

Shalwyn Terms and Conditions

1. PAYMENT TERMS

1.1 Deposit

- 1 To secure and confirm the booking of the venue, a R5000 deposit is required.
- 2 The outstanding balance for the venue hire is payable a month prior to the function.
- 3 A Refundable deposit of R1000 is payable a month prior to the Function for any damage or breakages of consumables that belong to Shalwyn V&C, these include amongst other things: wine glasses @ R16 each and beer, whiskey glasses @ R6 each, fire extinguisher refill R300, glass jugs R20.

1.2 Cancellations

- 1 In the event of a cancellation:
 - i.) Six months or more before the function date - R2500 of the paid deposits/monies will be refunded from Shalwyn V&C. This is not negotiable.
 - ii.) Four months or more before the function date - R1500 of the paid deposits/monies will be refunded from Shalwyn V&C. This is not negotiable.
 - iii.) Less than four months before the function date – NO deposits/monies will be refunded from Shalwyn V&C. This is not negotiable.
- 2 Shalwyn V&C reserves the right to rebook the cancelled date, if possible.
- 3 Cancellations must be done in writing to Shalwyn V&C.
- 4 Once cancellations are made, the reserved date will become available to the public once again.

1.3 Payment

- 1 Cheques are not acceptable.
- 2 All moneys must be deposited directly into the bank account referred to hereunder.
- 3 A function will not commence until full payment is made.
- 4 The R1000 deposit for damage or breakage will be refunded as soon as the bill has been settled.
- 5 Credit/Debit card facilities are not available.

1.4 Prices

- 1 All prices quoted herein are correct at the time of print and are subject to change without notice.
- 2 A surcharge of R2000 is payable for Sundays or public holidays.

Banking Details

Account Name: LEANNE MCNALLY
Bank: ABSA CHATTERTON (Savings)
Branch Code: 632005
Account Number: Please contact for details
Reference: Name & Function Date

2. FINAL APPOINTMENT

A meeting will be scheduled a week prior to the function to confirm:

- 1 Number of guests attending
- 5 Final menu and bar requirements
- 6 Detailed procedures for the wedding day
- 7 Full and final bar payment
- 8 Any special requirements

3. CATERING

- 1 All catering is arranged by Shalwyn V&C. ONLY Hamblins catering services are used
- 2 No food is permitted to be brought onto the premises.
- 3 Due to health and safety reasons, food can only stay in the heated unit for a maximum of two hours and therefore chefs have no alternative but to take the food from the hot buffet two hours after the requested serving time.
- 4 Should you wish to use your cake as part of your dessert, you shall need to use an approved supplier as arranged by caterer. Any other cakes may be supplied but may only be used if served with tea/coffee after ceremony or at end of meal with tea/coffee
- 5 A non refundable deposit of R6000.00 is required to confirm your catering date with Hamblins and a R2000.00 refundable deposit for last minute changes or damages. Please pay Hamblins catering: Account 4056873312, Absa branch code 632005, Reference: Shalwyn and date of wedding. Email proof to info@weddingsa2z.co.za
- 6 By booking at Shalwyn you are agreeing to Hamblins caterers standard terms and conditions which are available from Hamblins on request

4. BAR

4.1 Bar

Shalwyn V&C is licensed to sell liquor. The following therefore is not permitted unless prior arrangements are made

- 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

4.2 Bar Service

- 1 Shalwyn V&C require to be briefed at the final meeting (2.2) regarding bar requirements.
- 2 Any special requirements must be done in writing.
- 3 Prices are subject to change without prior notice.
- 4 In the case of an open bar service the bar limit must be paid in full a week before the function date.
- 5 The liquor deposit is to be signed and paid at the final meeting.
- 6 Should the bar limit not be fully utilised, the outstanding amount will be reimbursed with the breakages deposit (1.3)

5. DECOR

5.1 Service Providers/coordinators

In the event of outside wedding coordinators and 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 Should breakdown be necessary after the event, falling into overtime, this will incur the usual overtime rate (6.1)
- 3 Shalwyn V&C are not liable for any damage or loss to property hired, bought or borrowed.
- 4 If candles are used they must be wide enough or encased to ensure that no wax damages the linen
- 5 The patron will be liable for wax removal
- 6 No permanent changes to the venue are permitted. This includes nails/hooks in the wooden palls
- 7 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
- 8 Service providers are required to tidy up after themselves.
- 9 Anything left in our cold room or in our storage is at the patron's/service provider's own risk.

5.2 Setup and Cut off Times

- 1 The day before the function the venue must be used for decorating and set up from 7am – 4:30pm. Should setup exceed 4:30, the usual overtime rate will be incurred (6.1).
- 2 In the unlikely event of the venue booked the day before, setup will take place from 7am on the function date.
- 3 Note that the venue will be cleaned the day prior to the function. Any mess made during preparation for the function, will be the responsibility of the patron to clean before they leave.
- 4 Shalwyn V&C is not responsible for any damages howsoever caused or theft occurring at any time.
- 5 The setup must be completed two hours prior to the ceremony time.

6. OVERTIME

- 1 Staff are included in the cost of the venue hire until 24h00 for afternoon weddings (14h30+ start) and 18h00 for morning weddings (8am+ start), thereafter a surcharge of R700/hr or part thereof will be charged.
- 2 Bar will remain open for as long as the patron wishes.
- 3 Shalwyn V&C reserve the right to close the bar and venue at its own discretion at any time.
- 4 Setup the day prior to an event is until 4:30pm, any time required hereafter will incur our normal overtime rate (6.1)
- 5 Should breakdown be necessary after the event, falling into overtime, this will incur the usual overtime rate (6.1)

7. GENERAL

- 1 While every precaution will be taken to ensure the smooth running of an event, Shalwyn V&C shall not be held liable for interruptions of services (water, electricity, sanitary service and gas).
- 2 Whilst every precaution will be taken to ensure the safeguarding of personal belongings, Shalwyn V&C shall not be liable for loss or damages to any property whatsoever (Décor, wedding gifts, valuables, sound equipment, etc). Please ensure service providers carry off premises insurance when hiring goods.
- 3 Shalwyn V&C 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 Shalwyn V&C which shall prevent it from its obligations.
- 4 Shalwyn V&C will not be held responsible for any harm, injury or loss incurred in a personal or group capacity, while on the property.