



Dear

We thank you for considering us at Vaalnest Boutique Hotel, as a venue just perfect for your wedding.

We have put together these documents to help you understand the services we offer at Vaalnest Boutique hotel.

Whether it is a breakfast, brunch, a banquet in the hall or just a ceremony overlooking the Vaal Dam we can arrange something to suit you and your unique requirements.

However if you would like any additional information or wish to view our facilities or enquire as to further details, we will be available to answer your questions.

Please do not hesitate to make an appointment at a time convenient for you.

Contact details:

Tel: 016 372 1075
Fax: 016 372 1044 / 086 616 9204
Email: info@vaalnest.co.za

We look forward to welcoming you to the Vaalnest Boutique Hotel.

Kind regards
Everlona Attwell

WEDDING INFORMATION

On confirmation of our venue, Force Events offers complimentary two consultation with the bridal couple on decor to suit their wedding needs; Joanne Rossi @ 072 158 2204

The following is Included in the cost of venue hire

- Podium, red carpet, table including linen, (for signing of register)
- Use of venue for 8 hours from the start of your sermon.
- Standard crockery
- Standard cutlery
- Standard glass ware – wine and champagne glasses
- Oval tables (seating 8 -10 guests per table), cake table, gift table, podium
- Standard range of white table cloths & white linen serviettes
- Kitchen service, bar staff and waitering staff
- Venue manager
- Honeymoon suite for the night of wedding inclusive of breakfast

Excluded in the costs are:

- Welcome drinks
- Babysitters
- Bar arrangements – Drinks are charged at the rates current at the time of the wedding. You may select your own wine list from our comprehensive range. A bar limit can be arranged as per your request. We regrettably cannot allow drinks of any nature to be brought onto the premises

Excluded in the costs and booked by yourselves or alternatively we can arrange at your costs.

- Flowers
- Music
- Photography
- Minister
- Decor
- Draping
- Chair covers of any designs or colour, tie backs, overlays

Table arrangements:

- The average table arrangement cost around **R250 – R500**
- Head table arrangements go from **R500 – R2000**. pending on how extravagant

Accommodation:

- Less 30% discount for 10 rooms or more
- Less 10% discount for less than 10 rooms
- Wedding Guests making use of our special rate must indicate whose wedding they attend to qualify.
- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guests check-in.
- Normal check-in times are applicable to wedding guests who have booked accommodation.
- However, we will make every effort to accommodate early check-in requests, subject to rooms being serviced and departure times of guests check-out.

Wedding Rates:

VENUE HIRE September 2009/ September 2010

Venue hire fee	Min 30 - Max 80	R2500.00
	Rate per person	As per menu choice
Use of Gazebo only	Min 30 - Max 60	R500.00

PLEASE NOTE:

The owners, Management and staff members do not take responsibility for any of the guests or host's belongings or any injuries, damage or loss suffered by any persons and damage to such belongings. The host waives any claim it may have.

Due to the nature of our business we cannot restrict access to the hotel by members of the public or our hotel guests.

Please note that our facilities are "NON SMOKING"

"Right of ADMISSION RESERVED"

THE FOLLOWING TERMS & CONDITIONS:

The function Coordinator is the owner of a Property called Vaalnest Boutique Hotel which has been placed at the disposal of the User for the date as agreed upon by both parties.

Included in the agreed upon package will be any further arrangement (ex. Food, Bar, décor, Flowers, etc.) as shown in the annexure to this agreement.

Now therefore the parties agree that the following terms and conditions will apply:

- **Confirmation**

Within ten(10) days of verbal confirmation of the proposed date of function, a deposit is payable which will be equal to the total Venue fee. This deposit is **non-refundable**, irrespective what the reason for cancellation might be. This deposit amount ensures the booking of the venue, and will no booking be made without receipt of the amount. Proof of payment should be fax through to (016 372-1044 or 086 616 9204) for the attention of Everlona Attwell along with a copy of the signed terms and conditions.

Morning Weddings: 10h00 – 18h00 or 11h00 – 19h00

Evening Weddings 16h00 – 24h00, bar closes 24h00, and music will stop at 24h00

- **Meals:**

Fifty percent (50%) of the meal account will be paid four (4) weeks in advance of the date of the function. This amount is non-refundable if the function is cancelled within (4) weeks of the date of the function

A 10% gratuity on food Sales will be charged

- **Outstanding remuneration:**
The total outstanding balance for the function will be paid two (2) weeks prior to the function date. Failure to make payment as per clause (a) & (b) could lead to Vaalnest Boutique Hotel cancelling the wedding. "NO Cheques" will be accepted less than seven days before the event.
- **Postponement of Function Date:**
If a postponement of the function is requested by the User, such a request must be made in writing at least three(3) months prior to the arranged date of the function. The rescheduled date must be within three (3) months of the original function date. If a date is not available within three (3) months of the original function date, Vaalnest Boutique Hotel may cancel the function and any deposit already paid be retained by the Coordinator.
- **Number of Guests:**
The User agrees to confirm in writing the number of guests to attend the function, fourteen (14) days prior to the function date. The confirmed amount of delegates may not be less than ninety percent (90%) of the quoted number and will the User be charged for the confirmed or actual number of delegates. Make sure to include the Photographer, DJ, etc. into your final numbers.
- **Quoted Prices:**
Due to possible price increases by Suppliers of the after quotation has been given the Function Coordinators reserves the right to change the quoted prices up until the fourteen (14) day prior to the function date. Any price increases within fourteen (14) days prior to the function date, will be for the account of the Function Coordinator.
- **Breakages:**
Any loses, breakage or damages of any kind during the function, will be for the User, and will the User be held liable for the full replacement cost of the lost, broken or damage item/items.
- **Value added Tax:**
All prices quoted are inclusive of Value Added Tax.
- **Venue Hire:**
Venue hire charged, includes the following: Podium, red carpet, table including linen for signing of register, Use of the reception / patio area, use of venue for 8 hours from the start of sermon, oval tables (seat 8-10 guests) max 12 tables, Chairs (max.120 chairs), cutlery, crockery white table cloths, white serviettes wine & champagne glasses, Ladies & Gents toilet facilities. If the Bridal couple decides not to make use of any of the items above (included in the venue hire), they are welcome to hire different items or (different colors) at their own cost. This will however not result in any price deductions or discounts given by Vaalnest Boutique Hotel. The Bridal Couple reserves the right using a preferred supplier for additional items or services hired.

No sticky tape, nails, prestick, glue or staples are to be used on the walls

The use of wedding rice and paper confetti is not permitted. Flower petals and bubbles are acceptable

- **Hire Items:**
Anything hired on behalf of the client by Vaalnest Boutique Hotel, will be charged directly to the client. An additional service fee of 10% on the total hiring cost will be charged. Vaalnest Boutique Hotel is not responsible for any collections or deliveries of additional hired / ordered goods.

All hired goods needs to be removed from the premises no later than 10h00 the following day. If the persons responsible for this duty arrive later than 10h00 an additional fee of R350.00 per hour will be charged.
- **Waiver:**
Notwithstanding any express or implied provisions of this agreement to the contrary any latitude of time which may be allowed by the Function Coordinator to the User in respect of any payment provided for herein or any matter or thing which the user is bound to perform or observe in terms hereof shall not under any circumstances be deemed to be a waiver of the Function Coordinators right at any time, to require strict and punctual compliance with each and every provision in terms hereof.
- **Beverages / Liquor:**
Guests are not permitted to bring liquor or beverages onto the premises. A corkage Fee of R75.00 p/bottle will be charged, if anyone is found with their own liquor or beverages on the premises.

- **Weather:**
Vaalnest Boutique Hotel reserves the right to use our discretion to move the wedding ceremony from the outside to inside if we consider the weather conditions to be unsuitable for outside. In the event of Act of God, prior to the date of the function, Vaalnest Boutique Hotel cannot be held responsible for the cancellation of your booking and no legal claims can be made against Vaalnest Boutique Hotel in this respect, as we have no control over these events.

- **Guest:**
The client is responsible for the guest seating plan and guests list.

Please note that children 4-12 years will be charged ½ price, children under 4- no charge.
Children to be under adult supervision at all times – children should not run around the venue

No extra guests are allowed on the day of the function if not arranged and paid for in full prior to the function. Vaalnest Boutique Hotel has the right to charge the wedding party the catering fee plus a 50% penalty fee on every person not catered for.

- **Promotional Consent:**
Vaalnest Boutique Hotel reserves the right to add photo's of the brides wedding to advertising and promotional items, as long it's done in a professional manner.

- **Method of payment accepted:**
Electronic Bank Transfer: Vaalnest (Pty) Ltd
ABSA Bank
Account no: 4072922836
Branch Code: 630956

We do have Credit Card facilities available and also accept cheque's but payable no later than 14days prior to the function.

“Please sign at the bottom of each page”

I/We _____ have read, understand and accept Vaalnest Boutique Hotel's terms and conditions above.

Name: _____
Signed: _____
ID. Nr: _____
Date: _____

“Please complete the following form (Print Clearly)”

Name & Surname – Bride: _____
ID.Nr: _____
Tel Nr. (w): _____
Cell Nr: _____
Postal Address: _____
Email: _____
Name & Surname – Groom: _____
ID.Nr: _____
Tel Nr. (w): _____
Cell Nr: _____
Postal Address: _____
Email: _____
Date of wedding: _____
Type of wedding Booked: Breakfast____ Brunch____ Lunch____ Evening__

Wedding Booking Enquiry Form

Bride: _____

Tel(work) : _____

(home) : _____

(cell) : _____

(fax) : _____

E-mail: _____

Groom: _____

Tel(work) : _____

(home) : _____

(cell) : _____

(fax) : _____

E-mail: _____

Contact Person: _____ Tel: _____

Minimum no. of guests: _____

Time of ceremony: _____ Time of reception: _____

Preferred Date(s): _____

Type of Wedding: __ Dinner/Dance __ Dinner __Breakfast __Lunch __Brunch

Menu: _____

Venue for Ceremony: _____

Venue for Reception: _____

Please note bookings are subject to acceptance of the Terms and Conditions of the Vaalnest Boutique Hotel. Prices include VAT and are subject to change without prior notice until confirmed in writing. Right of admission is reserved and may be subject to the size of the function. PLEASE COMPLETE BELOW SHOULD YOU WISH TO BOOK A PROVISIONAL DATE.

I, request that the above date(s) be reserved for my function until 17:00 on (Usually 14 days after enquiry) by which time the deposit must be paid and the relevant documentation completed and signed. I understand and accept the terms and conditions of Vaalnest Boutique Hotel.

Signed:

Date: Time: