

Wedding Client Form



PREFERRED DATE FOR THE WEDDING _____

APPROXIMATE AMOUNT OF GUESTS: ADULTS _____

CHILDREN _____

NAME OF THE BRIDE _____

DATE OF BIRTH _____

CONTACT NUMBER FOR THE BRIDE _____

EMAIL ADDRESS FOR THE BRIDE _____

RESIDENTIAL ADDRESS _____

NAME OF THE GROOM _____

DATE OF BIRTH _____

CONTACT NUMBER FOR THE GROOM _____

RESIDENTIAL ADDRESS _____

NAME OF YOUR MASTER OF CEREMONIES _____

PREFERRED CEREMONY LOCATION _____

PERSONAL RESPONSIBLE FOR THE ACCOUNT _____

ID NUMBER _____

SIGNATURE _____

BANK DETAILS:

ACCOUNT HOLDER: TULBAGH WEDDING VALLEY

BRANCH CODE: 200107

ACCOUNT NUMBER: 63003650503

BANK: FIRST NATIONAL BANK

PLEASE NOTE WE ALLOW YOU TO PAY VIA CREDIT CARD LINK, EFT, OR CASH – UPON RECEIPT A CONFIRMATION WILL BE SEND TO YOU AND A FORMAL INVOICE FOR THE DEPOSIT RECEIVED.

Terms & Conditions



PLEASE NOTE THAT THESE TERMS AND CONDITIONS ARE ON BEHALF OF ANY OF THE VENUE WE USE THAT HAS BEEN BOOKED ON BEHALF OF YOU THE CLIENT WITH TULBAGH WEDDING VALLEY (PTY) LTD.

GENERAL

The rates, and menus are subject to change without notice, due to price increases, however we do try and keep in line with what we have quoted.

The Clients reservation will be in effect upon receiving a signed copy of these Terms & Conditions, a completed Client Form and the payment of the deposit.

PAYMENT

Payments need to be made within 7 days of receiving an invoice

All deposits and payments to us including payments made for event planning services, service providers or any goods have a cancellation policy, should the client decide to cancel.

All queries or invoices need to be emailed to the venue within 48 hours of receiving the invoice. Thereafter, no changes will be allowed to be made.

All invoicing for all service providers that Tulbagh Wedding Valley has organized on behalf of client must be emailed to Tulbagh Wedding Valley and sent to the client for payment.

All proof of payments must be sent to Tulbagh Wedding Valley for financial records.

All outstanding amounts and balances to be paid 14 days before the function date i.e. food & beverage invoice, with your final guest amount. Thereafter no changes of guests may be accepted.

If the balance is not paid by such time, Tulbagh Wedding Valley reserves the right to refuse to render any further services.

We charge a R5000 breakage deposit fee to all our non package clients please note that this will be refunded to you 14 working days after your wedding day.

CANCELLATION POLICY

Any cancellations will be charged and handled in the following way:

- 75% Venue Hire – non-refundable upto one month prior to the event.
- 100% Venue Hire – non-refundable less than one month prior to the event
- 2 weeks prior to the wedding – a refund of 50% of the food bill will be paid back to the client
- 1 week or less prior to wedding – no refund will be given

Due to the nature of weddings and the quantities of products that we order in advance, we cannot allow for a lesser penalty upon cancellations.

We realize that there are sometimes unforeseen circumstances that occur which is out of the clients' control. For this reason, we do allow that dates to be moved to an alternative date of the clients choosing, dependable on availability at no extra charge but has to be done within a month prior to the event date.

PACKAGE RULES

Please note that if one purchases a wedding package no breakage deposit fee, and no cash bar fee will be charged.

50% is payable to confirm the booking

Remainder 50% with confirmed numbers, and confirmed changes will be invoice one month prior to wedding

DECOR

Tulbagh Wedding Valley has made every effort to ensure reliable and trustworthy suppliers. Should the client want to source some or all of their own suppliers, Tulbagh Wedding Valley will not be held responsible for any mishaps that may occur as a result of these suppliers proving unreliable.

Tulbagh Wedding Valley has a preferred suppliers list and we do recommend these suppliers because of their good relationship that one has built up with them.

Tulbagh Wedding Valley reserves its rights to use its professional experience and knowledge to make decisions on behalf of the client should any problems arise that may require an immediate reaction.

All décor and flowers will be removed by the staff and will need to be collected from the function venue the next day, unless another time has been arranged with the manager. Please note that this does not include all inclusive package clients.



Any items provided by the client which Tulbagh Wedding Valley needs to set up or place at the venue on the day of the function on behalf of the client needs to be delivered to us TWO days prior to the function. Should the items not be delivered on time Tulbagh Wedding Valley reserves the right to not accept responsibility for the setup of these items.

The items given to Tulbagh Wedding Valley for your wedding, we do not accept any responsibility for the quality of the items or damages thereof. We will take pictures if necessary before use.

We ensure that you have the basic glassware for your event including wine, water & champagne glassware, should you require any other glassware we would have to charge a hiring fee.

SMOKING

No smoking is permitted inside the venue. Ashtrays are provided outdoors in the designated areas. Smoke machines by DJ's are allowed.

VENUE

The venue we book for you shall not be liable for damage caused by the client or their guests to venue, goods hired out, or any items that belong to the venue or Tulbagh Wedding Valley or any other supplier for the duration of the function. Costs of replacement or repair shall be the client's responsibility and shall be debited off the refund breakage deposit.

Tulbagh Wedding Valley shall not be liable for any theft or destruction of goods hired from suppliers

DAMAGES & BREAKAGE DEPOSIT

The breakage deposit will be invoiced to the client and will be paid back to the client within 14 working days after the event.

Should any equipment / hired items hired by the client from any of the suppliers be damaged the full replacement value thereof as determined by the supplier will be deducted from the breakages deposit amount and the balance be paid back to the client.

The client will accept the supplier's decision or the venue's decision with regards to the extent of damages / breakages to any items.

Should the breakage deposit not be adequate to replace the damaged items, the outstanding amount will be for the clients account and is payable within 7 workings days of receiving the invoice.

Breakage deposit is R5000 which is payable with the venue fee upon booking, will be refunded to you should there be no damages, or breakages.

Please note no holes are allowed to be drilled into the walls.

Please note under NO circumstances will any paper confetti be permitted, only biodegradable materials.

BAR SERVICES

A cash bar service is available at a fee of R750. All beverage requirements should be arranged 14 days prior to the function date. (Please note all inclusive package clients do not need to pay for this)

We provide one barman for every 60 guests

The bar is fully licensed; therefore all beverages must be purchased from the venue.

Under NO circumstances will any function guests be allowed to bring their own alcohol, food or beverages onto our premises unless authorized with good reason.

We require clients to brief us with regards to their requirements for the provision of a Full Bar, or Partial Bar with only certain drinks. Open Bar, or Cash Bar and limits. Specific beverages can be included or excluded from the bar and should be arranged prior to the event.

A limit may be stipulated for an account bar (open bar). In order to monitor the accumulative total we will supply a regular reconciliation of the account for the duration of the function.

Tulbagh Wedding Valley will include a 10% service charge applicable for all account (open) bars for the service staff.

Any changes to beverage requirements at any stage are to be done so in writing no less than 14 days prior to the event.

A beverage pricelist is available on request.

Wine supplied by client not taken from the venue will be charged at R40 per bottle.

CATERING

We cannot allow any food to be brought onto the premises.

Tulbagh Wedding Valley cannot be held responsible for any changes due to seasonal produce or items unavailable, and will in every way possible find the best alternative for the product.

Final number of guests must be confirmed in writing no less than fourteen 14 days prior to the wedding date in order to facilitate catering arrangements.

We require the final confirmed menu one month prior to the event.

Please remember to include your dj, photographer, musician or any other supplier staying for the duration of the wedding.

Unfortunately Tulbagh Wedding Valley cannot credit catering changes for non-arrivals or for any guests changes after the 14 day period before an event. The number of guests booked for will be charged for.



Tulbagh Wedding Valley does offer menu tastings, this will be charged to you at 50% of the sales price of each dish.

Tulbagh Wedding Valley does not allow any outside caterers.

Please note that we charge 10% on food & beverages as gratuity for the staff, as basic staff costs are included in the venue fee.

Please note situations such as extended speeches and additional speeches or unexpected changes in the order of events will affect the efficiency of the kitchen considerably and may affect the quality of the experience. Our team of chefs will be using the agreed order of events as a guideline to the timing of their operations.

VENUE TIMES

BREAKFAST FUNCTION, your venue is available till 16h00, unless arrangements have been made.

LUNCH FUNCTION, your venue is available till 17h00, unless arrangements have been made.

DINNER FUNCTION, your venue is available till 00h00 (midnight) unless arrangements have been made.

Venue Hire & Bar services ends at midnight for afternoon weddings. Venue Hire can be extended, at a charge of R1500 hour (to be arranged and paid in advance). If on the evening you would like to extend please arrange with the venue manager no later than 30min prior to venue closure. Should all the guests not have left the venue by the time stipulated, a fee of R750 will be applicable and will be charged for every 30min to the person responsible for the account.

INCLUDED IN THE VENUE FEE

All waiter & bar staff included in Venue Fee

Use of Chapel

Use of Gardens and all stipulated areas of the venue for photography

Use of Long Tables for Reception and Garden Predrinks

Umbrellas

Crockery, Wine Glasses, Water Glasses & Champagne Glasses, Cutlery

Long Table Cloths

White napkins

Ice buckets & wine coolers

Cleaning of venue

EXCLUDED IN THE VENUE FEE

Décor & Flowers

Wedding Cake (in house cakes available)

DJ or Live Music

Cash Bar Facility (R750)

Food & Beverage as well as 10% service charge thereof

Photography

Hair & Beauty

Stationery

Accommodation

BREAKDOWN OF COSTS

Refundable Breakage Deposit required within 7 days of booking with a total amount of R5000

75% Venue fee to be paid within 7 days of booking, to confirm your event

25% Venue fee remainder to be paid one month prior to the event

100% Food & Beverage bill to be paid within 14 days prior to the event

A confirmation of your event will be sent to you once payment has been processed for the breakage deposit (refundable) and your 75% venue fee.

Package confirmation requires a 50% deposit once payment has been processed and confirmation receipt will be sent to the client, Remainder to be paid one month prior to the wedding date



Terms & Conditions accepted by:

Full Name

Date

Signature

Bringing your fairytale to life!