



6B Old Mill Road, Amanzimnyama Hill

Tongaat , 4400

Tel: 032 9454671 Fax: 032 9454673

Conference / Wedding / Function Agreement

Between

Grand Manor Gardens

And

Name of Bride :

Name of Groom : _____

Identity Number : (Bride) _____

Identity Number : (Groom) _____

Date of Function : _____

Contact Numbers : _____ **email :** _____

Physical Address : _____

Postal Address : _____

1. A reservation will only be confirmed upon:
 - Signed acceptance of the contract below. This is to be faxed or delivered to Grand Manor along with
 - Receipt of a R5000 deposit. This deposit is to be paid within (7) seven days of making the provisional booking. A minimum of 110 guests is required for Saturdays and Public Holidays.
2. If confirmation is not received by the expiry date, the provisional booking will be automatically released.
3. The balance of the final account is to be settled in full a minimum of (2) two weeks prior to the function.
4. Deposits will only be refunded if a written cancellation is received at least (6) six months prior to the function date. An admin fee of R900 will be deducted from the refundable amount. Should the function be cancelled 60 days or less prior to the confirmed date, you will be liable for 100% of the cost of the function. This amount will be calculated on the estimated number of guests at the time of confirmation.

A breakage deposit will be required for each function. This deposit will be dependant on the size and nature of the function. The deposit will be refunded within (30) thirty days of the function if no breakages or losses were incurred.
5. All prices quoted are subject to change, provided that the client is informed of such changes at least (30) thirty days prior to a reserved booking.
6. Final numbers will be confirmed not less than twenty one (21) days prior to the function. This will be the number used to finalise the balance of your account.
7. If more guests attend the function than originally agreed on and paid for, the client will be charged the same rate per head as the original guests. This account must be settled at the function before extra guests enter.
8. Grand Manor reserves the right to cancel any booking without liability on its part in the event of any damage or destruction of the venue by any cause beyond the control of the company which shall prevent it from performing its obligations in connection with any bookings in its establishment. This includes any labour shortages, lockouts, industrial action or food shortages.
9. Grand Manor does not accept liability for loss or damage of any items, or personal injury to any individual on their premises no matter how such damage may occur.
10. In the case of Grand Manor having another function on the following day, all draping and other decoration must be removed before 07:00 on the morning after your function. If Grand Manor is to remove the draping or decorations, then our staff and time will be charged out at R500 per hour. This is a situation Grand Manor would rather avoid but we must ensure that every client has complete accessibility to the venue and quality service from Grand Manor for their special function.
11. The company reserves the right of admission at all times.

12. R750.00 per hour will be charged after an eight hour period, commencing from the confirmed time of the function. However last rounds are at 12:30pm and venue closes at 1 am. Should your function start later than the time given to us by yourselves, the 8 hour period will not be amended.
13. The client shall not be entitled to allocate the booking to any third party to utilize without prior written approval of Grand Manor.
14. In the unlikely event of there being a breach of this contract, requiring legal intervention, the party in breach will pay any costs associated with the intervention.
15. Agreement to changes of the contract will only be valid if in writing by both parties.
16. The Client agrees that if this amount is handed over to Attorneys for collection due to failure to adhere to any of the terms or for any other reason then the client shall be responsible for the payment of all collection charges at the ruling rate and all legal costs as between Attorney, Client and Grand Manor as well as the outstanding amounts.
17. The Client agrees that interest at the rate of 2% per month on all overdue and/or arrear amounts shall be levied.
18. If you have any queries with the above terms and conditions, please discuss with Grand Manor prior to signing this agreement.

Accepted By : _____ (Please print full name)

on ----- **20**----- **at** ----- (Date)

Client Signature: ----- **Grand Manor:** -----

Banking Details

Account name	T Goldman	Branch	Ballito
Bank	ABSA	Type	Transmission
Branch Code	632005		
Account Number	38015762966		