



**TERMS AND CONDITIONS OF BOOKING (2010 / 2011)**

1. RESERVATIONS WILL ONLY BE CONFIRMED UPON RECEIPT OF A DEPOSIT OF R8000-00 WHICH IS REQUIRED WITHIN ONE (1) WEEK OF MAKING THE PROVISIONAL BOOKING. ONCE A CONFIRMATION DATE EXPIRES, THE PROVISIONAL BOOKING WILL AUTOMATICALLY BE RELEASED.
2. DEPOSITS WILL ONLY BE REFUNDED IF A WRITTEN CANCELLATION IS RECEIVED AT LEAST (6) SIX MONTHS BEFORE THE FUNCTION DATE.
3. DEPOSITS ARE TO SECURE A SPECIFIC DATE. IF THE WEDDING DATE IS CHANGED OR POSTPONED WITHIN THE SIX (6) MONTHS AS IN POINT 2 ABOVE, ANOTHER DEPOSIT WILL BE REQUIRED TO SECURE THE NEW DATE.
4. ALL ACCOUNTS INCLUDING YOUR BAR LIMIT (TO BE SET BY COLLISHEEN) AND ANY OTHER PRE-ARRANGED EXPENSES ARE TO BE SETTLED IN FULL FOURTEEN (14) DAYS PRIOR TO THE FUNCTION. ANY OUTSTANDING AMOUNT ON THE ACCOUNT MUST BE SETTLED ON THE DAY OF THE FUNCTION BEFORE THE FUNCTION STARTS.
5. WE RESERVE THE RIGHT TO CHARGE A BREAKAGE DEPOSIT, PAYABLE FOURTEEN DAYS PRIOR TO THE FUNCTION, WHICH IS REFUNDABLE SEVEN (7) DAYS AFTER THE FUNCTION, IF NO DAMAGE HAS OCCURRED. THE DEPOSIT WILL VARY DEPENDING ON THE SIZE AND POTENTIAL RISK OF THE FUNCTION. WE ALSO REQUIRE A CREDIT CARD AUTHORISATION FORM TO BE SIGNED TO COVER ANY AND ALL EXTRA COSTS OCCURRING DURING THE FUNCTION (FOR EXAMPLE; BAR TAB OVERRUN, EXTRA GUESTS ARRIVING, STAFF OVERTIME & BREAKAGES AMOUNTING TO MORE THAN THE BREAKAGE DEPOSIT TAKEN)
6. ALL PRICES QUOTED ARE SUBJECT TO CHANGE, PROVIDED THAT THE CLIENT IS INFORMED OF SUCH CHANGES AT LEAST THIRTY (30) DAYS PRIOR TO A RESERVED BOOKING.
7. THE CLIENT WILL NOTIFY COLLISHEEN ESTATE NOT LESS THAN FOURTEEN (14) DAYS PRIOR TO THE FUNCTION OF THE CONFIRMED NUMBER OF GUESTS THAT WILL BE ATTENDING. THIS WILL BE THE NUMBER USED TO FINALISE YOUR CATERING ARRANGEMENTS AND PAY THE BALANCE OF YOUR ACCOUNT.
8. IF MORE GUESTS THAN THE ORIGINAL AMOUNT AGREED ON AND PAID FOR ARRIVE, THE CLIENT WILL BE CHARGED THE SAME "PER HEAD RATE" AS THE REST OF THE GUESTS PER EXTRA GUEST.
9. A MAXIMUM OF 400 GUESTS WILL BE ALLOWED AT THE VENUE PER FUNCTION. MANAGEMENT RESERVES THE RIGHT TO CLOSE THE GATES AND RESTRICT FURTHER ENTRY SHOULD THIS AMOUNT BE EXCEEDED. RIGHT OF ADMISSION IS RESERVED AT ALL TIMES.
10. THE COMPANY RESERVES THE RIGHT TO CANCEL ANY BOOKING FORTHWITH AND WITHOUT LIABILITY ON ITS PART IN THE EVENT OF ANY DAMAGE OR DESTRUCTION OF THE VENUE BY FIRE OR ANY OTHER CAUSE, ANY SHORTAGE OF LABOUR OR FOOD SUPPLIES, STRIKES, LOCKOUTS OR INDUSTRIAL UNREST, OR ANY CAUSE BEYOND THE CONTROL OF THE COMPANY WHICH SHALL PREVENT IT FROM PERFORMING ITS OBLIGATIONS IN CONNECTION WITH ANY BOOKINGS IN ITS ESTABLISHMENT.
11. THE COMPANY DOES NOT ACCEPT LIABILITY FOR LOSS OR DAMAGE TO ANY ITEM OF PROPERTY OF CUSTOMERS HOWSOEVER SUCH LOSS OR DAMAGE MAY OCCUR.
12. THE COMPANY DOES NOT ACCEPT LIABILITY FOR INJURY TO YOU OR YOUR GUESTS ON THE PREMISES DUE TO NEGLIGENCE, OVER-INDULGENCE OR ANY OTHER CAUSE.
13. NO ALCOHOL, BEVERAGES OR FOOD MAY BE BROUGHT ONTO THE COMPANY PREMISES FOR CONSUMPTION.
14. THE COMPANY RESERVES THE RIGHT TO CHARGE A PER HEAD AMOUNT FOR A DRY WEDDING.
15. AN ADDITIONAL COST OF R50-00 (EXCLUDING VAT) PER STAFF MEMBER PER HOUR, OR PART THEREOF, WILL BE CHARGED FOR FUNCTIONS THAT LAST LONGER THAN 8 HOURS. THE CLIENT WILL BE INVOICED BEFORE THE FUNCTION FOR ANY OVERTIME PLANNED.
16. IF LOAD SHEDDING TAKES PLACE DURING YOUR FUNCTION COLLISHEEN RESERVES THE RIGHT TO CHARGE FOR THE RUNNING COSTS OF THE GENERATOR.
17. UNLESS BY PRIOR ARRANGEMENT, (AND AT AN ADDITIONAL COST) THE PREMISES MUST BE VACATED BY 1.00AM.
18. IF THE VENUE HAS BEEN BOOKED THE DAY FOLLOWING YOUR FUNCTION, ALL DRAPING AND ANY OTHER DECORATION NOT SUPPLIED BY COLLISHEEN MUST BE REMOVED BY 07H00 THE MORNING FOLLOWING YOUR FUNCTION AT YOUR OWN COST.
19. THE CLIENT SHALL NOT BE ENTITLED TO ASSIGN THE BOOKING TO ANY THIRD PARTY TO UTILISE THE COMPANY'S FACILITIES WITHOUT THE COMPANY'S PRIOR WRITTEN APPROVAL.
20. IN THE UNLIKELY EVENT OF THERE BEING A BREACH OF THIS CONTRACT, REQUIRING LEGAL INTERVENTION, THE PARTY IN BREACH WILL PAY THE ATTORNEY CLIENT FEES ASSOCIATED WITH THIS INTERVENTION.
21. AGREEMENT TO CHANGES OF THE ABOVE CONDITIONS WILL ONLY BE VALID IF IN WRITING BY BOTH PARTIES.
22. INTEREST WILL BE CHARGED AT PRIME, AS CHARGED BY FIRST NATIONAL BANK AT THE APPLICABLE TIME, PLUS 2% PER MONTH OR PART THERE-OF FOR ANY AMOUNTS OUTSTANDING.

**FOR CONFIRMATION OF RESERVATION**

FOR THE CLIENT

FOR COLLISHEEN ESTATE

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE NOTE:

COLLISHEEN ESTATE HAVE DRAWN ON YEARS OF EXPERIENCE IN THE FUNCTIONS INDUSTRY TO DEVISE THE ABOVE CONDITIONS TO SAFE-GUARD BOTH YOURSELVES, OUR VALUED CLIENT, AND OURSELVES AND GUARANTEES THAT YOU RECEIVE AN EXCELLENT STANDARD OF SERVICE. WE LOOK FORWARD TO ENSURING THAT YOU HOST AN OUTSTANDING FUNCTION AND IF YOU NEED ANY ASSISTANCE WHATSOEVER, PLEASE DO NOT HESITATE TO CONTACT US.

COLLISHEEN ESTATE MANAGEMENT TEAM

**PLEASE SIGN AND FAX THIS DOCUMENT AND PROOF OF DEPOSIT PAYMENT TO 032-9471100 TO CONFIRM YOUR BOOKING.**

CLIENT NAME: \_\_\_\_\_

TOTAL PRICE PER HEAD QUOTED: \_\_\_\_\_

(The price quoted will be for the number of guests quoted on, a change in the number of guests could affect the quoted price per head.)

FUNCTION DATE: \_\_\_\_\_

CORKAGE (Per bottle) FOR LOCAL WINE AND CHAMPAGNES: 30-00

NO. OF GUESTS: \_\_\_\_\_  
(FINAL NO. TO BE CONFIRMED 2 WEEKS BEFORE FUNCTION)

BREAKAGE DEPOSIT: R1000-00

DEPOSIT PAID: \_\_\_\_\_

**BANKING DETAILS**

ACCOUNT NAME: COLLISHEEN CONFERENCE CENTRE  
ACCOUNT NUMBER: 62045371987  
BRANCH CODE: 220-129

BANK NAME: FIRST NATIONAL BANK  
BRANCH NAME: STANGER  
ACCOUNT TYPE: CURRENT