

## FUNCTION TERMS AND CONDITIONS

### 1. FUNCTION DEPOSIT

- 1.1 The Ascot Wedding & Conference Venue (hereinafter referred to as "Ascot") will only secure your booking once a 50% function deposit, based on quotation, is received, along with the signed Terms & Conditions and copies of both parties ID documents.

### 2. REFUNDABLE BREAKAGES/SUPPLEMENTARY DEPOSIT

- 2.1 a **R3000.00** refundable breakages/supplementary deposit is included in the quoted price and is re-payable 2 weeks after the function date. This is required to secure breakages and any additional costs incurred at the function. **Please note that 50% of this deposit will be forfeited should your guests be found consuming their own alcohol in the car park .**

### 3. PAYMENTS

- 3.1 The balance of the agreed Wedding cost is payable in full **14 days prior** to the function (non-negotiable);  
3.2 Any amendments as to the number of guests and anticipated changes are to be communicated 7 days prior to function date;  
3.3 Any increase in numbers should be communicated and paid in full, with 48 hours prior to the function date;  
3.4 In the event of additional guests arriving on the day, **if** a meal can be prepared by the kitchen it will only be served once payment has been made (card facilities available)  
3.5 Ascot regrettably does not accept cheque payments. See Clause 19 for payment details

### 4. CANCELLATION

- 4.1 In the event of the client cancelling:
- 4.1.1 9 to 12 months prior to the function, 15% of the paid function deposit paid (as per clause 1.1) will be retained as a cancellation fee
  - 4.1.2 6 to 9 months prior to the function, 25% of the paid function deposit paid (as per clause 1.1) will be retained as a cancellation fee
  - 4.1.3 3 to 6 months prior to the function, 50% of the paid function deposit (as per clause 1.1) will be retained as a cancellation fee
  - 4.1.4 2 to 3 months prior to the function, 75% of the paid function deposit (as per clause 1.1) will be retained as a cancellation fee
  - 4.1.5 0 to 2 months prior to the function, all monies, excluding refundable deposit, including the function deposit (as per clause 1.1) will be retained as a cancellation fee.
- 4.2 The client will be liable and subject to this cancellation penalty and the cancellation terms and conditions contained herein not withstanding, *inter alia*, an event of death, serious injury or an Act of God or any other reason or cause whatsoever that may occasion such cancellation;
- 4.3 The client hereby warrants and agrees that the penalty provisions as stated, *inter alia*, in this clause, are fair and equitable

SIGNED:.....

### 5. PENALTY

- 5.1 In the event of the times on the contract not be adhered to, 50% of the refundable deposit will be forfeited, not negotiable.  
5.2 In the event of guests found consuming their own alcohol in the car park, 50% of the refundable deposit will be forfeited.

SIGNED:.....

### 6. POSTPONEMENT OF FUNCTION

- 6.1 In the event of your function being postponed, you will be given 14 days in which to re-confirm a further suitable date;  
6.2 Should we not receive re-confirmation of this date with the 14 day period, the full cancellation terms and conditions will apply as reflected in Clause 3 above;  
6.3 Postponements will not be considered should you be within 6 months of your function date.  
6.4 We will not accept a cancellation of a function once a postponement has been made. All monies, excluding refundable deposit, will be forfeited should this be the case.

SIGNED:.....

### 7. FOOD PRICE FLUCTUATIONS

- 7.1 **Menu prices are subject to change due to food price escalations. We reserve the right to update the price in the contract accordingly. If the product is no longer available it will be substituted or replaced.**

### 8. CHAMPAGNE & WINE CORKAGE

- 8.1 Champagne and wine supplied by the client will be charged a corkage fee of **R40.00** per bottle. A maximum of 3 bottles per table is permitted, not negotiable

### 9. BAR FACILITIES

- 9.1 A fully licensed bar is available on the premises;  
9.2 Standard stock is supplied unless otherwise requested by the client;  
9.3 The bar is available for service from the commencement of the function and will close no later than **23h55**, therefore last round will be called at **23h30**.  
9.4 It is **specifically** recorded that the consuming of alcohol not purchased from our bar or as permitted and agreed upon corkage, **is strictly forbidden**. Any transgression of the above will lead to 50% of the refundable deposit being forfeited. Please inform the Program Director or Emcee of this agreement so they are aware and can advise guests during welcome speech.

SIGNED:.....

### 10. MUSIC

- 10.1 In the light of the venue being situated in a residential area, music must be turned off no later than **23h55**. Failing which, R1000 per hour thereafter will be charged.

### 11. VENUES

- 11.1 Ascot has three Function Venues and at any given time all three may be in use. We request that consideration be given to other functions by ensuring noise levels during ceremonies and the volume of music during the function remain at a moderate level.

### 12. ARRIVAL/DEPARTURE

- 12.1 Please co-ordinate anticipated time of arrival with Ascot so access arrangements can be made;  
12.2 The venue is available from **08h00** on the day of the function, unless otherwise arranged;

12.3 In the light that the venue is situated in a residential area it is requested that the venue be vacated by **24h00 (midnight)**.

**13. BREAKAGES/DAMAGES**

- 13.1 Any breakages/losses will be for the clients account. Stock take will be done immediately after the function and should the client or a nominated person not be present, the right to dispute the charges deducted from the refundable deposit will be forfeited;
- 13.2 Please note that any damages, stains, burns or candle wax marks to linen will also be charged for at replacement costs.

**SIGNED:.....**

**14. FOOD**

- 14.1 All the food provided for the function remains the property of Ascot;
- 14.2 No food may be removed from the premises **under any circumstances, due to health regulations;**
- 14.3 No food is allowed to be brought onto the property, unless prior arrangements have been confirmed with management, so as to maintain Ascot standards;
- 14.4 Ascot reserves the right to serve dessert simultaneously with the main course, should the program of events be delayed;
- 14.5 It is a health requirement that food provided can only remain in the heated units for a maximum period of 2 hours. Staff are compelled to remove the food after the requested serving time.
- 14.6 **Should additional guests arrive, payment for these guests is to be made BEFORE the guests are provided with meals. If this is not done, the extra guests will not be served. Card facilities are available.**

**SIGNED:.....**

**15. PUBLIC HOLIDAYS/SUNDAYS**

- 15.1 A surcharge of **R2500.00** is payable for bookings on Public Holidays & Sundays. This is to cover staff costs as all wages on this day are double time.

**16. DAMAGE TO PROPERTY**

- 16.1 The client shall be responsible for any damage to Ascot property, arising from and cause whatsoever, whether or not the damage is due to the negligence of the client and or their guests.

**17. MISCELLANEOUS**

- 17.1 We request that only **fresh** rose petals or flowers be used as confetti as they are biodegradable;
- 17.2 Bubble machines are only permitted in the garden area
- 17.3 Chinese lanterns are not allowed as our venues and surrounds are thatch
- 17.4 A surcharge of **R25.00** per person will be charged for numbers under 50 pax
- 17.5 A surcharge of **R35.00** per person will be charged for Halaal meals catered for by our preferred supplier.
- 17.6 The Right of Admission Reserved is at all times
- 17.7 Ascot does not accept liability for loss or damage to any item of the customer howsoever such loss or damage may occur. Ascot does not accept liability for injury to you or your guests on the property due to negligence, over-indulgence or any other cause. Children are welcome but must be the responsibility of a designated adult at all times. For their own safety, children must not be left unattended. They must not play/fall in our various water features and swimming pool. Unruly children and their guardians will reluctantly be asked to leave.
- 17.8 We will not be held responsible for any loss, breakage, theft or damage to décor supplied by outside décor suppliers.
- 17.9 All prices include 15% VAT

**18. NO VARIATION**

- 18.1 No variation to these terms and conditions is permitted without the prior written consent of Ascot.

**19. BANKING DETAILS**

**Chezi's Conference Centre (Pty) Ltd t/a Ascot Wedding and Conference Venue**  
**NEDBANK**  
**Account: 102 8295 138**  
**Branch: 116 535**  
**KZN INLAND**  
**Cheque Account**  
**Reference: Date & Name of Function**

My signature appended hereto confirms my understanding and acceptance of the aforesaid terms and conditions. I furthermore confirm that I am indebted to the Ascot Wedding and Conference Venue in the amounts as indicated in Clause 1, as well as any such further amounts as agreed with the Management for purposes of the entire function as stated in, but not limited to, the aforesaid terms & conditions.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CLIENT 1:

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
SIGNATURE OF CLIENT 2:

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
CO-ORINDATOR

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
FULL NAME

These terms & conditions are designed to safe-guard both you and Ascot and to ensure that you receive an excellent standard of service. We look forward to ensuring that you host an outstanding function.