



Dear Sir / Madam

Thank you for choosing Devonvale Golf and Wine Estate for your special wedding day! At Devonvale we strive towards professional, but personal service, and in order to build a good working relationship with you, we wish to list the following conditions for your information:

CONFIRMATION OF RESERVATION

1. To confirm a reservation, we require the bridal couple's first names and surnames as well as contact telephone numbers, postal address, and a short outline of your requirements.
2. A deposit of R6, 000-00 is required to secure your date no later than 14 days after the date of reservation. This deposit will be deducted from your final account.
3. Please note that your function reservation is not confirmed unless your deposit is received. Deposit may be paid directly into our bank account but must be followed up with a faxed copy of the deposit slip. Our bank details are as follows: Devonmust (Pty) Ltd, Acc. No. 1037 681 021, ABSA Bank Stellenbosch.

PAYMENT TERMS

1. Our payments terms are as follows: cash, credit card, direct deposit or by bank transfer.
2. 50 % of the total estimated account must be paid 1 (one) month prior to your function.
3. Balance of the account, being full payment for the function, is to be received one week prior to the function. Your wedding or function will not take place unless the full payment is in our bank account and we have received the proof of your payment.
4. Should any extra costs be incurred on the day, these are to be settled before the end of the function.
5. Penalties will be incurred on late payments: Interest penalty at the prime bank rate plus 2% (two per centum) from the due date of payment until and including the actual date of payment.

CANCELLATION POLICY

Should you cancel your reservation 4 months or more prior to the scheduled date, the deposit less a 15 % handling fee is refundable. If cancellation is made less than 4 months prior to the scheduled date, the deposit is not refundable.

CATERING FACILITIES

1. We offer a variety of menus to suit most taste buds, however if you would prefer to create your own menu or make changes to sample menus, it is 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 request that an account be run for the bar for the duration of your function, the estimated budget is payable upfront and the balance of the account will be payable directly at the end of the function, unless otherwise arranged.
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 have to be made and a corkage fee of R25-00 per 750ml bottle will be levied.
4. Devonvale has its own red wine under the Provoyeur label, therefore we do not allow you to bring your own red wine on to the Estate, The cost per bottle is R45-00 per bottle. We invite you for a winetasting prior to the event.
5. Kindly note that no beverages may be brought onto the estate, unless arranged with your function co-ordinator prior to the function date.
6. The bar closes at midnight, following which 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, it should be approved by your function co-ordinator.
2. The music supplier should be at Devonvale at least one hour prior to the function in order to set up and to ensure that the equipment is in working order.
3. Music will 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 decor and flower suppliers. If in the event that you choose your own supplier, it should be approved by your function co-ordinator.
2. For décor purposes, the room is available to you on the day of your function or a prearranged date and time confirmed with your function co-ordinator.
3. 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.
4. We have a permanent roof draping, and fairy lights, in the Indaba Room. We charge R2, 700- for the use of this. If you do not wish to have a roof-draping, we will remove it for your wedding day.

WEDDING ARRANGEMENTS

1. The final guest list and table arrangements for your wedding 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 function coordinator at this time to finalise the order of events and venue requirements.
3. The function fee includes the use of the venue for a specified time period;
Brunch functions must end by 14h30
Lunch functions must end by 18h00
Dinner functions must end by 00h00
4. For extension of lunch functions, a R500-00 per hour venue hire will be applicable only with prior arrangement with your function co-ordinator. Please note that this does not apply to evening functions, whereby the venue closes at midnight.

GENERAL

1. Weddings held on or before the 30th September 2011 pay R6, 000-00 venue fee. This will increase to R10, 000-00 venue hire for weddings as of the 1st October 2011 until the end of September 2012.
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. Malicious damage to our property and theft will be charged at full replacement cost.
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. Any noise pollution will not be tolerated outside or around the lodge accommodation after 23h00.

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.

For Devonmust (Pty) Ltd

Witness

Client Signature

Witness

Client Name

Date

Function Date: _____