



Braeside Weddings and Functions Terms and Conditions

1. The reservation will only be **confirmed** upon receipt of a R15 000 deposit.
2. **Deposits are to secure a specific date.** If the wedding date is changed or postponed **within 6 months** from the date booked, the deposit will be lost and another deposit paid to secure the next date. This next deposit will only be deducted from the final invoice not the first deposit as that **date is cancelled.**
3. Should you wish to change your date before 6 months, written notice must be given and a further R5000 deposit must be paid to secure your new date. The first deposit is not lost, as both deposits will be deducted from the final invoice. Should you postpone or cancel again both the deposits are non-refundable. Another R15 000 will be paid to secure the next date.
4. **There is a minimum of 120 guests policy for venue hire and menu for Saturday or Public Holiday function in 2016. This minimum numbers does not include children. (Midweek, Fri or Sun is min 100 guests)**
5. **All food and beverage to remain on the property and no excess food or beverage may be removed from Braeside Weddings and Functions.**
6. **Please note menu prices are subject to periodic price increases, should you wish to confirm your menu price, please ask for a written quotation. No food is to be bought onto premises, as all catering is done in-house, no outside catering allowed.**
7. The remaining amount is required **three weeks** in advance of the function. Confirmation of numbers is also required at this time; no refunds will be made if the numbers decrease after this time. Please ensure **service providers** are included in the final numbers, **and you will be required to pay for them.**
8. There is a refundable breakages deposit of R1 500 for functions less than 150 people and R2 000 for functions over 150 people. This will be refunded within month of function in order to access damages and breakages from hiring companies, or for any additional guests who arrived at the wedding.
9. If client wishes to use candles, sparklers etc any burns or damages to cloths etc, made by them will be charged to the client. It is a no smoking venue so should damage result from cigarettes the client will also be charged.
10. The client may set up for their function the day before, provided theirs is no function before, at no charge. However, this will only be confirmed in the week of your wedding. If we do have a function before, we will do our best to accommodate the clients décor needs.
11. **All draping and fairy lights are to be supplied by Braeside Weddings and Functions.**
12. **All décor including any additional draping needs to be removed from the venue by the end of the previous wedding if we have another function the next day, unless prior arrangements have been made. Alternativley all items must be collected by 8am the following day.**
13. Any stationery for table décor i.e. table numbers, individual name seating, gifts, napkin decor etc. must be delivered to Braeside **two days prior** to the function if we are to set up on your behalf. In the event, that this is not provided to the venue timeously, the client will need to arrange set up of same.
14. The limit and type of bar account must be specified, e.g. beer and wine only, or full bar, **three weeks prior** to date of function. We will require your **limit to be paid in full at this time.** If there is any refund due to you after the function this will be paid within one month of the function, in order for us to assess any further excess costs or breakages etc. If the limit is exceeded during the function, we will require the remainder to be settled the day after the function. If we do not receive this, interest will be charged. **Please note we do not allow clients to bring in their own beverages and if this is the case, we will request that guests refrain from doing so. In the event that this request is not adhered to, we will ask the guests to leave the property.**
15. If more guests attend the function, than previously specified and if we are able to accommodate same, we will require that the additional payment for these guests is settled by credit card on the evening of the function. The same price per person will be charged. This must be settled at the function before guests enter, failing which, the guests will be asked to leave the venue.
16. Due to reasons beyond our control, the company reserves the right to cancel any function.
17. The company does not accept liability for loss or damage of any items, or personal injury to any individual on their premises.
18. Any items left behind after function **is not the responsibility of Braeside**, please allocate a bridesmaid or someone to be responsible for collection of items. Any items left, must be collected within one week after date of function, thereafter items will become the property of Braeside or disposed of. Please note collection of items, Monday – Friday is between 9am – 4pm, Saturdays between 9am – 12pm and Sundays by arrangement only. Please ensure you have called to let us know you are coming, to ensure we have your items ready for you.
19. **No persons may bring their own alcohol**, beverages or food onto the property before or during the function.
20. The company reserves the right of admission at all times.
21. An additional cost of R50 per waitron, barman, and chefs will be charged per hour after 8 hours from start time.



22. Please note that last rounds are at **12:30am and venue closes at 1am** (music is turned off at 1am, please ensure DJ / entertainment are informed).
23. You are allowed **10 hours** from time given for start of service or arrival of guests from church.
24. Regrettably no baby-sitting facilities.
25. If you have any queries with the above terms and conditions, please discuss with the company. Upon payment of the R15 000 deposit you acknowledge and agree to our terms and conditions and will be liable for any legal fees for collection of outstanding monies with or without signatures below.

Bride sign: _____

Groom sign: _____

CANCELLATION POLICY

1. 100% of the deposit will be refunded if you cancel/postpone 12 months or longer before the booked date.
2. 60% of the deposit will be refunded if you cancel/postpone 8 to 12 months before the booked date.
3. 20% of the deposit will be refunded if you cancel/postpone 4 to 8 months before the booked date.
4. 0% of the deposit will be refunded if you cancel/postpone less than 4 months before the booked date.

The client shall not be entitled to assign the date of the function to any third party to utilise the company's facilities. The date is specific to the client who has signed below.

**Confirmation of reservation and acceptance of the Braeside Weddings and Functions
Terms and Conditions (both pages)**

Bride's full name: _____

ID Number: _____

Bride sign: _____

Cell Number: _____

Email: _____

Home Address: _____

Home contact number: _____

Work address: _____

Work contact number: _____



Groom's full name: _____

ID Number: _____

Cell Number: _____

Email: _____

Home Address: _____

Home contact number: _____

Work address: _____

Work contact number: _____

Groom sign: _____

Date of function / wedding: _____

Estimated number of guests: _____