



Agreement for booking.

1. **Deposits**

A non-refundable deposit of 25% of the total value of the booking is required as confirmation of your function. Balance of payment becomes due 14 days prior to the function. Should you fail to comply, management will cease all further arrangements for your function. Any extra charges billed to the master account must be settled prior to departure unless alternative arrangements have been made with management. A refundable breakage deposit is payable 14 days prior to the function. The balance, after breakages have been subtracted, will be refunded 14 days after the function.

2. **Number of guests**

The final number of guests attending any function should be communicated to management no less than 7 days prior to the function in order to facilitate catering requirements. This is the minimum number of guests you will be billed for unless numbers increase. Numbers may increase up to 24 hours prior to the function but **CANNOT** be decreased within 7 days of the date of the function.

3. **Venue Hire**

Venue Hire rates, where applicable, includes tables, chairs, cutlery, crockery and napery. (See pricelist.)

4. **Liquor and Spirits**

No liquor in excess of the limit agreed upon will be provided unless authorized and paid upfront. In terms of the Liquor Act, **no liquor may be brought onto or taken of the premises**, save for the liquor supplied by Lavender Hill.

5. **Payment**

The balance of all amounts outstanding will be payable **prior** to departure unless otherwise arranged in advance.

6. **Damages to Property / Lost Property**

- The client will be liable for all damages incurred to the premises or its contents during the function and indemnifies Lavender Hill in respect thereof. Any such damage levied will be settled within 5 working days from the date of request and/or demand to do so.
- Any additional décor, draping, signage or the like erected by request of the client will be removed immediately after the function. Prior permission from management should be obtained if the client cannot adhere to this regulation.
- Any damages resulting there from will be for the client's account, which amount will be settled within 5 working days of request or demand.
- Kindly note that management and staff of Lavender Hill will accept no responsibility or liability for any damaged goods or personal loss prior, during or after the function.

7. **Technical assistance**
All requirements to be confirmed prior to your function. Management **will not** be held responsible for any specialized technical assistance on the day of the function if prior arrangement have not been made.
8. **Prices**
All rates quoted are based on standard wedding rates and information supplied by you to date and thus may change. All prices quoted are subject to change without notice thereof.
9. **Food**
Food remaining over after the function will be dealt with at the discretion of management.
10. **Smoking**
We request that you advise your guests that Lavender Hill is a **non-smoking** venue. Ashtrays will be placed near all access points to make things as easy as possible for those who do wish to smoke.
11. **Penalty**
A penalty of R 500 must be paid if the event goes on after 00h00. An additional R 1 000 penalty must be paid if the event goes on after 01h00. No event may go on after 02h00.
12. **14 days prior to function**
Confirmation of menu and liquor, per fax.
The co-ordination of the wedding must be discussed with management.
13. **Hiring and Decorating of venue**
Please note that the venue is only hired per day and that the venue will only be available from 8:00am the day of the function. Decorating of the venue is thus only allowed the day of the function.
14. **Setting of hall**
Setting of hall includes, arranging tables and chairs, setting of tables (tablecloths, napkins, cutlery, crockery and glassware) and setting of items hired from Lavender Hill. Any items provided by the client, including the seating arrangements, must be discussed prior to the function and provided not less than 3 days before the function. If the client does not adhere to this, Lavender Hill will not be responsible for the setting of the hall.
Any extra decorating (ex. tying of ribbons around napkins, tie backs around the chairs, etc) will be charged extra according to time spend.

Please note that by confirming your reservation, you will automatically be deemed to have accepted all conditions stated herein.

Signed at _____ on this the _____ th day of _____ 20_____

Name & Surname (Please print) _____

I.D.: _____

Signature: _____