



TERMS & CONDITIONS

Reception Venue Hire for Weddings

The Botterkloof Resort Function Centre hire allows for use of the Function room & the Foyer. The use of the Garden or Chapel for the Ceremony is at an additional cost. The maximum number of guests permitted in the Function room is 120 people.

The per person fee includes: planning assistance on the best use of the venue; set-up on the day of ceremony and reception areas; management of the guest experience and continuity of the event.

Botterkloof Resort will provide:

- Chosen menu option
- Chosen beverage package/option
- Wait Staff (to serve Buffet Style) Addition waiters required for Sit Down Menu.
- Up to 12 round tables and 120 chairs
- A bridal table (seats 6-8)
- A gift table
- A cake table
- Liaison with the nominated contact person regarding timing and continuity at each stage of the day

Not included. Can be arranged at additional cost.

- Ushers to greet and guide guests to the ceremony area, accept gifts and transfer to the reception gift table.
- Security Staff, Car Guards
- Red Carpet for Chapel
- Sound Equipment for Chapel
- Printed Food Menus for Tables.
- Barman/lady for Cash Bar
- Additional Waiters for Sit Down Function.
- Set up of the function room according to the layout and table plan supplied by the client and agreed with Botterkloof Resort in advance (final version must be provided 7 days in advance)

- Placement of client supplied decorations, if plan provided and agreed in advance. (Does not include assembly of decorations or flower arrangements)
- Placement of wedding favours and place names as per seating plan (place names to be supplied in separate envelopes/boxes with the table number clearly marked on the outside)

Client supplied decorations and equipment

- Botterkloof Resort does not undertake to handle large or heavy items such as archways, urns, hired tables or entertainment equipment. Installation of large or heavy items must be arranged by the client and in consultation with Botterkloof Resort regarding the timing and access.
- Table decoration must be discussed and approved by Botterkloof in advance, to ensure that appropriate table settings (cutlery and glassware) can be worked around the decorations.
- A limited amount of storage space for non-perishable decorations can be provided in the store room by prior arrangement in the days leading up to the wedding. No responsibility will be accepted for damage or loss of stored items.
- The suspension or attachment of any decorations to Botterkloof Resort property is prohibited without prior arrangement.
- No screws, nails, adhesive tape or other fasteners are to be attached or driven into walls or any other part of the buildings.
- Rose petals may be strewn outdoors. A clean-up charge will be incurred in the event of confetti thrown inside /outside.
- The use of candles and proposed candleholders must be specifically approved by Botterkloof in advance of the event. Any damage from candle wax or flame damage will be charged to the client.
- All client supplied decorations and equipment must be removed from the function room by 12.00am the following day.

Table setting

The Botterkloof Resort per person price incorporates a place setting that includes:

- White linen table cloths and napkins
- White porcelain crockery and stainless steel cutlery
- Glassware – water glass, wine glass and champagne flute per setting
- Set up of the table setting
- Table Numbers
- Cake Table & knife
- Gift and buffet tables (if required)

Electrical appliances & lighting

Electrical appliances & lighting (including fairy light curtains) must be approved by Botterkloof Resort prior to set-up.

Fires and fireworks

The lighting of fires or the use of any pyrotechnic device is strictly prohibited

Botterkloof Resort Property

- No property belonging to Botterkloof Resort is to be removed from the premises
- The moving of or interference with any tree, plant or ornament within the grounds and buildings is prohibited.

Valuables

- Botterkloof Resort takes no responsibility whatsoever for items or valuables of wedding reception guests.
- Botterkloof Resort will take all due care, but will not be held responsible for breakage or misplacement of wedding gifts.

Access

Persons or parties engaged by the client shall have the right to enter the property for the purpose of preparatory work one day prior to hire from 12.00 am if advised in advance and from 8:00am on the day of hire.

Cake

- Botterkloof Resort will take delivery of the cake only on the day of the wedding
- The cake will be placed directly onto the cake table.
- The client is responsible for ensuring that the cake assembly and decoration is as intended.
- The Botterkloof Resort chef can assist, if requested, with any running repairs but Botterkloof Resort takes no responsibility for ensuring full restoration.

Flowers

- Botterkloof Resort will take delivery of flowers only on one day prior to the day of the wedding.
- Flowers will be placed directly into the ceremony or function room as required – no chilled storage is available.
- The client is responsible for ensuring that flower arrangements are fully assembled.
- Botterkloof Resort will ensure that the flowers are placed as intended if provided with a layout and decorating plan.
- Botterkloof Resort will undertake watering of arrangements according to provided instructions.

- Botterkloof Resort will take all due care, but accept no responsibility for the appearance or condition of flower arrangements

Smoking

Smoking is prohibited anywhere inside Botterkloof Resort.

- Smoking is permitted outside the Function Room. For fire safety reasons, particular care must be taken to ensure ash, used matches and butts are disposed of in the ashtrays or sand buckets provided.
- Smoking is not permitted in the ceremony area or bush areas of the grounds.

Food & Beverages

No food or beverages can be brought into the ceremony, function or outdoor areas without the express permission of Botterkloof Resort.

- No beverages purchased outside Botterkloof Resort is to be permitted during the ceremony and reception. A R2000 fine will be issued if any guest brings their beverages into the function Hall. All beverages must be purchased from the cash Bar.
- Use of client supplied wines is permitted, if arranged in advance.
- A service charge/corkage fee of R25 per bottle will be payable.
- The bottles to be served must be supplied to Botterkloof Resort in advance of the function.
- The quantity supplied must be signed for by both parties.
- Service of the wine will be controlled by Botterkloof Resort (self-service is not permitted).
- Unopened bottles will be returned to the client at the end of the function
- Left-over food is the property of Botterkloof Resort and is not available to the client. The exception is the wedding cake. All untouched portions of the wedding cake and any decorations will be returned to the client the next day.
- Meals can be ordered for non-venue personnel by prior arrangement.
- Children under 12 years will be charged half price for the buffet menu options
- Children's meals can be ordered in advance (recommended).
- Meals for guests with special dietary requirements must be ordered no later than 7 days prior to the event and may be subject to a surcharge.
- A 10% Service Charged will be billed to your final Food bill.

Damages

- The client shall take reasonable care not to damage any venue property
- The client shall be liable for full restitution for damage to Botterkloof Resort property or glass breakages by their suppliers prior to, or guests during, the function

Conduct

- The client shall conduct the wedding in an orderly manner in compliance with any directives from venue management, including obeying all applicable laws, ordinances and regulations.
- The client is responsible for all their guests and their behaviour.
- Botterkloof Resort reserves the right to exclude or eject any person(s) attending the function, or present on the property, if their conduct or attire is deemed to be unacceptable or inappropriate.

Function closure and curfew

- The bar will close by no later than 01h:00 pm
- The music will be switched off no later than 01h00 (depends on DJ)
- All guests must have departed the premises by no later than 02h00am
- Departing guests must be advised to keep noise to a minimum

The client undertakes to provide the following:

- Updates to contact details. Failure to advise changes in contact details can lead to cancellation of the booking and re-hire of the venue
- Confirmation of catering requirements (menu selections, catering numbers, beverages) - 21 days prior
- Final confirmation of guest numbers and authorization of the bar tab management instructions -7 days prior
- An indication of the timeline for the day, function lay-out, table plan and decorations - 14 days prior and final instructions - 7 days prior
- Procedures of the day
- Final number of guests
- Layout of the function area

Reception Venue Charges

- Venue charges are fixed at the rate stipulated in the contract

Surcharges apply on public holidays for all charges for venue & catering

- Catering charges at time of booking are **indicative only** and are subject to adjustment for inflation and seasonal variation
- Catering and beverage costs will be fixed at time of invoicing, one calendar month prior to the event with the exception of nominated high cost ingredients such as seafood and out of season fruit and vegetables and changes to alcohol excise tax

Ceremony Venue Charges

The gardens and Chapel (wet weather option) can be booked for wedding ceremonies if the wedding reception is being held at Botterkloof Resort

A hire fee of R1000 will be charged for use of these areas

This will include:

- A register table and 2 chairs
- 120 guest chairs

(Excludes rental of chair covers)

Children's Babysitting Service

- Botterkloof Resort can offer a Babysitting service (recommended) for the duration of the event at an additional cost. Please request a separate quote for this.
- Botterkloof Resort will in no way be held responsible for the health and safety of children.

Payments

Bookings are secured by an R6000.00 deposit and a signed agreement.

- Provisional reservations will be reserved for a period of 14 days only, after which the booking will be considered cancelled.
- 50% of the cost of the function must be paid 60 days prior to the function,
- The balance of the account is payable 14 days prior to the function.
- Any outstanding moneys/ bar tabs or any additional costs must be paid before departure.
- A R500 Breakage / damages deposit will be added to first invoice to cover any possible breakages or damage to Botterkloof property. This deposit will be repaid within one week after the function.

Cancellation policy

- Cancellations must be received in writing
- In the event of cancellation 6 months prior to the event - 100% of the deposit will be returned
- In the event of cancellation 6-4 months - 50% of the deposit will returned
- In the event of cancellation 4-2 months - 10% of the deposit will be returned
- In the event of cancellation less than 2 months - no deposit will be returned

Confirmation of booking

- The booking is only confirmed on the receipt of the R 6000 deposit and the signed booking contract.
- A receipt/ tax invoice for the paid deposit and a copy of the signed contract will be sent to the postal address nominated on the contract.
- Any variations to the contract must be in writing and signed by both parties

Botterkloof shall not be held liable for interruptions of services.

All precaution will be taken to ensure safeguarding of your belongings. Botterkloof Resort will not be liable for loss or damage to any property whatsoever (valuables, wedding gifts etc.)

All personal and valuable property must be removed during or directly after the function.

Should Botterkloof Resort's building, surrounding gardens, decor, crockery or napery be damaged by the client or clients' suppliers during the set-up or break down operations at the function, the client shall be held responsible and will be billed accordingly.

Botterkloof Resort, 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.