



Art Lovers

## Terms & Conditions for Weddings or Functions

### GENERAL

1. Rates are valid from 1 January to 31 December 2010. A maximum of 15 % increase annually may be anticipated.
2. Due to unforeseen circumstances, the price of certain items may be increased without prior notification.
3. All quotes are subject to availability. Guests wishing to avoid disappointment should confirm their bookings as soon as possible.
4. Music to stop at **24H00** and the bar to close @ **23H45**.
5. Any function wishes to continue later than normal time will be charged with an additional venue hire of R1800,00 per hour.
6. Children under 12 years will be charged 50 % of the agreed adult menu price and children under 4 years of age will not be charged.
7. No food or beverage may be brought onto the premises for consumptions without written consent from Art Lovers.
8. No staples or nails to be used for attaching any decorations to the walls or partitions.
9. Free secure parking is available.
10. Gratuities are optional and at the discretion of the client
11. Any additional items requested should be supplied or hired by the client at the clients cost.
12. All prices are inclusive of 14 % VAT.
13. Smoking: In accordance with South Africa's legislation, the restaurant is strictly non-smoking, thus smokers must smoke outside the restaurant.
14. Sequence of events: A document outlining the sequence of events for the function must be agreed with the restaurant's management at least 7 days prior to the function. Our team of chefs will be using the agreed 'sequence of events' as a guideline to time their preparations. Situations such as lengthy speeches, additional speeches or sudden changes in the order of events affect the efficiency of the kitchen considerably and may affect the quality of the experience.
15. The florist and DJ, or any other outside providers will be responsible for setting up the flowers and equipment 2 hours prior to the start of the function.
16. Art Lovers does not take any responsibility for decorations or flowers found missing during the function or thereafter, due to guests helping themselves.

### BOOKINGS

1. We are happy to hold a provisional booking for your function for 14 days.
2. If a 50% deposit is not paid 14 days after the initial enquiry, Art Lovers reserves the right to cancel the provisional booking without any notice to the client.
3. All payments are non-refundable once paid by the client, within the required time period.
4. All changes & cancellations must be made in writing by the client.
5. Cancellations 10 days prior to the function/wedding date; the paid deposit is non-refundable.

### LOSS/DAMAGE

1. Neither Art Lovers nor its agents or employees shall be liable for any damages of loss which may be caused to any of the goods of the customer, its employees or invitees brought onto the premises for whatever reason, nor for any injury or loss of life of the customer or its employees howsoever caused. The customer further indemnifies and holds harmless Art Lovers against any claim that may be made against the Company by any third party relating to the provisions of this clause.
2. Should any damages occur to the building gardens, decor, carpets or linen during the function the client shall be held responsible and billed accordingly.
3. Candle burns/wax damage will be charged back to the client.
4. Art Lovers will not be held liable for interruptions of services (water, electricity, sanitation).



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## BAR SERVICE

- 1.No spirits, beer, soft drinks or food are to be brought and consumed on the premises, without the consent of Art Lovers Management.
2. All beverage bills are to be settled on the night of the function.
3. Please confirm your bar requirements as soon as possible prior to the function.
4. Tab/Bar Limit payable 1 week before function.

## MENU

- 1.Certain dishes served are subject to seasonal availability.
2. All prices quoted include VAT and all prices are subject to change without prior notification.
3. The final number of guests must be confirmed one week prior to the function. This number serves as the basis of the meal account, which must be paid at the same time. The amount due for the meal account is calculated as follows:

**Step 1:** (Number of guests) multiply (Price of chosen menu) = (Subtotal)

**Step 2:** (Subtotal) add (10% service charge on Subtotal) = (**Total due**)

4. All entertainers meals should be included in the guaranteed number.

## PAYMENT PROCEDURES

- 1.A booking will be confirmed and secured by payment of a 50 % deposit of the total food bill and venue hire.
2. The outstanding amount of the total food, beverage and extras bill must be settled 7 days before the wedding / function date.
3. The final appointment to finalize the function procedures, final checklists, final confirmation of the menu and bar requirements, final numbers, will take place no later than 7 days prior to the function.
4. Should the client decide on an open bar, the limit is payable 7 days before the function.
5. Persons that wish to pay the final bill by credit card will be charged the applicable commission charged by the credit card company in addition to the above calculated total amount due. (Visa and MasterCard charge 3% commission while AMEX and DINERS charge 5% commission.)

## DEPOSIT

1. A deposit of 50 % is required within 14 days of making the provisional booking.
2. Payment by cash/credit card at Art Lovers Restaurant or by electronic or direct transfer to our bank account
3. All deposits paid are non-refundable in the event of a cancellation or postponing the function.
4. Upon paying the deposit electronically, the deposit slip must be forwarded to Art Lovers.
5. Art Lovers banking details are as follows and deposits slips must be faxed through on 086 577 5777:  
**Valley Junction Trading 99 t/a Art Lovers, ABSA – Parys Branch No: 63 20 05; Account No: 405 797 2301**

*I hereby agree to abide by the above terms and conditions set out by Art Lovers and hereto bind myself in my personal capacity as surety for all monies owing, from this agreement. All damages to the allocated buildings and surroundings, venue, furniture, utensils carpet and equipment therein will be charged to the client. Prices are subject to change due to yearly increases.*



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**DISCLAIMER**

While every reasonable effort is taken to ensure the safety of our guests, we do not accept responsibility for any injuries or damage sustained to guests or their property for whatever reason.

My signature appended hereto confirms my acceptance of the aforesaid terms and conditions. I furthermore confirm that I am indebted to Art Lovers in the amounts indicated on the quotation as well as any such further amounts as agreed with Art Lovers Management for purposes of the entire function as stated in, but not limited to, the aforesaid Terms and Conditions. I further confirm that it was explained to me that I am entitled to have this document translated into a language of my choice at my expense.

Date at \_\_\_\_\_ this \_\_\_\_\_ day of 20\_\_\_\_\_

Signature of Client:

\_\_\_\_\_

(in the case of a legal person) who warrants that they are duly authorized hereto

Full Name of Client:

Client I.D.Number

\_\_\_\_\_

\*\* Please complete and sign this form, and initial every page at the bottom right corner and fax to 086 577 5777



## Art Lovers

Please complete the Function Booking Sheet and fax it back to us on 086 577 5777 or email [info@artlovers.co.za](mailto:info@artlovers.co.za)

Date of Function \_\_\_\_\_

Type of Function \_\_\_\_\_

(Wedding, 21<sup>st</sup>)

Contact Person \_\_\_\_\_

Telephone No: \_\_\_\_\_

Person responsible  
For Payment \_\_\_\_\_

Account Details \_\_\_\_\_  
(For deposit refund)

Address \_\_\_\_\_

Venue Hall chosen \_\_\_\_\_

Venue Hire Amount \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Email \_\_\_\_\_

Address: Physical \_\_\_\_\_

Address: Postal \_\_\_\_\_

Number of Guests  
Adults \_\_\_\_\_

Number of Guests  
Children \_\_\_\_\_

Main Table \_\_\_\_\_

Guests Tables \_\_\_\_\_

Round Tables \_\_\_\_\_

Square Tables \_\_\_\_\_

Cake Table \_\_\_\_\_

Gift Table \_\_\_\_\_

Serving time \_\_\_\_\_

Sequence of events List \_\_\_\_\_

PA System \_\_\_\_\_

Podium \_\_\_\_\_

DJ/Band \_\_\_\_\_

Table for DJ/Band \_\_\_\_\_

Background Music \_\_\_\_\_

Photographer \_\_\_\_\_

Florist \_\_\_\_\_

MC \_\_\_\_\_

Cash Bar or Tab \_\_\_\_\_

Tab Limit \_\_\_\_\_

Requested Alcohol if tab \_\_\_\_\_

Red Wine Glasses \_\_\_\_\_

White Wine Glasses \_\_\_\_\_

Cherry Glasses \_\_\_\_\_

Champagne Glasses \_\_\_\_\_

Starting Time \_\_\_\_\_

Cut Off Time \_\_\_\_\_



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Arrival Drinks \_\_\_\_\_ Red Carpet \_\_\_\_\_  
Conference Chairs \_\_\_\_\_ High back Chairs(50) \_\_\_\_\_  
High back White Covers \_\_\_\_\_ Buffet \_\_\_\_\_  
Set-Menu \_\_\_\_\_ Canapés \_\_\_\_\_  
Under plates Silver \_\_\_\_\_ Candelabras \_\_\_\_\_

All table cloths, white damask serviettes, cutlery and glasses, 1 x Easel and 1 x Artistic Podium, High back chairs, with white covers (50 Off) as well as Conference chairs (140 Off), can be supplied by Art Lovers upon request.

Silver under plates(120 Off), table numbers(30 Off), and candelabras(9 Off), French Clear perspex serviette holders (140 Off), French Clear Perspex table numbers (30 off), Heart "Love" serviette holders (140 Off), can be quoted to you for hire for your function upon request.

Any damage and breakage or loss to any of the said items that belongs to Art Lovers will be for your account.

**VENUE / HALL HIRE RATES (PLEASE TICK)**

HALL	RATE
Whole Venue (120 Pax Max)	R12 000.00
Gallery (60 Pax)	R1 500.00 p/hour
Veranda (40 Pax)	R900.00 p/hour
Prive (20 Pax)	R800.00 p/hour
Veranda Gazebo (30 Pax)	R600.00 p/hour

Kindly sign and fax back to **086 577 5777**.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)