

TERM & CONDITIONS

BOOKING & DEPOSIT

- Tentative bookings will be held for 7 days only.
- To confirm your event, a signed booking form and a \$100 non-refundable booking fee are required. This fee will be deducted from your final invoice.
- A 50% deposit of the estimated event cost is required within 7 days of confirmation.
- Deposits are refundable if the event is cancelled more than 30 days prior to the event date.

PAYMENT TERMS

Final payment is required 7 days prior to the event.

- Any additional charges (bar tab, damages, extra services) will be invoiced after the event and payable within 7 days.

FINAL NUMBERS & DETAILS

- Final guest numbers must be confirmed 7 days prior to the event.
- This number will be the minimum number charged.
- All event details including catering, beverages and run sheet must be finalised at this time.
- Any changes must be provided in writing via email.

CATERING & BEVERAGES

- All catering and beverages must be provided by the venue unless otherwise approved.
- Dietary requirements must be submitted at least 5 days prior.
- The venue operates under RSA laws and reserves the right to refuse service.

ACCOMODATION

Accommodation may be booked in conjunction with events.

- Accommodation reservations are subject to availability at the time of booking.
 - Group bookings may require a rooming list prior to arrival.
 - Unconfirmed rooms may be released back to general availability.
- Standard accommodation check-in and cancellation policies apply unless otherwise agreed in writing.

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PUBLIC HOLIDAY SURCHARGE

A surcharge may apply to events held on public holidays or peak periods.

This will be confirmed at the time of booking.

CANCELLATION POLICY

All cancellations must be provided in writing via email.

The following charges apply:

CANCELLATION PERIOD	FEE
More than 30 days prior	Full refund of deposit
14 - 30 days prior	50% of estimated event cost
7 - 14 days prior	75% of estimated event cost
Less than 7 days prior	100% of estimated event cost

Where possible, the venue may offer date transfers, subject to availability.

FORCE MAJEURE

The venue will not be liable for cancellation or disruption caused by events beyond reasonable control including natural disasters, government restrictions, power outages or other unforeseen circumstances.

In such cases the venue will work with the client to reschedule the event where possible.

OUTDOOR EVENTS

Outdoor ceremonies or functions are subject to weather conditions. A wet weather backup option will be arranged with the venue. Final decisions will be made on the day in consultation with the client.

DAMAGE & CLEANING

The client is responsible for any damage caused by guests or suppliers.

- The venue reserves the right to refuse entry or service to any guest behaving in a disruptive or unsafe manner.