



# WEDDING CONTRACT

## WEDDING AGREEMENT

entered into and between

**Fynbos Golf Club Pty (Ltd)**

(Hereinafter referred to as “Fynbos”)

and

Name & Surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number (W) or (H) \_\_\_\_\_

Cell phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Wedding / Function \_\_\_\_\_

Starting time of function \_\_\_\_\_ H \_\_\_\_\_

Number of Guests: \_\_\_\_\_

(hereinafter referred to as the “Client”)

Please initial each page, complete the details and return the entire document back to Fynbos Golf Club (Pty) Ltd on 086 608 8332 or email: [bookings@fynbosgolf.co.za](mailto:bookings@fynbosgolf.co.za) or hand it in at our reception, together with proof of payment to confirm your booking.

Initial Client: \_\_\_\_\_





Important information regarding to the wedding:

BRIDE

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

GROOM

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

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

Day of the week: \_\_\_\_\_

Function Ceremony Area Booked: \_\_\_\_\_

Function Reception Area Booked: \_\_\_\_\_

Function minimum numbers: \_\_\_\_\_

VENUE HIRE

Public Holiday or day before public holiday? Yes/No

(Additional charges applies for Public Holiday/day before Public Holiday)



Initial Client: \_\_\_\_\_



## LOCATION

Uniquely situated on a golf course in the renowned Tsitsikamma region of the Eastern Cape, with a country-side rural atmosphere and beautiful sea and mountain views, only 65km's from Jeffrey's Bay and 100 km's from Plettenberg Bay.

## THE CHAPEL

Our beautiful chapel, comfortably seating between 80 – 100 people (excluding bride and groom) provides stunning surrounds and the perfect setting for intimate weddings.

We provide a custom-made podium and registry table as well as a sound system.

The hiring of the Banquet Hall and Chapel will automatically give you exclusive use of the venue including the Chapel.

## THE BANQUET HALL

Our tastefully decorated banquet hall seats approximately 80 - 120 people, depending on the size of the dance floor required.

## ACCOMMODATION

Honeybush Suite: Interestingly decorated Honeymoon Suite including champagne & chocolates would provide the perfect romantic setting.

Visit our website at [www.fynbosgolf.co.za](http://www.fynbosgolf.co.za) to check for availability and rates of accommodation at Fynbos Golf Club.

## CATERING

- Outside caterers are allowed at an extra cost for use of the Fynbos Golf Club kitchen, gas, electricity etc.
- Outside caterers must bring their own kitchen staff.
- Food/catering: You're welcome to contact Fynbos for a list of available caterers in the vicinity.
- Coffee / drinks and meals can be ordered from the clubhouse for bridal party.



Initial Client: \_\_\_\_\_



## VENUE COST

Find tariff list attached.

## Furniture, Equipment and Fixtures

- The provision of Fynbos's standard furniture and equipment as specified below under INCLUDED is at no extra charge.
- No furniture removed from any venue at Fynbos without consent from Fynbos management.
- Please ensure that the equipment requested is satisfactory in advance of your function. Any additional items should be supplied or hired by the client at the client's cost, i.e. different shaped tables or linen other than what is supplied per venue.
- No fireworks will be allowed on the Fynbos property.
- No live animals will be allowed on the Fynbos property at any time, unless arranged with management prior to the function.
- Candles may not be placed directly on the linen. Fynbos reserves the right to remove the candles if necessary. Candleholders should be wide enough to ensure no wax damage to the linen.
- No permanent alterations are allowed, including nails or hooks in the walls, roof or frames. Any damage to Fynbos property including linen, beyond reasonable wear and tear will be charged accordingly.
- Legislation prohibits smoking in public areas. Rooms and all Function and Wedding Venues are non-smoking. Guests are required by Law to smoke in designated Smoking areas. No concessions will be made.

## Included:

- Crockery, cutlery, glassware and white linen serviettes & tablecloths as per FULL SETTING (see Setting Tariff list)
- White Chair covers
- Standard Round tables & chairs
- Stylish dressing area for bride on the day.
- Decorated "bridal couple" Golf Cart for use after the ceremony, for photographs around the golf course. (bride to provide balloons and ribbon for carts)
- Putter & Golf balls for photographs only.
- 1x free bottle of Champagne in Honeymoon suite for bridal couple.



Initial Client: \_\_\_\_\_



### Excluded:

- Under-plates (ask about hiring from Fynbos) silver, gold and wood
- Overlays
- Color-theme décor
- Fairy-lights
- Candles
- Flowers
- Wedding Coordinator
- DJ/Music (*recommendation on request*)
- Photographer/Videographer (*recommendation on request*)
- Wedding Cake (*recommendation on request*)
- Hair Salon facilities on Premises (hair dresser to be organized by bride)
- Bride to arrange own make-up artist
- Setting of the venue

### EXTRAS

- Golf – 9 Holes & Golf cart free of charge for Groom only.
- Our Fynbos wedding golf cart with a (just married nr plate) is available for couples to reach the most beautiful scenic spots for photographs (free) Bride to supply own balloons and ribbon to decorate the cart.
- Spa facilities available (On appointment only/external contractor, bride need to contact Nicole 072 685 0567)

### Lanterns and Helium Balloon Release option

- Lantern and Helium Balloon release are subject to no more than 15 air lanterns per wedding.
- Lanterns and Helium Balloons must be biodegradable.
- Are subject to a R400.00 clean up fee.
- Are subject to a release form negating Fynbos from any liability resulting from damage/fire caused as a direct or indirect result of the lantern release.
- You are responsible /liable for any damage to Fynbos as a result of the lantern release.
- Lanterns and Helium Balloons may only be released in light wind conditions.
- Managers have the right to cancel the release due to weather or endangering situation.



Initial Client: \_\_\_\_\_



## GENERAL:

1. Fynbos is a non-smoking venue, allocated smoking areas are available outside.
2. Rights of admission reserved, this decision will be at the manager's discretion.
3. All back of house areas are out of bounds to the client and their guests.
4. Welcome to enquire if any Fynbos staff will be available to contract with directly for function, terms and payment to be negotiated with employee directly.
5. Only Fynbos Golf Club property (tables/chairs/linen/cutlery etc) will be cleared and cleaned after the function.

## BAR SERVICES:

- We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. Clients are welcome to set a limit on the total bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular update of the bar account during the function.
- Bar prices are subject to change without prior notice.
- An updated list of bar prices is available on request. Annual bar price increases can be expected and will be implemented without notice.
- Corkage fee is charged at R25.00 per bottle of local Sparkling Wine and Wine only. Corkage will only be granted on special request for items not stocked by Fynbos and has to be confirmed by accounts.
- Wine orders need to be placed two weeks prior to a function.
- Any changes to the bar requirements at any stage are to be done so in writing.
- Food (other than catering for function) and alcohol sales are what generate Fynbos's revenue, thus no food or beverage may be brought onto the property, into the hotel accommodation or into function rooms by the Customer or his guests for consumption on the premises, unless the prior written consent of Fynbos has been obtained. Should guests supply alcohol in the form of "dinky" bottles / party favours and gifts, corkage will be charged accordingly on all bottles.
- Cash bar: Should you opt to make use of a strictly cash bar option; any outstanding/unpaid accounts will be automatically transferred to the bride and grooms account. Should the outstanding amount be recouped, the bride and groom will be refunded.
- Breakages (Glasses) will be invoiced on the clients TAB.
- Post-midnight Fee @ R500 per hour to be charge against the Client's TAB.



Initial Client: \_\_\_\_\_



### Risk/loss/damages

- No paper confetti, streamers, feathers, rice or any non-biodegradable items are allowed at Fynbos. You are welcome to use flower petals
- If other confetti types are used regardless of the agreement, the client will be charged per hour for additional cleaning staff.
- While Fynbos does feature emergency water tanks and a backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Fynbos will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc.). We recommend that all personal and valuable property be removed directly after the wedding.
- Décor and props must be removed by 09h00 on the day following the wedding. Any items not removed within 7 days of being placed in storage will be discarded. Fynbos does not accept liability for loss or damage of any item during this period.
- Should the Fynbos building, surrounding gardens, décor or napery be damaged by the client or clients' suppliers during the set-up or break down operations of the function, the client shall be held responsible and will be billed accordingly.
- The customer shall not be entitled to: Paint, affix or attach any matter to the walls of the function room, OR drive into the walls, floor, partitions, doors of the function room any screws, nails or the like.
- Fynbos, its employees or any person employed at any wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- Fynbos reserves the right to refurbish and upgrade the venues from time to time.
- Fynbos, its employees and/or Agents will not be held liable for any loss of/or damage to guests' property while utilising this facility, nor will Fynbos, its Employees and/or Agents be held liable for any personal injury sustained, harm caused in whatever manner, or death caused due to personal injuries sustained, harm caused or whatever other cause resulting in death, whether the damage, injury, harm or death were occasioned by negligence, gross negligence, or otherwise on the part of Fynbos, its employees and/or Agents.
- Minor children remain the responsibility of the parents/guardians and must at all times be accompanied by a responsible adult whilst using the hotel/pool deck and other facilities.



Initial Client: \_\_\_\_\_



- Fynbos reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of Fynbos, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- The client must confirm all changes and cancellations in writing.
- Fynbos is not responsible financially, legally or in any other way in the event that a function is cancelled through an act of God or through sabotage.

#### Rescheduling of a date

- The postponement of a function is considered a cancellation. Please refer to cancellation policy.
- The Client must confirm all changes and cancellations in writing.

#### Cancellation Policy

- Cancellation less than 3 months (calendar) before the event – **no refund**.
- Cancellation more than 5 months (calendar) a full refund less 25 % administration fee.
- Should the venue be re-booked, the full deposit will be allocated to the future booking and a handling fee of R2 000 will be levied against the client's account. The handling fee will be payable to secure the future date.
- In the event of non-payment of the fees within 2 working days, Fynbos shall be entitled to cancel a booking, after giving the client written notice giving them seven days to rectify but no later than 48 hours prior to the function
- In the event the wedding is cancelled by Fynbos, for any reason other than due to the default of the Client of the terms of this agreement, Fynbos will immediately refund all amounts paid to date by the Client.
- The Client must confirm all changes and cancellations in writing.

#### Marketing Material

- The Client hereby grants Fynbos permission to use copies of the photographs and video(s) produced for your wedding under this service agreement, including your image/s, likeness, for marketing and advertising purposes



Initial Client: \_\_\_\_\_



### Payment Requirements

- Fynbos operates on a cashless basis, only credit, EFT and debit cards will be accepted for pre payments. This form of payment reduces the risk of theft and therefore provides a much safer environment for Guests and Staff.
- Your booking will be confirmed on receipt of the completed and signed contract and full payment of the venue hire. 2 weeks prior to the wedding all outstanding monies, such as bar requirements, need to be settled.
- On check out the day after the wedding the balance of the bar account is settled as well as any possible overtime costs and costs for damages / breakages. This may only be done so with a credit card or bank guaranteed cheque at the Reception.
- Fynbos reserves the right to charge interest at ABSA Bank prime lending rate plus 2% on any outstanding payments.

### Banking details

Fynbos (Pty) Ltd

ABSA Bank

Account number 408 772 3734

Branch number 632 005

- Should you deposit money directly into our account, please use your corporate account number (supplied by Fynbos) as the reference as follows: 20170522 999 (Year/Month/Day\_Corporate account)
- The customer / authorized representative of the Customer, by his/her signature hereto, hereby confirm that he/she is duly authorized, if the information supplied is true and correct. The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set herein and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He/she further confirm that it was explained to him/her that he/she is entitled to have this document translated into a language of his/her choice at his/her expense.



Initial Client: \_\_\_\_\_



Jurisdiction

- Fynbos and the client consent to the jurisdiction of the Magistrate's Court in respect of any action or proceedings which may be brought against either in connection with this agreement, notwithstanding that such action or proceeding should otherwise be beyond such jurisdiction

Whole Agreement

This constitutes the whole agreement between the Fynbos and the client. No alteration or variation of this Agreement will be of any force or effect unless reduced to writing and signed by both parties.

Signed at:	Today's DATE:
Client name:	Client signature:
Fynbos representative name:	Fynbos signature:
Witness Signature:	



Initial Client: \_\_\_\_\_