

**EVENTS CONTRACT**

**Terms & Conditions – please read carefully and familiarize yourself with the following information:**

1. Please be aware that no own food and beverages may be brought on to the estate except for bottles of wine in which case the current corkage fee is payable. Wedding and birthday cakes are permitted. Should you bring in your own bottles of wine, we cannot guarantee the return of *empty* bottles after the event.
2. Your booking is accepted on the understanding that you will order and pay for a three course menu for all of your guests.
3. We operate a no smoking policy inside all buildings and all guests must adhere to this. No smoking is permitted on the loft balcony either.
4. All flowers and additional décor, including vases, candles, etc, are for your own account and are your own responsibility until you enter into a separate flowers and décor contract with us before your event. On Saturdays and public holidays from September to May inclusive, it is compulsory that you make use of our in-house décor team and florist for all venue requirements and no other providers may be contracted for this purpose.
5. No décor or draping whatsoever may be attached to walls, pillars, ceiling or existing draping. Free standing units may be utilized.
6. Any décor or personal items brought into the venue remain your own responsibility. Such items may only be brought into the venue after 09h00 on the day of your event, unless by special written arrangement, and must be removed before 09h00 on the following day. A R1000 fine may be levied if this is not adhered to.
7. Any floral arrangements brought onto the premises not supplied by Hudson's must be fully ready assembled. No preparation may be done on site.
8. No décor items may be brought into the venue which are similar to or the same as those items already stocked by Hudson's.
9. Sound equipment and all other service providers are for your own account and are your own responsibility.
10. If you intend to play recorded music at your event a fee of R250 will be added to your final bill unless your DJ can prove that they are SAMPRA registered. This fee is a legal requirement and is paid by us directly to SAMPRA (South African Music Performance Rights Association). For more information on the purpose of this fee please visit [www.sampira.org.za](http://www.sampira.org.za).
11. If you require a bar facility, the bar fee is payable in advance with your final bill. If the fee is not paid no bar facility will be provided.
12. The setting out of all garden functions is subject to the elements and therefore contingencies will be discussed with the client. Hudson's will have the final decision with regards to the location of the set-up in the case of bad weather.
13. A 10% service fee is payable on all food and beverages and this is also payable in advance with your final bill.
14. The venue fee is payable as a deposit to secure the date and this is non-refundable and non-transferable.
15. Should a function be cancelled four months or less before the booked date, an additional cancellation fee of R20 000 will be payable. In the event that a function is cancelled two months or less before the booked date, an additional cancellation fee of R35 000 is payable.
16. Final numbers, menu and schedule of events must be advised 14 days prior to your function and may not be altered after this.
17. The full balance of your bill is payable ten days prior to your function without exception.
18. Final bill payments are accepted via electronic funds transfer. Card payments will attract a 4% fee.
19. Breakfast or lunch events must start no earlier than 09h00 and finish no later than 15h00.
20. Afternoon/evening events must end no later than seven hours from the agreed start time or at 24h00, whichever is sooner. The seven hours must be between 16h00 and 24h00. Afternoon wedding ceremonies may not being earlier than 16h00.
21. For afternoon/evening weddings, if you require an eighth hour between 23h00 and 24h00, this may be pre-booked for an additional charge.
22. In the case of a wedding ceremony, the per guest fee is non-negotiable and must be paid in advance with your final bill.
23. If your function is on a Saturday Afternoon/Evening between 30<sup>th</sup> September and 30<sup>th</sup> April you are liable to pay for a minimum of 80 guests, or 50 guests for all other times/dates, regardless of the numbers attending, unless a separate written agreement has been entered into and is attached to this contract.
24. Under the liquor act, guests may be arrested and/or heavily fined if they are found with open bottles of liquor in the car park areas, or with their own open bottles of liquor anywhere on the premises. It is therefore your responsibility to inform your guests of this and to ensure that they comply with the law.
25. Hudson's will be open to the public until 16h30 on the day of your event (15h30 on Saturdays) and members of the public may be on the premises up until 17h00 (16h00 on Saturdays). Vredenheim Estate hosts other businesses who are also open to the public up until 16h00/17h00.
26. In the case of a refund being due after your event, for unused corkage or bar account etc, an administration fee of R175 will be applied.

**Disclaimer:** Prices quoted on menus and wines are subject to availability and valid for 60 days, and subject to change without prior notice. Menu prices supplied in our information pack are current at the date of enquiry and are subject to review in line with inflation once approximately every six months. The price may have increased by the time of your function. Vredenheim/Hudson's does not accept responsibility for loss of any belongings and the host accordingly indemnifies Vredenheim/Hudson's against any claim arising due to such loss or damage to any belongings. This also applies to any accidents or incidents that may occur during and after such a function. The host shall be held responsible for any damages to the property of Vredenheim/Hudson's. Should the Vredenheim/Hudson's building, surrounding gardens, décor or napery be damaged during the set up, duration or dismantling of the function, the host/client shall be held responsible and will be billed accordingly. Vredenheim/Hudson's, its employees or any person employed at any function, will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.

**I ACCEPT AND AGREE:** I would like to have my function at Vredenheim/Hudson's. I have read the above information and agree to the conditions set out in it.

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

ID number: \_\_\_\_\_

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Date of Function: \_\_\_\_\_

SIGNATURE

DATE

Email to [HUDSONS@VREDENHEIM.CO.ZA](mailto:HUDSONS@VREDENHEIM.CO.ZA) or fax to 086 608 3145 together with completed booking form & proof of payment of the deposit