



WEDDING / FUNCTION AGREEMENT	
between	
The duBoirs Boutique Lodge / Wedding & Conference Venue	
And	
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@thedubois.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 above 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 :
Fax No. :	E-mail :
Physical Address (chosen domiciliu citandi et executandi) :	
Postal Address :	
Client Banking Details :	



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 linen : (using Duboires stock or your own)	*	Maximum Pax : (estimated guests)	*
Venue Hire :		Salon : (Do you require the salon)	*
Areas of Exclusive Use :		Minimum Guest Requirement:	100 pax
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 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; 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.
- Should 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.



MENU SELECTION

Our extensive menus are interchangeable to accommodate your personal requirements. Copies of our menus are available on request.

- Annual food increases will be of immediate effect in April of every year for the year ahead. Menu prices remain subject to change due to economic factors during the course of the year.
- Children under the age of 8 years will be charged 50% of the agreed adult menu price. Children under the age of two years will not be charged.
- Food may not be brought onto the premises and Food may not be taken off the premises.
- Please note that your entire guest amount must be catered for; applicable to any and all menu options available on our menu selector.
- Suppliers (DJ, photographer etc.) contracted to work at the Reception will be included in the total guest amount/selected menu for catering purposes.
- Brunch functions are limited to Mondays to Thursdays, Sundays and on our short notice special unless otherwise agreed in writing by The duBoirs.
- Cocktail functions are limited to Mondays to Thursdays and on our short notice special unless otherwise agreed in writing by The duBoirs.
- Should your actual number of guests on the day of your wedding, exceed the number confirmed you will be charged the quoted menu cost plus a 10% surcharge.
- The duBoirs does all in-house catering and outside caterers are not allowed.
- The client will not be permitted to bring in any food items unless they have received written confirmation from The duBoirs management, this includes party favours.
- The minimum number of guests for a Saturday function is 100 guests. Should your guest list be below this minimum requirement, you will still be billed for the specified minimum of 100 guests. This is a non-negotiable and we will not accept Saturday functions of less than 100 guests.



BAR SERVICES

We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. Clients are welcome to set a limit on the total bar expenditure for their account.

In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function.

- Bar attendants are charged a minimum of an 8 hour shift.
- Should the Barmen work longer than 8 hours, an overtime rate of R80 per barman, per hour will be charged.
- Bar prices are subject to change without prior notice.
- An updated list of bar prices is available on request. Annual bar price increases can be expected in April every year.
- Wine orders need to be placed two weeks prior to a function. Wine orders are limited to; two Sparkling Wine / Champagne options, three white wine options, two red wine options. Should you require us to purchase wines which are not on our wine list, you will be required to purchase the balance of all left over wines.
- Any changes to the bar requirements at any stage are to be done so in writing.
- No food or beverage may be brought onto the property, into the accommodation or into function rooms by the Customer or his guests for consumption on the premises, unless the prior written consent of The duBoirs has been obtained. This also applies to “dinky” bottles / party favours and gifts.
- In the event that guests of the clients function are caught consuming beverage on the premises that have not been purchased from The duBoirs, the client will be charged for these items at The duBoirs rate.
- The duBoirs reserves the right to have any of your guests removed from the premises should they be caught consuming their own beverage on the premises.
- Should your guests be caught consuming their own beverage on the premises, The duBoirs will be liable for informing the client of such misconduct one time only, thereafter the management reserves the right to charge the clients account with immediate effect.



SET UP AND CUT OFF TIMES

Set up time is during office hours of 08h00 to 17h00 the day before your event (subject to availability). The ceremony area and venue will be ready / set up 2 hours prior to the start time of the ceremony. Anyone making alternative arrangements must ensure that these are documented on the function sheet at the final appointment.

- An overtime rate of R1000-00 per half hour or part thereof will be charged 8 hours after the 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, two waiters and two barmen per half hour only.
- Overtime of R500-00 will also be charged should the client's décor breakdown exceed standard function times or overtime paid for.
- All functions have the venue until midnight only. No music is permitted after this time
- We advise clients to instruct their DJ/Band to turn the music down at 23:30 to ensure that their guests leave on time and to avoid being penalised the overtime rate.
- The duBoirs reserves the right to monitor sound to ensure that an acceptable level of sound is maintained during the function. The duBoirs 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 of all Private Functions.

FURNITURE AND EQUIPMENT

The provision of The duBoirs standard furniture and equipment is at no extra charge (please see packages to clarify what is considered "standard furniture").

Please ensure that the equipment requested is satisfactory in advance of your function. Any additional items should be supplied or hired by the client at the client's cost.

- 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.



FURNITURE AND EQUIPMENT (Continued)

- Any damage to The duBoirs 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

The duBoirs operate on a cashless basis. Only credit/debit cards and EFT will be accepted for pre payments. This excludes any cash bar sales.

This form of payment reduces the risk of theft and therefore provides a much safer environment for Guests and Staff.

- Bookings are secured by payment of the full security deposit of R10 000.00.
- 30 days prior to the wedding, menus are confirmed and full payment is due 21 days prior to your event.
- 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's 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.

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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 suppliers 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.



RISK/LOSS/DAMAGES (Continued)

- 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.