

STRAVEN COURT - TERMS AND CONDITIONS – 2016

The venue can be hired for functions during the day and during the night. A day function will end by 8.00 pm in the evening and a night function will end at midnight unless special arrangements have been made.

DAY FUNCTION (FROM 10am UNTIL 8.00pm)

The cost to hire the Venue is R60.00 per person excl. vat. This includes the use of the venue, all tables and chairs (Plastic Ancona), the use of the garden and/or chapel and the use of the cold room if required. The minimum charge for the use of the venue is R11 000.00 excluding vat.

NIGHT FUNCTION (FROM 2pm UNTIL MIDNIGHT)

The cost to hire the Venue is R75.00 per person excl. vat. This includes all tables and chairs (Plastic Ancona), the use of the garden and chapel. We also have a cold room which may be used. The minimum charge for the use of the venue is R11 000.00 excluding vat.

1. PAYMENT TERMS

1.1 Deposit

- 1 To secure and confirm the booking of the venue, a R5000.00 **non refundable** deposit is required.
- 2 A Refundable deposit of R1000 is payable a month prior to the Function for any damage or breakages of Equipment including glasses, crockery and cutlery and the shortage thereof.
- 3 The outstanding balance for the venue hire is payable 1 month prior to the function.

1.2 Payment

1. All payments must be deposited directly into the bank account referred to hereunder.
2. Cheques are not acceptable.
3. A function will not take place until full payment is made. **Payments made only at the Office, please. Kindly keep all receipts for reference.** Alternative arrangements for payment to be made directly with Evan.
4. The R1000 deposit for damage, breakage and shortage will be refunded as soon as the bill has been settled.
5. Straven Court does not have Credit/Debit card facilities.

1.3 Prices

All prices quoted now are correct at the time of print and are subject to change without notice.

Banking Details

Account Name: E.R.Antel

Bank: ABSA CHATTERTON

Branch Code: 630 525

Account Number: Please contact us for details

Reference: Name and date of your wedding.

1.4 Cancellations

1. In the event of a cancellation, **ALL** deposits/monies paid are non refundable and will be forfeited to Straven Court.
2. Straven Court reserves the right to rebook the date cancelled, if possible.

2. CATERING

1. Straven Court's preferred Caterers are Hamblin's, or Wooden Spoon.
2. All Hamblin's and Wooden Spoon's Terms and Conditions will apply.
3. Other Caterers, by special request, to be confirmed with Evan.

3. FINAL MEETING.

A week before the function a final meeting will be held to confirm the following:

1. Number of guests.
2. Menu and bar requirements.
3. Detailed procedures and times thereof for the wedding day.
4. Full and final bar payment if a limit has been set.
5. Bar services and any special requirements.
6. Any other requirements.

4. BAR

Straven Court uses the services of The Thistle for the entire bar requirements and a package can be negotiated directly with them.

A refundable Liquor deposit will be required.

The following is not permitted according to the Law.

1. No alcohol may be brought onto the premises by patrons.
2. No alcohol may be removed from the function venue or consumed in the parking areas.
3. No alcohol may be sold or served to any person under the legal drinking age of eighteen.
4. No alcohol may be purchased for any person under the legal drinking age.

If any patrons are found contravening any of the above, they will be requested to leave the premises immediately and the Liquor deposit forfeited.

If a bar limit has been agreed then this amount will be paid in full at the final meeting. Any amount not utilized will be set off against any breakages and the balance refunded.

Prices are subject to change.

5. DÉCOR

Décor and set up to be completed by 7pm.

5.1 Service Provider/wedding coordinators

In the event of outside service providers the following is applicable:

1. Décor and props must be removed by 11h00 the morning after the function, unless by prior arrangement
2. Straven Court will not be liable for any damage or loss
3. If candles are used they must be wide enough to ensure that no wax damages the linen.
4. The patron will be liable for wax removal.
5. No permanent changes to the venue are permitted. This includes nails etc.
6. In the event of there being any damage beyond reasonable wear and tear to any structures, buildings, furniture and or fittings the patron will be billed for such damage.

6. OVERTIME

1. Overtime will commence after 18H00 for a morning wedding and after 24H00 for an afternoon wedding. The rate will be R600.00 per hour. No weddings to continue past 1am.

2. Bar can remain open for as long as the patron wishes.

3. Straven Court reserves the right to close the bar and venue at its own discretion at any time.

7. Setup and Cut off Times

1. No nails etc. to be used on any part of the venue unless arranged.

2. Setting up is usually done the day before from 7 am to 8 pm. If you require setting up a day earlier, if possible, it will be arranged.

3. The venue will be cleaned the day prior to the function. Any mess made during preparation for the function, will be cleaned before the people responsible leave.

4. All preparations must be completed two hours before the wedding.

8. GENERAL/LIABILITY

1. While every precaution will be taken to ensure the smooth running of a function, Straven Court shall not be held liable for interruptions of services (water, electricity, sanitary service and gas).

2. Also every precaution will be taken to ensure the safeguarding of personal belongings and Straven Court shall not be liable for any loss or damages to any property whatsoever.

3. Straven Court reserves the right to cancel any booking forthwith and without liability on its behalf in the event of any damages or destruction of the venue by fire, breakings, shortage of labour, strikes, industrial unrest or any other cause beyond the control of Straven Court which shall prevent it from its obligations.

4. Straven Court will not be held responsible for any harm, injury or loss incurred in person or a group whilst on the property.

5. Straven Court has an automatic standby generator in case of a power failure.