The client will ensure that all meals are handed over to The duBoirs cooked, completed and ready to serve.
- ◆ The client agrees that **the kitchen at The DuBoirs is NOT to be used for cooking purposes.**
- ◆ Should cooking be required onsite, the client is to provide their own gas stoves, gas and any other necessary equipment themselves.
- ◆ Should any kitchen smalls, pots, pans, etc. go missing; the recovery costs will be deducted from the client's security deposit.
Our fridges and walk in cold rooms are not available at all – ensure that you have ice for this purpose.
- ◆ The duBoirs will provide chafing dishes up to a maximum of 10, however the client will be responsible for providing chafing fuel. If chafing fuel is not supplied, we will use ours and bill the client for any usage.
- ◆ The client agrees to provide their own platters and serving spoons for the tables.
- ◆ The client acknowledges that the staff of the Duboirs only follows instructions given by management o f t he duboirs. They do not follow instruction n from any o f t he client's services providers, friends or family members. All instructions to the Duboirs to be communicated via the manager on duty by the client or an appointed liaison person.

Wedding Packages: Included in the following:

A Private indoor, air-conditioned reception venue for up to 4 hours

A terrace for welcome drinks or tea

10 seaters round tables (can accommodate 12 pax)- a maximum of 25 tables

Trestle tables for the main tables (Max 5 trestle)

Cake and gift table

Clear tiffany chairs for up to 300 guests

Functions Coordinator

Standard white crockery

Stainless steel cutlery for up to 300 people **only if agreed with caterer.**

Red wine, white wine glasses for up to 300 guests

Beautiful landscaped gardens for photo shoot

Secure parking for up to 100 vehicles (additional parking can be arranged)

Honeymoon suite for the bride to dress from 12:00 **(Subject to availability)**

Please note that the rate of will be charged per person:

R240 per 100 - 150 pax = R33000.00

R220 per 151- 200 pax =R40000.00

R210 per 201– 250 pax = R47500.00

R200 per 251– 300 pax = R54000.00

R180per 301 – 400pax = R64000.00

PLEASE NOTE THAT SUNDAYS ARE RESERVED FOR MUSLIMS WEDDINGS: HOWEVER, SHOULD THE WEDDING TAKE PLACE ON A FRIDAY OR SATURDAY AN ADDITIONAL SURCHARGED R100.00 PER PAX WILL BE CHARGED. We do not charge for our venue – our income is derived from the sale of food and alcohol - as Halaal caterers will doing the catering and no alcohol will be sold, the additional R100.00 is charged. This is not negotiable.

Wedding Packages: excluded are the following:

Refundable security deposit (less damage or loss) - R5000.00

Décor

Flowers and draping,

Bridal stage

Speakers Podium

King and Queen Bridal Chairs

Seating Plan and Easel

Wedding Stationery

Red/White Carpet

Lounge Furniture

Audio Visual Equipment

Additional tables, chairs, cutlery, crockery, glassware, urns, dessert bowls

Table cloths

The duBoirs

13 Hillfold Road, Crestview,

Waterfall

Tel : 031 776 3159, Fax : 086 293

Client Signature _____

Napkins/serviettes
Photographer/Videographer/ DJ/Band/Cake/Cake Stand
9 fully furnished **** star rooms
1 Honeymoon suite.

SET UP AND CUT OFF TIMES

Set up time is from 06h00 on the day of your event

Provision for earlier set up could be made between the hours of 00h00 and 06h00 at a rate of R1000 per hour.

- ◆ An overtime rate of R1000-00 per half hour or part thereof will be charged 4 hours after the scheduled start of the wedding service. This will automatically be added to your account at the end of the wedding. The R1000-00 includes use of the venue, a manager, headwaiter and two waiters per half hour only.
- ◆ Overtime of R500-00 will also be charged should the client's décor set up or breakdown exceed standard function times or overtime paid for.
- ◆ The DuBoirs is responsible for setting up of our tables, chairs, glassware, cutlery and crockery only. Any other set up requirements is the responsibility of the décor company.
- ◆ Any function who's 4 hours extend past midnight are still required to depart at midnight. We are a residential area and our license does not permit us to trade past midnight. No exception will be made in this regard.
- ◆ We advise clients to instruct their DJ/Band to turn the music down at **23:30pm** to ensure that their guests leave on time and to avoid being penalised the overtime rate.
- ◆ Should your guests refuse to leave after midnight, you will be held responsible and be liable for the after hour rate of R1000 per half hour or part thereof.
- ◆ The duBoirs reserves the right to monitor sound to ensure that an acceptable level of sound is maintained during the function. The du Boirs reserves the right to have the music volume turned down at any time.

The DuBoirs reserves the right to show a Venue to potential customers during the set-up time

ADDITIONAL NOTICES:

Please take note of and abide to the following:

- ◆ No fireworks, fire lanterns or fires will be allowed on The duBoirs property.
- ◆ Hooting and loud music will not be permitted in parking areas.
- ◆ Patio doors will be closed from 22:00 to avoid sound from travelling to neighbouring properties.
- ◆ Candles may not be placed directly on the linen. The duBoirs reserves the right to remove the candles if necessary. Candleholders should be wide enough to ensure no wax damage to the linen. Should The duBoirs have to provide candle bases, a surcharge will be levied.◆ **No permanent alterations are allowed, to include nails or hooks in the walls, roof or frames. No draping from our ceiling or the walls.**

FURNITURE AND EQUIPMENT

- ♦ Any damage to The du Boirs property including linen, beyond reasonable wear and tear will be charged accordingly.
- ♦ Legislation prohibits smoking in public areas. Rooms, toilets and all Function and Wedding Venues are non-smoking. Guests are required by Law to smoke in designated Smoking areas.

APPOINTMENTS AND PAYMENT REQUIREMENTS

Please take note of the following:

- ♦ **Bookings are secured by payment of the full deposit of R10 000.00. (dates chosen for the wedding/event will only be booked once R10000.00 is paid.**
- ♦ 30 days prior to the wedding, all wedding details are confirmed and full and final payment is due 21 days prior to the wedding date.
- ♦ Should full payment not made 21 days prior to the event, the duBoirs will automatically have the right to sell your date to another client and you will automatically forfeit any monies already paid to The duBoirs.
- ♦ A final appointment will be scheduled 2-3 weeks prior to the wedding. In the event of non-payment of fees, the coordinator will not be able to schedule this final appointment.
- ♦ The following is confirmed at the final appointment; Schedule, procedures of wedding day, floor plans. Final number of guests – Should this final guest number increase after payment has been made, the outstanding payment must be made 5 days prior to the event
- ♦ On check out the day after the wedding the bride and groom will sign an addendum for any extra expenses occurred on the night of their function and will be liable to pay this amount within 7 days after their function

RISK/LOSS/DAMAGES

- ♦ No paper confetti, streamers, feathers or rice are allowed at The DuBoirs. You are welcome to use flower petals. If other confetti types are used regardless of the agreement, the client will be charged per hour for casual cleaning staff.
- ♦ While The duBoirs does feature a full backup generator installation, we shall not be held liable for interruptions of services (water, electricity, sanitary services).
- ♦ Whilst every precaution will be taken to ensure the safeguarding of your belongings, The duBoirs will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc.). We recommend that all personal and valuable property be removed directly after the function.
- ♦ Décor and props must be removed by 07h00 on the day following the function. Should The duBoirs not have an event the day following your function, you will be allowed a grace period of 24 – 48 hours. Any items not removed within 7 days of being placed in storage will be discarded. The duBoirs does not accept liability for loss or damage of any item during this period.
- ♦ Please note that draping that have not been removed at the end of the wedding or by 07h00 the following morning will be taken down. The duBoirs does not accept liability for loss or damage of any item during this period.

- ◆ Should The duBoirs building, surrounding gardens, décor or napery be damaged by the client, the client's guests or client's suppliers during the set-up or break down operations of the function, or during the course of the function, the client shall be held responsible and will be billed accordingly.

The customer shall not be entitled to:

- Paint, affix or attach any matter to the walls of the function room
 - Drive into the walls, floor, partitions, doors of the function room any screws, nails or the like
 - No painting or spray-painting of your or your supplier's equipment will be allowed to take place on the premises of The duBoirs.
 - Clients and Suppliers are not permitted to use any tape or stickers on our floors without consent from management. Only certain types of tape are allowed, please confirm this with management. Should any of your or your suppliers tape/stickers peel off any of the floors paint, you, the client shall be liable for any cost implications regarding the repair thereof.
- ◆ The duBoirs, 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.
 - ◆ The duBoirs reserves the right to refurbish and upgrade the venues from time to time.
- ◆ The DuBoirs reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of The DuBoirs, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
 - ◆ The client must confirm all changes and cancellations in writing.

RESCHEDULING OF A DATE

The postponement of a function is considered a cancellation. Please refer to cancellation policy.

CANCELLATION POLICY

- ◆ Should your function be cancelled for whatever reason once the deposit has been paid, full refund will only be made if you have given The duBoirs a written cancellation 10 months or more before your function date, less a R500.00 handling fee.
- ◆ Should your function be cancelled within less than a 10-month notice period from the date of your function, your full venue hire and security deposit paid will be forfeited. The same applies to functions that were booked less than 10 months prior to the function date.
- ◆ In the event of non-payment of the fees within the time specified, the DuBoirs shall be entitled to cancel a booking after giving the client written notice giving them seven days to rectify.
- ◆ The final number of guests as discussed at the final appointment will be the number charged for unless attendance is greater as detailed above. Bearing in mind that should this variance still be below the minimums of 100 guests for a Saturday function, clients will automatically be billed for the specified minimum as mentioned above.