



Dear Bride and Groom,

Thank you for choosing Devonvale Golf and Wine Estate for your wedding celebrations. At Devonvale we strive **to provide a** professional, yet personal service, and in order to build a good working relationship with you, we are required to list our terms and conditions for your information:

Please complete the information below with as much detail as possible, as this will ensure that we understand your wishes correctly:

Confirmation of Reservation:

DATE OF WEDDING: _____

Name & Surname of Groom :	
Contact Tel No:	
Address:	
Email Address:	
Name & Surname of Bride :	
Contact Tel No:	
Address:	
Main Contact for arrangements:	
Please outline your requirements:	



1. A verbal confirmation from you does **NOT** guarantee your booking at Devonvale. We shall hold such a provisional reservation if put in writing, for 7 working days, after which, a 50% booking confirmation fee is required to secure the reservation. The deposit booking fee will be deducted from the final account. We reserve right to entertain other requests for the dates reserved until said deposit is paid in full.

Payment Terms:

1. Our payment terms are as follows: Bank transfer or Direct Deposit (preferred).
2. Balance of the account, being full settlement, to be received one week prior to the function. Your wedding will not take place unless we have proof of payment and the funds are reflecting in our account one week prior to the function.
3. Extra costs incurred during the function must be settled on the day of the event, before departure.
4. Late payments will incur penalties in the form of interest at prime rate plus 2% (two per centum) from payment due date until and including the actual payment date.
5. Bank Account details:
Devonmust (Pty) Ltd,
Nedbank
Account Number: 1039 1822 32
Branch Code: 198-765
Branch Name: Business Central
6. Please send proof of payment with your reference being the date of function and name

Cancellation Policy

1. Should you cancel your reservation within 3 (three) months of the scheduled date of the event, the booking fee is non-refundable.
2. Should you cancel your reservation more than 3 (three) months before the scheduled date of the event, 50% of the booking fee will be refunded.
3. Should you wish to change the function date, within the three month period, we will add a further 20% administrative fee to the quoted price (excluding beverages).

Food & Beverage

1. We offer a variety of menus, however if you would prefer to create your own menu or make changes to sample menus, it advisable to set up a meeting with our executive chef to discuss these changes. Please note that there could be a cost implication depending on the menu and changes thereof.
2. Should you require an open tab during the function for beverages, the estimated budget is payable upfront and the balance of the account will be payable at the end of the function.
3. Devonvale is fully licensed and able to meet all your beverage requirements. Should you wish to provide your own white wines and sparkling wine, special arrangements will need to be made and a corkage fee of R50-00 per 750ml bottle will be levied.
4. Devonvale produces its own red wine under the Provoyeur/Friends Forever label; therefore we do not allow events to bring their own red wine on to the Estate. We charge R100-00 per



bottle for events. Included in your reservation, once confirmed, is a complimentary wine tasting prior to the event.

5. Kindly note that no beverages may be brought onto the estate, except for white wine and champagne. A list of beverage items you wish to bring on to the estate must be sent prior to delivery and will need to be signed off once approved. As we need to include the corkage on your invoice, we will need the list two weeks prior to the event. Approved beverages must be delivered to the venue 48 hours prior to the event.
6. The bar closes at midnight, at which time no more drinks will be served.

Music & Sound

1. We strongly suggest that you make use of our preferred music suppliers. If, in the event that you choose your own supplier, they must be approved by your wedding co-ordinator and their contact details will need to be provided for security.
2. The music supplier should be at Devonvale at least TWO hours prior to the function in order to set up and to ensure that the equipment is in working order.
3. Music must be shut down at midnight, as Devonvale is a residential area and noise pollution is a concern for our homeowners. We also discourage heavy bass and very high volumes in the Indaba Room.

Decor

1. We strongly suggest that you make use of our preferred décor and flower suppliers. If in the event that you choose your own supplier, they must be approved by your wedding co-ordinator and their contact details will need to be provided for security.
2. We do not stock linen at Devonvale, you are welcome to arrange your own or we can use our suppliers for this at your expense.
3. For décor purposes, the room is only available to you 6 hours prior to the start of your function, ie. If you guests are due to arrive at 6pm, you may arrive for setup at midday.
4. Please note that all items brought in for décor purposes are your sole responsibility and Devonvale Golf and Wine Estate will not be held responsible for any loss or damage, although all possible care and prevention will be taken.

Function Arrangements

1. The final guest list and table arrangements for your function must be finalized one week prior to the date of the function, together with the order of events, time schedule, bar requirements, etc.
2. It is advisable to set up a meeting with your wedding co-ordinator at this time to finalise the order of events and venue requirements.
3. If you have booked the fully inclusive package, your wedding co-ordinator will need to start the arrangements very early, and your full co-operation is required
4. The function fee includes the use of the venue for a specified time period;
 - Breakfast functions must end by 12h30
 - Brunch functions must end by 14h30
 - Lunch functions must end by 18h00
 - Dinner functions must end by 00h00

Devonvale Golf and Wine Estate: P O Box 77 Koelenhof 7605

Tel: + 27 21 865 2080; Direct line: + 27 21 888 4736; Fax: + 27 21 865 2601

Website: www.devonvale.co.za Email: events@devonvale.co.za



General

1. The venue hire for weddings held between the 1st October 2017 and 30th September 2018 is R34,000-00 (thirty four thousand rand) this includes the ceremony, garden gazebo and the reception venue.
2. All prices are inclusive of VAT 14 %. Any increase in VAT or any other statutory changes, which could be levied, will be for your account.
3. All prices quoted are subject to change at our discretion, in the event of irregular supplier increases and outside factors.
4. Please note that a 10 % gratuity will be automatically added to your food and beverage account for parties of 10 or more.
5. Damage to our property, unruly behaviour resulting in disruption of normal business operations, breakages (including glasses and crockery) as well as theft, will be charged to the main account at full replacement cost regardless if only discovered after the event.
6. The Housing Estate of Devonvale is out-of-bounds. Your guests are prohibited from being anywhere on or near the residential Estate at Devonvale.
7. We embrace our country's strict smoking laws and do not allow smoking except in designated areas. This especially applies to the hotel and lodge where smoking is strictly prohibited. Should any delegates/ guests fail to comply, we reserve the right to claim expenses necessary to reinstate the smoke affected rooms and loss of income caused by such cleaning efforts.
8. Any noise pollution will not be tolerated outside or around the lodge accommodation and pool area after 22h00. Security will be called and if the noise level is still not within reason, SAPS will be called out to the Estate.
9. Golf carts belonging to the golf course and other homeowners are not to be ridden or tampered with. Damage to golf carts will be for the couples account.

Thank you for your co-operation in the above. Should you have any further requests or queries, please do not hesitate to contact us.

We look forward to assisting you with all of your event requirements.

We hereby accept the above conditions,

Client Name:

Client Signature:

Date:

Co-Ordinator Name:

Co-Ordinator Signature:

Date: