

BOOKING CONDITIONS

All bookings are provisional until confirmed by receipt of a non-refundable booking fee and a signed booking form agreeing to these terms and conditions:

1. Deposits

To confirm your wedding please complete the booking form, read and sign this document and return together with an initial nonrefundable deposit of R14, 525.00, via EFT into our account with your reference number BHDDMMYYCCXX.

Confirmation will be sent by return on receipt of the booking form and proof of deposit.

One month prior to your wedding we will be in contact to arrange a meeting to discuss final details. Within 14 days of the meeting the remainder of all outstanding fees are due.

The remaining balance is due 14 days in advance of the wedding when you confirm final numbers.

In the unlikely event that you should have to cancel or postpone your confirmed booking your deposits are not refundable or transferable, please refer to the full terms and conditions for more information.

2. Standard times and Overtime

The venue is available to the hirer till 24:00 after which overtime will be charged for every 30 minutes over the agreed upon time at R500. 24:00 is final cut-off and last rounds will be called at 23:30.

3. Food & Beverage

The menu and alcohol selection must be finalized at least 14 days prior to the function date to allow for ordering and preparation.

4. Equipment & Setup

The setup is the responsibility of the Hirer. Venues support staff can be given if approved in advanced.

The Hirer agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be deducted from the Renters Liability deposit.

The venue reserves the right to refuse the use of any equipment or props.

5. Sound and music

It is the responsibility of the renter to ensure that the performer complies with the requirements and sound levels not exceeding db88. The renter must ensure that the respective noise levels are not exceeded.

6. The venue and property

The Venue and any additional services requested may only be used for the purpose(s) for which they are hired.

Smoking is not permitted anywhere in the Venue. The Renter, guests and delegates are asked to smoke only outside main entrance doors or in the garden area.

The Renter is responsible for any willful or negligent loss and/or damage to Venue furniture and equipment. Any costs of making good any damage will be deducted from the Liability deposit.

The Renter is responsible for guests and their guest's behavior and welfare.

7. Venue Hire Inclusion

The venue hire does not include decor, flowers, draping, drinks or catering.

Included in the venue hire are necessary staff and standard Black Horse Estate furniture and equipment, crockery, cutlery, glassware, napery and table linen (if available) and the use of the chapel.

8. Liability deposit

Any outstanding restaurant accounts, unpaid bar tabs or serious property damage will be deducted from the liability deposit. This amount (R 5,000) will be invoiced with your final invoice and we will do a refund within 5 working days from your wedding.

9. Liability

To the fullest extent permitted by law the Venue shall not be liable for:

- Any losses, costs, damages, and expenses resulting from claims for bodily injury or property of the Hirer or their guests/delegates.
- Any inconvenience or loss caused to any party as a result of cancellation or termination.

The Renter has an obligation to tell all guests/delegates about these terms and conditions and give them details to ensure they comply with them. The Venue will enforce the terms and conditions against guests/delegates individually where relevant.

Date of wedding:

Name & full signature:

BOOKING FORM

Date of wedding:

Bride's Name & Surname:

Groom's Name & Surname:

Approx., number of guests:

Reception booked in the name(s) of:

Address:

Area Code:

E-mail:

Mobile:

We will send the final invoice to the above address

Contact Details

Bride

Preferred means of communication

Telephone Mobile

Email address

Contact Details

Groom

Preferred means of communication

Telephone Mobile

Email address

To confirm the booking of the above Wedding Reception please EFT your initial deposit as per attached quote.

Please send this form to:

Email: estate@blackhorse.co.za

Confirmation will be sent by return

I hereby understand and agree to the booking conditions and the additional terms and conditions of Black Horse Estate

Names:

Date:

Signed:

