

SLIGHTLY NUTTY FUNCTION VENUE **& RESTAURANT**

TERMS AND CONDITIONS 2017/2018

VERY IMPORTANT: The *Terms and Conditions* has to be completed and accompanied with a receipt of deposit payment, as stipulated. (Please note that where a P.C.O. or other Agent has made this enquiry on behalf of its client, the client is the contracting party and is required to sign this contract. Where the P.C.O. or other Agent signs this contract it does it on behalf of its client and warrants its authority to do so.)

The confirmation of your booking is subject to receipt of the signed contract (both the document headed “quotation” and these terms and conditions pertaining thereto), a full payment of the venue fee and is subject to further availability on receipt thereof. **The prices on certain items may be increased without prior notification.**

1. TIME SCHEDULE

- *Slightly Nutty Wedding Venue* hire times are from 08h30 – 00h00 on the particular day of the function. The *Venue* after hours is subject to availability and after hour charges are R1500.00 per hour. **These charges will apply in the event of after hours use whether booked or not.**
VERY IMPORTANT: The term “After Hours” also imply any time after 16h00 on a Wednesday, Thursday or Friday. *Slightly Nutty* is closed on Mondays and Tuesdays.
- Events shall not run later than 01h30. **Payment is due immediately if any event needs to run later than 00h00. The owners or management of *Slightly Nutty* reserve the right to cease all services immediately and to close and lock-up the venue if payment is not met.**

2. FOOD AND BEVERAGES

- **No food or beverages may be brought onto the premises.** If food or beverages are brought onto the premises, *Slightly Nutty* reserves the right to charge their clients the amount of a full bottle or full case at *Slightly Nutty's* selling prices or the equivalent full portion dishes in the case of food and demand pay immediately. **If clients fail to respond to this agreement, *Slightly Nutty* shall cease their services to their client immediately and all deposits and payments are thus forfeited by the clients.** This applies to the client’s service providers as well as any guests, family members or friends, etc.

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- Food on the buffet will be displayed for 2 hours only from the confirmed time of the main course.
Food/drinks remain the property of *Slightly Nutty* and may not be removed from the premises. **WE DO NOT GIVE OUT DOGGY BAGS AT ANY FORMAL FUNCTIONS.**
- **All dishes and drinks are subject to availability and price fluctuations / sudden price increases. *Slightly Nutty* reserves the right to increase prices without prior notification. *Slightly Nutty* reserves the right to change certain dishes on the selected menu if it needs be, without prior consent of the client.**
- Specialized dietary requirements such as Halaal and Kosher meals are subject to a surcharge.
- **All entertainers' and or technical staff's meals (i.e DJs and photographers) should be included in the guaranteed number.**

3. CANCELLATION POLICY

- No variation or alteration of the terms or details of the booking by the client shall be valid or binding unless reduced to writing and accepted by the venue at its sole and absolute discretion.
- Any cancellation or postponement of this agreement shall be subject to a 100% cancellation fee equal to the applicable venue fee / deposit owed by the client towards *Slightly Nutty*, regardless of the time left before the function date.
- Any change to the number of guests, subject to a maximum deviation of 10 %, must be done in writing at least 7 days prior to the event. **Failing to do so will result the number of guests in the quotation page to be binding and accurate. Any persons failing to turn up at the event who were part of the quotation will be charged for in full.**

4. LOSSES / DAMAGES AND INTERRUPTION OF SERVICES

- Neither *Slightly Nutty* nor its agents or employees shall be liable for any damages or losses which may be caused to any of the goods of the client, its employees or invitees brought onto the premises for whatever reason, nor for any injury or loss of life of the client, its employees or invitees howsoever caused. The client further indemnifies and holds harmless *Slightly Nutty* against any claim that may be made against the company by any third party relating to the provisions of this clause.

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- Should any damages occur to the building, gardens, décor, linen or any property of *Slightly Nutty* during the function, the client shall be held responsible and billed accordingly.
Broken or damaged articles will only be kept up to three weeks after the client's function date.
- Candle burns/wax damage will be charged back to the client.
- *Slightly Nutty* will not be held liable for interruptions of services (water, electricity, sanitation) due to any reason whatsoever and cannot be held responsible for bad weather (e.g. heavy rain).
- *Slightly Nutty* includes the services of bar personnel and waiters at all its functions without charging an extra fee. **The only way this service can be offered at no extra charge is through subsequent spending at our bar facilities. *Slightly Nutty* reserves the right to subtract the bar personnel and waiters' wages from the damages deposit at its sole discretion if clients do not make use of its bar facilities. Also refer to clause 2.**
- **We do not accept responsibility for any decorations or items left on our premises.**

5. EQUIPMENT AND SET-UP

- The venue will be available for set-up from 08h30 the morning of your event and needs to be cleared out according to the arrangements made with *Slightly Nutty*. **Please note that we will not help anyone on Mondays or Tuesdays, nor after 16h00 on Wednesdays, Thursdays and Fridays, since we are closed during those times (unless prior arrangements have been made)**
- Included in the venue hire for wedding ceremonies are a podium, register table, tables, guest chairs and tables for gifts and the wedding cake.
- We strive to provide table linen of high standard; please do not use any objects that can damage the linen, e.g. candle burns, wax damage etc.
- ***Slightly Nutty* must handle and provide the decor at the agreed set-up/labour fee, unless alternative arrangements have been made. Clients, however, are allowed to bring certain items by prior agreement (e.g. confetti or wedding favours).**
- *Slightly Nutty* will hand over the facilities in a neat and tidy state, whereafter the client takes responsibility for the tidiness of the premises if other service providers have been used. *Slightly Nutty* will only clean again if the untidiness is a result of one of its employees.

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- Please note that *Slightly Nutty* only takes instructions from the bride and/or groom and the master of ceremonies. All other people are treated as guests. We cannot entertain individual requests on your wedding day and we expect your guests to understand this arrangement.
- *Slightly Nutty* will set-up one proof table FREE of charge (excluding the flowers), whereafter a set-up fee will be charged on your wedding quotation at R250 per table for each proof table afterwards.

6. OUTSIDE SERVICE PROVIDERS

- Please take note that *Slightly Nutty* cannot take responsibility on behalf of your service providers for correct and timely setup of décor and/or equipment, maintenance during the event, removal of décor and/or equipment or the security of such equipment and/or décor.
- *Slightly Nutty* personnel will assist all service providers as far as possible, but will not be able to provide any equipment nor continuous assistance. Ultimately outside service providers are responsible for themselves.
- We kindly advise that you request your service providers to visit *Slightly Nutty* prior to your event, to determine the outcome of your requests. Service providers need to find out about designated parking areas before the date of the function. **Under no circumstances will parking on our lawns be tolerated. Service providers run the risk of being towed away at the client's expense.**
- Please request your service providers to respect our venue, indoors and outdoors. No items are allowed to be attached on the walls, ceiling, floor or any other structure that is not installed for decoration purposes.

7. PAYMENT & BAR ARRANGEMENTS

- The balance payment and all additional charges, for example bar limits, will be payable strictly 21 days prior to the event date. This includes the contingency deposit which will serve as a security measure against damages for the owners of the wedding venue. If the balance payment is not received on or before the requested date as per the terms and conditions, the event may be cancelled and paragraph 4 of these terms and conditions will apply.

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- **Final confirmation of the bar requirements, will take place no later than 7 days prior to the function.**
- Credit available on the bar tab and contingency deposit as paid over to *Slightly Nutty*, will be refunded ONE MONTH after the event, after proper inspection has been made.

Please choose one of the following (X) and in the event of an open bar , please indicate a credit limit:

CASH BAR		OPEN BAR	
		BAR LIMIT	

The names and specimen signatures of expressly authorised signatories for the purpose of payment of contracted amounts and all additional charges, are:

1. Name: _____ Signature: _____
 Relationship to Bride & Groom (if applicable): _____

2. . Name: _____ Signature: _____
 Relationship to Bride & Groom (if applicable): _____

Acceptance (Please fill in where applicable):

I, _____, the client, hereby accept all the terms and conditions contained herein and in the document headed "Quotation".

Physical Address : _____

Postal Address : _____

E-mail Address : _____

Tel number : _____ Cell phone number : _____

Signature : _____ Date : _____

Name in Print: _____