



GRANDE PROVENCE

—1694—

Heritage Wine Estate

FRANSCHHOEK · SOUTH AFRICA

Grande Provence Main Road Franschhoek PO Box 102 Franschhoek 7690 Western Cape South Africa
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www.grandeprovence.co.za

WEDDING CONFIRMATION AGREEMENT

TERMS & CONDITIONS FOR FUNCTIONS, EVENTS, WEDDINGS AND VENUE HIRE AT GRANDE PROVENCE (PTY) LTD.

1. PROVISIONAL RESERVATIONS

Until such time as confirmation of services is received from Grande Provence this is a quotation only and is subject to availability as only a provisional reservation has been made. A quotation for a provisional reservation is valid for a maximum period of 7 days. Grande Provence reserves the right to shorten the validation period of provisional reservation without notice, unless otherwise agreed on.

Conditions:

- All rates are subject to change without notice.
- All rates exclude beverage prices, which will be based on consumption.
- All rates exclude menu prices, which will be based on the choices provided.
- All rates include 14% VAT. Should the government increase any related taxes or obligatory add taxes (such as tourism levy), then Grande Provence reserves the right to increase quoted rates with a minimum of the tax/levy increase applicable to Grande Provence.
- Service charge of 10% is not included.
- All rates are quoted in South African Rand and foreign currency payments are acceptable at the daily bank rate of exchange valid in South Africa on the date that payment is received, any bank charges involved with payment are for the clients account.
- Please contact us in order to discuss our policy regarding children.

2. VENUE BOOKING

- Package _____
- Amount _____
- Date _____

3. DEPOSITS & CANCELLATIONS

- 50% deposit of the total wedding package is required within 24 hours of confirming the booking in order to secure the reservation with Grande Provence.
- Full payment of the venue hire is required within 28 days prior to the event date.
- Full payment of the total meal account is required 14 days prior to the function date.

The following should be faxed and emailed to the Events Co-ordinator to confirm your event:

- A copy of the signed terms and conditions as well as proof of payment.

3.1 A pro-forma invoice for the meal account will be forwarded to the client on confirmation of the menu choice. Full pre-payment is required into Grande Provence's bank account 14 days prior to the function date.

3.2 No refunds will be made 28 days prior to the function date should the group decrease in numbers, unless otherwise agreed on. Any extra meals/beverages are required to be settled upon departure. Grande Provence does not offer account facilities.

3.3 Kindly note that payments may be processed with American Express, Visa and Master Card credit cards (see attached for Credit Card Authorisation Form). Grande Provence unfortunately does not accept any cheques. Please email events@grandeprovence.co.za, or fax a copy of confirmation of payment to following fax number quoting the reservation/reference number: +27 (21) 876 8601

3.4 In the event of any guest not paying his/her private obligations before departure, the client agrees to make payment to Grande Provence.

3.5 A 10% refundable deposit on the total venue hire will be required in case of any shortages, damages or break-ages to any property of Grande Provence. The balance due will be repaid within 14 days after the wedding/ event.

3.6 In case of a "tabbed" bar, the 10% service fee & beverage bill must be settled no later than 10am on the day / night or the day after the wedding/ event.

3.7 Payments may be processed by Credit Card (a 2.5 % Credit card transaction fee will be charged to the customer).

3.8 Grande Provence reserves the right to cancel all services booked by Grande Provence should full payment not be received 28 days prior to function date. Should it be a last minute booking, Grande Provence will allow 5 days from time of confirmation until payment reaches us before Grande Provence will cancel any services booked.

3.9 All deposit amounts will be deducted in South African Rand, as per your invoice at the rate of exchange applicable on the day of transaction and converted into your currency by your bank.

3.10 All foreign transactions may now attract an extra 2% "handling fee" over and above the banks usual exchange rates, which will be charged to your account by your bank along with any other bank charges that may apply. Kindly confirm with your bank to determine if this will affect you or not.

NEDBANK LTD
BRANCH CODE: 149 821
ACCOUNT NUMBER: 149 808 7205
SWIFT CODE: NED52AJJ
ACCOUNT HOLDER: GRANDE PROVENCE PROPERTIES (PTY) LTD

4. CANCELLATION POLICY

Cancellations must be done in writing.

If cancellation takes place 30 days after booking date, Grande Provence will retain the deposit paid.

If cancellation takes place 5 months or less prior to the event date, Grande Provence will retain the total event fee.

A cancellation fee of 100% will apply if the wedding/event is cancelled within 120 days of the event. Full payment of the quotation & any other costs incurred by Grande Provence will be demanded and will be payable on such demand.

5. AVAILABILITY OF ACTUAL VENUE

The booked venue at Grande Provence is available for all-day functions from 09h00 onwards until 00h30.

Please note The Owner's Cottage is only available from 14h00.

Adjustments to the start time may be possible in coordination with Grande Provence Events Co-ordinator, however an additional charge of R3,000.00 per each hour prior to 09h00 will be applicable.

Grande Provence reserves the right to utilise the property's remaining venues.

6. SETTING UP AND BREAKDOWN

The décor organiser and florist may start with set up on the function date from 09h00 onwards and need to have their set up completed before the actual start time of the function in order to satisfy their guest's expectations. All set up must be cleared from the venue the following day, after the last function day, before 08h30. Restaurant operation will continue during set up hours, depending on the exclusivity of your confirmed venue hire. All indoor décor and structures must be removed right after the end of the event.

7. MENU CONFIRMATION

Menus start from R725.00 per person.

Canapé menu: R40.00 per canapé, per person. Available on request.

Grande Provence requires confirmation of final numbers and payment of the menu strictly 14 days prior to the function date. Kindly inform the Events Co-ordinator of any dietary requirements we need to cater for. Any extras will be charged for on the day of the function.

No outside caterers allowed. The Grande Provence Executive Chef and his team will be preparing the food.

Menus and beverage list are subject to change.

Service charge of 10% on all food and beverages, should you wish to increase your gratuity, we would be more than happy to accommodate this request.

8. BAR ARRANGEMENTS

Only Grande Provence wines and beverages listed on the Grande Provence wine and beverage menu are allowed to be served on the Estate. The bar arrangements should be confirmed at least 14 days prior to the function date. Grande Provence requires credit card information as a standard procedure, which will serve as security on the beverage account.

No cash bar system allowed unless prior arrangements have been made and agreed upon with the events co-ordinator at least 28 days before the event.

Should a cash bar system be agreed upon a minimum spend is required and will be discussed with the events co-ordinator.

Cash bar system excludes all wines and is only applicable on spirits and beverages.

Grande Provence is fully licensed and will meet and manage your entire bar & beverage requirements on the Estate.

No other liquor may be brought onto the premises by any Guest, Coordinator or Service Provider.

9. BREAKAGE AND DAMAGE

The client will be held responsible for any and all damages whatsoever caused to Grande Provence property.

The contract holder i.e. the customer or signatory to this contract will be held responsible for all breakages, losses and damages occurred during the day/ night of the wedding/ event and any subsequent days on the Estate.

10. INDEMNITY

The client (signatory to this agreement) suppliers, guests, children, approved event co-ordinators and all 3rd party or independent co-ordinators, contractors or organizers indemnify Grande Provence from any liability, loss, damage, death or injury that may be suffered by any client/ guest or other individual who attends, works or visits the Estate or who makes use of any of our amenities during their stay at the Estate.

Indemnity under this agreement shall be in effect prior to, on and after the date of the wedding/event of the signatory to this agreement.

Grande Provence cannot and will not be liable for any guests that leave any items unsupervised or car/ doors or windows unlocked during their stay at Grande Provence, we ensure that we will do our utmost to prevent any loss or damage, but cannot be liable for any negligence caused by any guest who visits the Estate.

11. SMOKING

In accordance with South Africa's legislation, all indoor facilities are strictly a designated as non-smoking areas.

Smoking will only be allowed in designated smoking areas.

12. MUSIC

Music will only be allowed inside our function venues. Due to local noise regulations, dance music has to end at 24h00 sharp. Grande Provence therefore reserves the right to regulate the volume of the music to no louder than 80 decibels at any event held on its premises.

Only live-performance musicians that are approved by Grande Provence will be allowed.

The bridal couple is only entitled to use a DJ that is approved by Grande Provence.

No amplified music will be allowed outside.

13. CHILDREN

Children are most welcome at Grande Provence however parental supervision must be maintained at all times with responsibility for safety and well being resting with the parents. There are many water features within the design of the property and vigilance is required. Babysitting services are available upon request.

14. WEATHER

Grande Provence takes no responsibility for outdoor events and the client remains responsible for any extra costs involved should a radical shift in the weather affect the arrangements for the function.

15. OVERTIME

The bar closes precisely at 24h00. Your venue is booked until 00h30. Should the client wish to extend these times a charge R3,000.00 per hour, as from 00h30 onwards will be levied.

Should the event require extensive waste clearing, including packaging, organic waste other than produced through Grande Provence kitchen as well as extensive decoration and chemicals, Grande Provence reserves the right to charge.

R2,000.00 or the cost of outsourced clearing company chosen by Grande Provence which ever may apply.

In case the function requires extensive cleaning, other than clearing waste, e.g. heavily stained chairs, walls, carpets, etc. Grande Provence will charge the invoiced amount of cleaning, from an outsourced cleaning company chosen by Grande Provence, to the client at cost.

16. WEDDING CO-ORDINATORS AND SERVICE PROVIDERS

Only Grande Provence approved wedding co-ordinators and service providers may be used for your wedding/event.

This ensures that a high standard is maintained for all wedding/events held at Grande Provence.

Grande Provence will provide you with our list of approved wedding co-ordinators and service providers.

17. DÉCOR

The client will be held responsible for any damages that might occur. The florist, will be responsible not only for the punctual setting up of the flowers, but also for the lighting of candles and checking that the desired ambience is created. Only fresh flower petal confetti is permitted.

Grande Provence staff cannot assist the florist, or any other person, with decorations, carrying of material or moving of flower arrangements either during set-up, during the function or breaking up of the event. All decorative items need to be fire repellent. Grande Provence does not take any responsibility for decorations or flowers found to be missing during the event or thereafter.

Removal of décor:

All candles, flowers and décor must be removed from the premises by no later than 08h30 the day preceding the function date. If not adhered to, management will dispose of any items as it sees fit. Occurring costs hereof will be carried by the client. The client will be held responsible for any and all damages whatsoever caused to Grande Provence property.

18. SEQUENCE OF EVENTS

A document outlining the sequence of events for the reception must be agreed with the Events Co-ordinator 14 days prior to the reception. Our team of chefs will be using the agreed 'Sequence of Events' as a guideline to the timing of their preparations.

Situations such as lengthy speeches, additional spontaneous speeches or sudden changes in the order of events affect the efficiency of the kitchen considerably and may affect the quality of the experience.

19. GENERATOR

Grande Provence has an on-site back-up generator which will be used in the event of a power outage.

20. GENERAL

In this contract (unless the contract otherwise states), the following words shall have the following meanings:

Client – means the company, firm, body, agent or person booking the event.

Conditions – means these terms and conditions which apply to all event bookings at Grande Provence.

Contract – means these conditions and sequence of events as well as event details.

Event – means the event (including, but not limited to, accommodation, services and other facilities) booked by the client.

Event Co-ordinator – means Grande Provence Events Co-ordinator from time-to-time, as specified in the appendix.

Grande Provence and Grande Provence Estate – means Grande Provence Properties (PTY) Ltd.

Maximum Guaranteed Number – means the number of guests/delegates for the accommodation and/or event per day specified in the appendix.

Price – means the price specified in the appendix.

This contract is created upon Grande Provence accepting the client's confirmation of the event booking and issuing the contract to the client for signature.

The conditions shall prevail over any other terms and conditions (whether or not inconsistent with these conditions) and whether such conditions are in writing or are implied by custom, practice or course of dealing. For the avoidance of doubt, these conditions shall also prevail over any other conditions previously published by Grande Provence in respect to function bookings.

ACKNOWLEDGEMENT

Once completed, please fax this and a copy of the deposit slip to the Events Co-ordinator at +27 21 876 8601 to confirm your reservation and quote reservation/reference number.

The client or bridal couple acknowledges receipt of a copy of this agreement and that they understand the contents thereof.

Please indicate your acceptance of the agreement of the above-mentioned Terms and Conditions, by signing in the space provided below.

We, _____ and _____
PLEASE PRINT FULL NAME PLEASE PRINT FULL NAME

accept, in full, the above mentioned Terms and Conditions and authorise that the following credit card may be debited the bar deposit, breakage deposit, any overtime or damages, clearing other applicable charges occurring through events other than described on the terms and conditions, that may be due, unless other arrangements are made with management at least 14 days prior to the function date.

Credit Card number:	Expiry date:
Credit Card holder:	ID Number:
CVV number (last 3 digits at the back of the credit card):	

We, the above-stated, also understand that the function sheet forms part of this agreement.

_____ and _____
SIGNATURE / DATE SIGNATURE / DATE