



BOSCHENDAL

FOUNDED IN 1685

WEDDING AND EVENTS TERMS & CONDITIONS

RATES

- All prices are subject to change without prior notice due to seasonal changes.
- Setup and breakdown days are subject to availability and are charged at an additional rate per day.
- All rates include 15% VAT. Boschendal reserves the right to increase quoted rates, should government increase any related taxes or obligatory taxes.
- Rates are quoted in South African rand (ZAR). Foreign currency payments are accepted at the daily bank exchange rates on the date payment is received. Any bank charges occurred when making payments are for the client's own account.
- Should a refund need to be paid by Boschendal, the refund amount will be in South African Rands (ZAR), based on the value of the quote in Rands and not the foreign currency payment amount.
- All venue package rates exclude beverage and food costs. Food costs will be based on the menu selection provided by our event chefs.
- A service fee of 10% will be levied on the final food and final beverage account issued to you.
- Under no circumstances will any third party be allowed to change, alter, add-on or re-quote rates provided by Boschendal. This serves as a contract by which all signatories are held responsible to ensure that he/she is aware of all rates quoted by Boschendal are accurate and are correct.
- Boschendal will not be held responsible for any date changes if the contract holder wishes to change or move his/her date; hereafter our cancellation clause will apply.
- Right of administration is reserved to Boschendal venues and facilities.

DEPOSITS, CANCELLATIONS AND REFUNDS

- A quotation is issued to relevant signatories upon inquiry is valid for 7 working days from the date of issue. A provisional reservation is valid for 7 working days pending confirmation. Hereafter, should no confirmation be given the booking will be released.
- Boschendal reserves the right to shorten the validation period of the provisional reservation with notice unless previously agreed upon.
- The reservation will not be confirmed until a 50% deposit of the applicable amount has been paid to Boschendal. Monies need to have reflected in Boschendal's bank account along with a signed copy of the terms and conditions in order to finalize the confirmed reservation process. Thereafter a confirmation letter as well as an updated invoice reflecting deposit received will be sent to the client.
- A proforma invoice will be issued to the client 28 days prior to the event, upon confirmation of the menu selection and final numbers.
- Full payment of the outstanding balance on the invoice must be settled 21 days prior to the Event date.
- No meal refunds will be made 14 days prior to the Event date should the attendance of guests decrease.



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- A breakage deposit of R15 000 is payable upon confirmation of the reservation. The full amount will be refunded 30 days after the Event date, should no damages, losses, breakages or theft have occurred.
- Should the Event venue require extensive cleaning, other than clearing of waste, e.g. heavily stained chairs, walls, wooden floors etc. Boschendal will deduct the total invoiced amount issued to us from the selected cleaning service company outsourced by Boschendal from the breakage deposit.
- Should the client wish to change the original Event date, notice of no later than 180 – 121 days prior to the Event date needs to be given and is subject to availability.
- Boschendal does not offer account facilities.
- Cancellations made within the notice period of 180 – 121 days prior to the Event date will result in the loss of the 50% deposit.
- Cancellations made within 120 – 0 days prior to the Event date will result in the client being billed in full for all Boschendal services.
- Boschendal reserves the right to lock the event venue and cancel all services booked by Boschendal should full payment not be received 21 days prior to the Event date.
- For Boschendal to process a refund to wedding couples the following is required:
 1. Bank confirmation letter of the account holder
 2. Copy of ID of Bank account holder
 3. Refund form to be completed
- For Boschendal to process a refund to Wedding Planners / Companies the following is required:
 1. Bank confirmation letter
 2. Company Registration Documents / ID of the Wedding Planner
 3. Refund form to be completed

EVENTS

- Boschendal reserves the right to permit or deny the use of any external coordination company, a list of our preferred suppliers list will be provided to you by the Boschendal Events Department.
- Please note that only biodegradable confetti guns such as rose petals is permitted. Should you make use of other types of confetti the client will be charged an additional fee for a cleaning service thereof.
- The use of smoke machines is prohibited inside any of our venues.
- Confirmed sequence of events needs to be provided to Boschendal no later than 21 days prior to the event date. Boschendal does not take any responsibility for any mismanagement due to ineffective external coordination or communication regarding independent coordinators, contractors or service providers.
- Should the absence of an events coordinator and/or on-the-day coordinator take place, a Boschendal coordinator would be appointed and levied to the client i.e. the signatory of this contract at R10 000. This will reflect on the final account issued to you.
- All external events coordinators and/or on-the-day coordinator must be present on the premises until the end of the food service of any event.



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I/We hereby confirm and acknowledge the above whereby it states, the presence of an event coordinator/on-the-day coordinator must be present until the end of food service of any event.

Client Signature:

Date:

Coordinator Signature:.....
.....

Date:

Boschendal Signature:

Date:

PRE-WEDDING EVENTS

- Pre-Event events and/or rehearsal dinners may only commence from 18h00 and need to conclude no later than 22h00. Should the signatory of this contract decide to extend, a cost of ZAR 3000.00 per hour will be levied on the final account.
- Should a pre or post event take place in an area where accommodation is present, all cottage needs to be booked out by couple to ensure that other guests staying on the farms experience isn't impacted.
- Food and beverages are strictly provided by Boschendal.
- In the event of any special dietary requirements due to religious beliefs, we work with reputable Kosher and Halaal caterers in the industry. Kosher and Halaal meals may be ordered on request at an additional charge.
- All glassware, cutlery and crockery will need to be hired in and will be for the clients own account and the relevant supplier's responsibility. Hired in glassware, cutlery and crockery can be provided by Boschendal at an additional cost. *Venue Dependent*.
- Outdoor furniture i.e. tables and chairs will need to be hired in and will be for the clients own account and the relevant supplier's responsibility. Outdoor furniture can be provided by Boschendal at an additional cost.
- No live entertainment only soft background music is permitted.
- Please feel free to enquire with our Event Coordinators for exclusively designed packages.

STAFF

- Boschendal provides 1 waiter for every 10 guests and 1 barman for every 25 guests.
- Should staff be required to work overtime, a double rate will be billed to your final account issued to you.



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- If additional staff is required, a rate determined by Boschendal Management will be billed to you.
- Should the event be held on a Sunday the rate will be billed at 1.5 per hour per staff member.
- Should the event be held on a Public Holiday double rates will apply.
- A service fee of 10% will be levied on the final food and final beverage account issued to you.

OVERTIME

- The bar and venue are booked until 24h00. If the event exceeds the standard permitted time of 24h00, a fee of R7 000 per hour will be charged.
- Please note this charge will be applicable to all event guests and external suppliers up until the time they have left the premises.

SET UP AND BREAKDOWN

- Set up of décor and flowers are permitted to begin from 08h00 onwards on the date of the event unless set up a day prior to the event has been arranged and paid for. Subject to availability.
- Suppliers involved in the set up and breakdown of an event is required to remove all equipment from the venue no later than 09h00 unless previously arranged with the Boschendal Events representative.
- All set up and breakdown arrangements need to be discussed with a Boschendal Events Department representative.

THE MENU

- A variety of menu selections are provided and prepared by our event chefs. Our farm-to-table menus use only the best quality seasonal ingredients from our fields, gardens and other local suppliers.
- Boschendal requires the final confirmed menu no later than 21 days prior to the event date. Any add-on extras will be billed on the date of the event.
- All dietary requirements need to be communicated no later than 21 days prior to the event date.
- Regrettably no outsourced catering is allowed for any event held at Boschendal, other than that of religious beliefs.
- Should the client have religious dietary requirements, outsourced catering will be permitted and provided by Boschendal where a surcharge of R175 per person will apply. Boschendal cannot guarantee the quality of any outsourced catering. All outsourced caterers will need to undergo approval by management before securing an outsourced caterer.
- For small intimate events where Boschendal is involved in sourcing an outsourced caterer for religious beliefs, please note the client will be issued the full bill supplied by the caterer and a 25% administration fee will apply.
- Should unforeseen delays such as lengthy speeches or sudden changes occur, this will influence the efficiency of our kitchen considerably therefore affecting the quality of your experience with us. Our team of chefs will be using the agreed upon sequence of events as a guideline for all food menu preparations.



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- One complimentary wedding menu tasting can be arranged by appointment for the bride and groom. Any additional guests who take part in the tasting will be charged at the full menu rate. Menu tastings are done between Mondays and Thursdays and are subject to availability.
- Any extra meals and beverage costs incurred are required to be settled at the end of the event or during check out. Service fees apply and will be levied on the final account for food.

BAR ARRANGEMENTS

- A beverage deposit of R450 per person will be charged on weddings held at Boschendal. All beverages are charged based on consumption.
- Boschendal has exclusive management of the bar. No other alcohol may be brought onto the premises other than beverages provided to you from Boschendal's selected functions beverage list for any event held with us.
- Our functions beverage price list is structured on restaurant pricing.
- We do not allow any wine or MCC to be purchased online or from our wine tasting venues for consumption at events.
- The bar selection needs to be confirmed 21 days prior to the event date.
- Should you wish to make use of cash bar facilities on the day of the event, a lead-time of 21 days prior to the event date is required. Boschendal will not accommodate on-the-day adjustments to methods of payment i.e. from the clients account to cash bar facilities for the event.
- The bar will call last rounds 30 minutes prior to the end of the event.
- Beverage prices are subject to change due to the supplier price increases.

SHUTTLES

- Boschendal provides a shuttle service for all internal guests staying at Boschendal cottages. Shuttles are provided every half hour until 00h30am. Hereafter, an overtime fee will be charged. The fee for the shuttle service is included in the venue hire overtime cost.
- Should the venue be extended until 02h00 the last shuttle will depart the venue at 02h30 to Boschendal cottages.

MUSIC REGULATIONS

- Due to local noise regulations, music will be switched off, lights will be switched on no later than 24h00.
- Should the couple wish to extend the venue hire until 02h00am, music will be switched off, lights will be switched on no later than 02h00.
- Boschendal reserves the right to regulate the volume of the music at any event held at Boschendal. The noise level needs to be kept down to a maximum of 80 decibels.



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SUPPLIERS/DAMAGES

- Boschendal does not provide any décor, styling, or floristry for any event, this is for the clients own account and for the client to source.
- Any hired goods will be the responsibility of the event/wedding coordinator. Boschendal will not be held responsible for any damages or late returns of hired goods. All hired in equipment or décor brought onto the estate will need to be removed no later than 09h00 the next morning.
- If a marquee/Bedouin tent is used at an event breakdown day fees will apply.
- All décor or hired in items are for the client's own account.
- Boschendal does not provide staff in any way to assist florists, suppliers and or coordinators during setup and breakdown of any event; this includes table décor settings, set up and breakdown of ceremony chairs and outdoor furniture layouts.
- Screws, nails, panel pins or similar, may not be driven into any walls, floors, partitions or doors and the use of temporary adhesives or double-sided tape is prohibited.
- Painting or gluing is prohibited on any surface in any venue. All floor or structural damages such as water damage on the floors, wax damage on tables and floors to any of the venues will be charged to the client. In the event of the above listed damages, charges will be deducted from the R15 000 breakage deposit. Should the damages exceed the breakage deposit amount, the balance due is payable within 30 days after the event.
- The contract holder i.e. the client or signatory to this agreement will be held responsible for all breakages, losses, and damages occurred during the event and any subsequent days on the premises.
- All outsourced catering suppliers will need to provide all operating equipment i.e. kitchen wear, food service gear etc. Please refer to Addendum 2.
- Boschendal requires that all independent coordinators or contractors provide proof of their compliance certificates and applicable insurance cover in the event of any claims which may arise due to damage or injury caused by their doings or installations. Boschendal will not be held liable for any claims regarding damages or injury to any person, coordinators or contractor's property or staff.
- Boschendal furniture and lights may not be removed to any other parts of the venue or off site unless previously arranged with a Boschendal manager.

SAFETY AND SECURITY

- Securing and safe keeping of bridal gifts or guest personal belongings will not fall under the responsibility of any Boschendal employees.
- Any vandalism to the venue and/or guests who display abusive behavior will be removed from the venue by Boschendal appointed security.
- Suppliers contacted by the client are required to ensure a safe working practice for the event and its entirety.
- Any additional security arrangements are for the client's own account.



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- Boschendal requires that all independent coordinators or contractors provide proof of their compliance certificates and applicable insurance cover in the event of any claims which may arise due to damage or injury caused by their doings or installations. Boschendal will not be held liable for any claims regarding damages or injury to any person, coordinators or contractor's property or staff.

CHILDREN

- Children are most welcome at Boschendal.
- Please note that parental supervision is always essential as Boschendal is a working wine farm. The responsibility for the safety and wellbeing of children rest with the respective guardians.
- Boschendal does not provide any childcare facilities/nanny services.

WEATHER

- Boschendal takes no responsibility for any radical shift in the weather that may affect the event. Clients are responsible for any extra costs incurred in arranging a weather back up for the event.
- Deposits and full payments made for the use of outdoor Boschendal venues are not refundable due to the shift in weather conditions.

SMOKING REGULATIONS

- In accordance with South Africa's legislation, all indoor facilities are strictly non-smoking areas. Smoking is only permitted in designated smoking areas.

BOOKING WEDDING ACCOMODATION

- There are two different accommodation options available to you upon booking your accommodation with us for your event:

Option 1:

- Accommodation is held for the for the bride and grooms account for 7 days, once the contract is confirmed.
- Within 7 days a 30 % deposit is due.
- 20% payment is due 90 days prior to arrival.
- Balance is due 60 days prior to arrival.
- The full rooming list needs to be provided by the bridal party and all extras need to be settled.
- A 10 % discount is offered on each room booked.



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Option 2:

- A 10% discounted rate is offered to your guest and a booking code is provided should they book within 30 days of the contract being signed.
- The guests make the booking themselves with the hotel.
- The guest books from availability – no rooms are held for them.
- Upon booking a 50% deposit is required.
- Balance due 60 days prior to the event.

ACCEPTANCE OF TERMS AND CONDITIONS

Upon acceptance of the agreement, please email a signed copy of the agreement along with a proof of payment for the event date to Functions@boschendal.co.za.

Boschendal will require credit card information as a standard procedure; this will serve as security on your booking upon paying a deposit. The actual credit card will need to be physically present on the date of the Event. A secure credit card authorization link will be sent upon request and acceptance of the terms and conditions.

I /We, the undersigned

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(Please print full names of all parties involved)

I/We hereby confirm and acknowledge that the above terms and conditions constitute this contract.

I/We hereby confirm that I/we have read, understand and agree to the above Terms & Conditions.



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Signed:

.....

Date:

Witness:

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Date:

Event/Wedding Coordinator:

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Date:

Boschendal Senior Events Management:

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Date: