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RESERVATIONSMANAGER@BRENTONHAVEN.CO.ZA

WWW.BRENTONHAVEN.CO.ZA

P.O. BOX 232, KNYSNA, 6570



*happily ever after*  
STARTS HERE



**WEDDING AGREEMENT**

ENTERED INTO BY AND BETWEEN

BRENTON HAVEN (PTY) LTD

(Hereinafter referred to as "Brenton Haven")

And

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

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

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

Contact numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

(hereinafter referred to as "the Client")

Please complete the details, initial each page, sign, and return the entire document back to Brenton Haven by email: [reservationsmanager@brentonhaven.co.za](mailto:reservationsmanager@brentonhaven.co.za), together with proof of payment to confirm your booking.

Client signature: \_\_\_\_\_



**A. Important information regarding the wedding**

**BRIDE**

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**GROOM**

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**Function Date**

Date & Day of the week: \_\_\_\_\_

Function Ceremony Area Booked: \_\_\_\_\_

Function Reception Area Booked: \_\_\_\_\_

Function minimum numbers: \_\_\_\_\_

**VENUE HIRE**

Public Holiday or day before public holiday?      Yes/no (Note: Please delete whichever not applicable)

Notes on any special agreements with financial implications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Client signature: \_\_\_\_\_



## B. INFORMATION SHEET

Please read and acknowledge the below mentioned information as it forms part of the agreement between “Brenton Haven” and the “Client”.

### 1. VENUE HIRE AND MINIMUM SPEND

The full venue hire rate is payable upon signature hereof by the Client in order to secure the booking. This will give the client exclusive use of the venue for wedding as set out herein.

Venue Hire for Public Holidays – Please note that special rates and minimum requirements apply to Public Holidays.

All rates quoted are inclusive of VAT.

Dates	Days	Venue Hire Rate	Total minimum spent in Butterfly Blu incl Venue Hire
25 January to 23 March 2021	Mon - Thurs	ZAR 10,000	ZAR 48,000
	Fri - Sun	ZAR 15,000	ZAR 90,000
8 April to 10 May 2021	Mon - Thurs	ZAR 10,000	ZAR 45,000
	Fri - Sun	ZAR 15,000	ZAR 75,000
11 May to 9 June 2021	Mon - Thurs	ZAR 10,000	ZAR 25,000
	Fri - Sun	ZAR 15,000	ZAR 50,000
8 July to 31 August 2021	Mon - Thurs	ZAR 10,000	ZAR 20,000
	Fri - Sun	ZAR 15,000	ZAR 38,000
1 September to 15 September 2021	Mon - Thurs	ZAR 10,000	ZAR 40,000
	Fri - Sun	ZAR 15,000	ZAR 70,000
1 October to 7 November 2021	Mon - Thurs	ZAR 10,000	ZAR 53,000
	Fri - Sun	ZAR 15,000	ZAR 78,000
8 November to 14 December 2021	Mon - Thurs	ZAR 10,000	ZAR 58,000
	Fri - Sun	ZAR 15,000	ZAR 85,000

Public holidays will also incur an additional charge of R1 000.00 for additional staff costs.

Butterfly Blu Restaurant seats approximately 150 people, depending on the size of the dance floor.

A wedding ceremony can be conducted on the beach – This arrangement needs to be done by the client and for the client’s additional cost.

Client signature: \_\_\_\_\_



## 2. MINIMUM SPEND

Brenton Haven does not charge the Client on a *per capita* basis but rather requires a Minimum Spend from the Client on the day. This Minimum Spend is a fixed fee which is allocated to food, drinks, and the service fee. The full Minimum Spend amount (in column 4 of Table 1 above) must be paid no later than 1 (ONE) MONTH prior to the wedding day. If the full Minimum Spend has not been allocated to food, welcome drinks, wine, or other beverages, it will form the deposit for an open bar on the night. The Minimum Spend amount is non-refundable.

**2.1** In the event of your number of guests attending your wedding falling below your initial number, Brenton Haven will apply a menu escalated quote *per capita* to reach the same minimum spend. This quote will be an addendum to this contract and the spend may not be less than the quoted value, which may not be decreased.

**2.2** The final number of guests as discussed at the final appointment will be the number charged for unless attendance is greater as detailed above in which case the additional food will be charged for.

## 3. VENUE

### 3.1 Butterfly Blu Restaurant

Kindly note that the venue is the Butterfly Blu Restaurant and the grass area outside the perimeter of Butterfly Blu Restaurant does not form part of the Venue.

The grass area in front of the Butterfly Blu Restaurant is municipal ground.

The hiring of Butterfly Blu will automatically give you exclusive use of the restaurant.

**Only the following are Included in the venue hire are the following:**

- **Stainless Steel Cutlery • Crockery Setting the tables • Wine glasses and water glasses • Serving display dishes**
- **Chairs and Tables • Cleaning afterwards • Bar facilities**

The above is for 100 people maximum. Additional cutlery, crockery, glassware, display dishes, tables and chairs must be hired at the expense of the client.

**Breakages** – A Credit Card authorisation form to be completed 30 days before the wedding.

Breakages includes and applies to damage to:

Flooring, ceilings, paintwork, furniture, including tables and chairs, cutlery, crockery, glassware, windows, doors, and any other Butterfly Blu Décor.

The deck area at Butterfly Blu is covered by a louvre system that is not 100% waterproof. Tables might have to be moved to avoid any leaks in the case of extreme weather conditions.

Brenton Haven is a non-smoking venue, allocated smoking areas are available outside.

Rights of admission reserved; this decision will be at the manager's discretion.

All back of house areas are out of bounds to the client and their guests.

Client signature: \_\_\_\_\_



**TABLES AND CHAIRS**

Tables	QTY	Description / measurements	Chairs	QTY
2 Seaters	2	0.8m x 0.8m - Plastic Tables	Charcoal Chairs	60
3 Seaters	3	Round Table - Wooden Textured	Natural Wooden Chairs	18
4 Seaters	14	0.91m x 0.91m / 14 metal base wooden tops	Grey Leather Chairs	40
6 Seaters	8	1.8m x 0.91m - Wooden		
8 Seaters	1	1.04m x 2.19m		
10 Seaters	1	1m x 2.48m		

**Butterfly Blu Restaurant do not offer or supply the following:**

Butterfly Blu Restaurant do not offer decorative plates, and this should be arranged with your wedding co-ordinator of choice.

Butterfly Blu's Restaurant's serving dishes will be kept in the kitchen during the wedding and will be used to serve the starters, mains, and desserts on.

Brenton Haven do not supply decorative materials and their staff do not assist in setting up the décor for the venue, and we recommend that you should ask assistance to form your Decorative Company of Choice.

We do not assist in setting up the wedding ceremony and this should also be arranged with the Wedding Coordinator of your choice.

We do not supply chairs for the wedding ceremony and a Decorative Company or Supplier needs to be contacted.

If the ceremony is going to be on the beach or on the grass area in front of Butterfly Blu Restaurant, a wedding permit will be needed. It will be the responsibility of the wedding couple to contact the Municipality regarding the permit.

If assistance is required for a permit, you are more than welcome to ask Brenton Haven's Wedding Coordinator but he or she will not be held reliable for the wedding ceremony permit.

**4. ACCOMMODATION**

4.1 Accommodation discount of up to 40% for wedding or function guests. (Seasonal) [www.brentonhaven.co.za](http://www.brentonhaven.co.za)

4.2 To ensure legal compliance with the South African Immigration Act of 2004 it is necessary for the group rooming list to include the following information for individual guests, who are non-South African residents. Surname / First Name / Passport No. / Residential Status / Residential Address / Home Telephone Number / Mobile Telephone Number / Office Telephone Number / E-mail Address

4.3 Rates quoted are per unit per night and due to Brenton Haven being self-catered accommodation, exclude breakfast.

Client signature: \_\_\_\_\_



4.4 Check in time is 11:00am for the bride (if unit is available) and 15:00pm for all other guests. A fee of R100 per room is levied should guests wish to check in at 13:00. This is subject to availability.

4.5 A 100% deposit confirms the booking, room extras payable on departure at Reception.

4.6 Wedding guests to make use of bride's name as a reference when booking to qualify for the special rate.

4.7 Guests to book directly with Brenton Haven Beach Front Resort at [reservationsmanager@brentonhaven.co.za](mailto:reservationsmanager@brentonhaven.co.za) to receive the 40% wedding discount.

4.8 Guests will not be allowed a further 40% wedding discount on top of our yearly promotions.

4.9 Brenton Haven reserves the right to amend its prices at any time.

4.10 Brenton Haven has 35 units in the Beachfront Resort and are reserved based on our terms and conditions which operates on a first pay first confirm basis. No rooms are confirmed prior to the receipt of full payment of your reserved room/s.

4.11 Accommodation booked does not form part of the minimum spend.

4.12 No rooms are confirmed prior to the receipt of payment of your reserved room/s.

## 5. MENU SELECTION

5.1 Brenton Haven offers a menu with a selection of canapes, starters, main courses, and desserts. Clients can select items from each category to make up their wedding menu and meet their budget. All food is plated and served by waiters.

5.2 Annual food increases will be of immediate effect in January of every year for the year ahead. Menu prices remain subject to change due to economic factors during the year.

5.3 Children under the age of 12 years will be charged 50% of the menu price.

5.4 Food may not be brought onto the premises and Brenton Haven strictly prohibits the removal of leftover food and therefore under no circumstances may guests be allowed to remove food from the property.

5.5 Please note that your entire guest contingent must be catered for, applicable to all menu options available on our menu selector.

5.6 Suppliers (DJ, photographer etc.) contracted to work at the Reception will be included in the total guest amount/selected menu for catering purposes.

5.7 Should your actual number of guests on the day of your wedding exceed the number confirmed you will be charged for the additional guest at the confirmed menu price.

5.8 Should your actual numbers drop below the confirmed numbers, you will be charged for the guest totals confirmed at the final appointment.

Client signature: \_\_\_\_\_





5.9 Menus are confirmed 90 days prior to your wedding and changes are not possible after your final appointment.

5.10 The parties agree that due to the nature of the catering industry some menu items may not always be available on the day and therefore agree to select and confirm contemplated alternative items to those selected. If an item is not available on the Wedding Day, Brenton Haven will replace it with the alternative selected without prior notice to the Client.

## 6. SPECIAL DIETARY REQUIREMENTS

6.1 Brenton Haven needs to be advised of any special dietary requirements at or before the final appointment.

## 7. CAKE

7.1 Please ensure that the cake supplier assembles your cake and please allocate someone to remove the cake stand ON THE EVENING and return it directly to the cake supplier. Left over cake cannot be stored at Brenton Haven and a member from your wedding party must ensure collection and removal before departing on the evening.

Brenton Haven does not bake or provide Wedding Cakes.

## 8. SERVICE FEES

8.1 To ensure the guests' relaxation and comfort during any function, waitrons are employed to attend to their needs without the expectation of a gratuity. A service charge will however be added to the final bill (in addition to the Minimum Spend amount) which will in turn be divided equally between the staff.

## 9. BAR SERVICES

9.1 The Clients must brief Brenton Haven fully regarding his / her / their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. The Client is welcome to set a limit on the total bar expenditure for their account. To maintain control of this account, we are willing to supply a regular update of the bar account during the function.

9.2 Bar prices are subject to change without prior notice.

9.3 An updated list of bar prices is available on request.

9.4 A corkage fee is charged at R50.00 per bottle of wine or 750ml, whichever is smaller, and R70.00 per bottle or 750ml, whichever is smaller of local Sparkling Wine and R250.00 per bottle or 750ml, whichever is smaller of French Champagne. Corkage will only be granted on special request for items not stocked by Brenton Haven and must be confirmed in writing by no later than 2 (TWO) WEEKS prior to the wedding day. Permission will only be regarded as being given by Brenton Haven when in writing.

9.5 Wine orders need to be placed than 2 (TWO) WEEKS prior to the wedding day.

Client signature: \_\_\_\_\_





9.6 Any changes to the bar requirements are to be done so in writing and by no later than 2 (TWO) WEEKS prior to the wedding day.

9.7 Food and alcohol sales are what generate Butterfly Blu's revenue; thus no food or beverage may be brought into the restaurant. Should guests supply alcohol in the form of "dinky" bottles / party favours and gifts, corkage will be charged accordingly on all bottles.

9.8 Cash bar: Should you opt to make use of a strictly cash bar option; any outstanding/unpaid accounts by wedding guests will be automatically transferred to the Client's account. Should the outstanding amount be recouped, the Client will be refunded accordingly.

9.9 Brenton Haven strictly prohibits the removal of any leftover beverages, whether alcoholic or non-alcoholic, from the premises, whether opened or unopened.

9.10 Brenton Haven's liquor licence is only an on-consumption licence.

9.11 All beer, wine and spirits must be opened and consumed in the establishment and the minimum spend allows the customer to select their preferable wedding beverages. Where any party attending the wedding reception does not consume all the beverage items that they selected during the Venue Hire evening, it will be disregarded, as their preferable drink selection is only a guiding platform for the Restaurant Manager what to stock on and serve during the evening of the event.

## **10. SET UP, CUT OFF TIMES AND OVERTIME**

10.1 Set up time is during office hours of 08h00 to 17h00 prior to functions. The ceremony area and venue will be ready / set up 2-3 hours prior to the start time of the ceremony. Anyone making alternative arrangements must ensure that these are documented on the function sheet at the final appointment.

10.2 Brenton Haven does not have a flower storage area. Therefore, all flower deliveries and arrangements need to be made on the day of the wedding.

10.3 An overtime rate of R1000-00 per hour or part thereof will be charged after 23h59 on the wedding day, such amount not forming part of the minimum spend amount.

10.4 Brenton Haven reserves the right to show a Venue to potential customers during the set-up time of all functions.

10.5 Should the bridal party require assistance with the placement of table items, this must be arranged in the final meeting with the coordinator and an additional set-up member of staff will be arranged and charged to your recon at the rate of waitering staff on an hourly basis.

Client signature: \_\_\_\_\_



## 11. MUSIC AND SOUND LEVELS

11.1 Hooting and loud music will not be permitted in public areas.

11.2 Music equipment (i.e., your DJ's speakers etc.) may not be set up outdoors.

11.3 Our venue has been fitted with a sound monitor to ensure that an acceptable level of sound is maintained during the function.

11.4 Restaurant doors and windows will be closed from 22h00 to limit noise disturbances to the neighbouring properties.

## 12. FURNITURE, EQUIPMENT, AND FIXTURES

12.1 The provision of Brenton Haven's standard furniture and equipment as specified in Point 3 is at no extra charge and is included in the Minimum Spend amount.

12.2 Please ensure in advance that the equipment requested is sufficient and adequate for purposes of your Wedding Day. Any additional items should be supplied or hired by the Client at the Client's cost, i.e., different shaped tables, or linen other than what is supplied by Brenton Haven.

12.3 No fireworks, lanterns or helium balloons will be permitted on Brenton Haven's property.

12.4 No live animals will be permitted on Brenton Haven's property at any time, except for service animals.

12.5 Candles may not be placed directly on the linen or tables.

12.6 Brenton Haven reserves the right to remove the candles if necessary and in accordance with health and safety measures. Candleholders should be wide enough to ensure no wax damage to the linen or tables. Should Brenton Haven have to provide candle bases, a surcharge will be levied.

12.7 No permanent alterations are allowed, including nails or hooks in the walls, roof, or frames. Any damage to Brenton Haven's property including linen, beyond reasonable wear and tear will be charged to the clients account accordingly.

12.8 Should you require draping in your venue, Brenton Haven events division will offer the required assistance and quotations. Please note that external draping companies are not permitted to do draping in Butterfly Blu without supervision.

## 13. RISK/LOSS/DAMAGES

13.1 No paper confetti, streamers, feathers, rice, or any non-biodegradable items are allowed at Brenton Haven. For avoidance of any doubt, the use of flower petals will be welcomed as an alternative to those listed above.

13.2 If other confetti types are used regardless of the agreement, the client will be charged per hour for additional cleaning staff, such charge not formatting part on the minimum spend amount.

Client signature: \_\_\_\_\_



13.3 While Brenton Haven does feature a full backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services).

13.4 Whilst every precaution will be taken to ensure the safeguarding of your belongings, Brenton Haven will not be liable for any loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc.). We recommend that all personal and valuable property be removed directly after the wedding.

13.5 Décor and props must be removed by 09h00 on the day following the wedding. Any items not removed within 7 (SEVEN) days of being placed in storage will be discarded. Brenton Haven does not accept liability for loss or damage of any item during this period.

13.6 Should the Brenton Haven building, surrounding gardens, décor, or napery be damaged by the Client or Client's suppliers during the set-up or break down operations of the function, the Client shall be held liable for such damage and will be billed accordingly.

13.7 The customer shall not be entitled to:

- Paint, affix or attach any matter to the walls of the function room.
- Drive into the walls, floor, partitions, doors of the function room any screws, nails, or the like.

13.8 Brenton Haven, its employees or any person employed at any wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.

13.9 Brenton Haven reserves the right to refurbish and upgrade the venues from time to time.

13.10 Brenton Haven, its employees and/or Agents will not be held liable for any loss of/or damage to the Client's or the Client's guests' property while utilising this facility, nor will Brenton Haven, its Employees and/or Agents be held liable for any personal injury sustained, harm caused in whatever manner, or death caused due to personal injuries sustained, harm caused or whatever other cause resulting in death, whether the damage, injury, harm or death were occasioned unless caused by negligence by the part of Brenton Haven, its employees and/or Agents.

**Minor children remain the sole responsibility of the parents/guardians and must always be accompanied by a responsible adult. Children must be entertained at the venue and will not be allowed to run around the property.**

13.11 Brenton Haven reserves the right to cancel any booking forthwith in the event of any unforeseen disaster, such as *inter alia*, a fire, flooding, an earthquake, lightning strike, political protests, damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, government imposed lockdown(s) due to any epidemic or pandemic or any other cause beyond the control of Brenton Haven, which shall prevent it from performing its obligations and Brenton Haven will not be liable for any loss or damages, financial or otherwise, caused to the Client.

Client signature: \_\_\_\_\_



#### **14 BRENTON HAVEN FUNCTIONS MANAGER ("THE FM")**

14.1 The FM will facilitate all aspects from the Client's initial enquiry right through to the Wedding Day. He / she, will provide all Brenton Haven documentation to the Client, including, the wedding contract, food and beverage menus, accommodation literature and quotations.

14.2 The FM will be available for venue and accommodation walk-throughs.

14.3 On the Wedding Day, the restaurant manager and his team will be tasked with facilitating the delivery of all food and beverage.

14.4 Whilst our best attempts are made to ensure the FM's presence on the Wedding Day, his / her presence cannot be guaranteed.

14.5 On the Wedding Day, the reservations and restaurant teams will do the following:

14.5.1 Meet the Bride and Groom upon check in.

14.5.2 Check on the venue throughout the day and do a final check an hour before the ceremony starts.

14.5.3 Conduct a detailed handover of the file with the FM and Head Waiter before their departure.

14.6 The FM will

14.6.1 Assist the Client to confirm all Brenton Haven information for the Wedding Day from the date of confirmation up until the actual day;

14.6.2 Send payment reminders, once they are due, to the Client, and

14.6.3 Confirm the menu with the Client.

14.7 The FM will normally book a Final Appointment with the Client at least 4 (FOUR) weeks prior to the Wedding Day to confirm all Brenton Haven details for the Wedding. The FM will require all final, completed, initialled and duly signed documents by no later than 2 (TWO) weeks prior to the Wedding Day as well as Final Bar payment.

Client signature: \_\_\_\_\_



14.8 The final appointment will take place approximately 4 (FOUR) weeks prior to the Wedding Day. The FM will contact the Client to schedule the necessary appointment. All the finer details for the wedding will be discussed at the final appointment including:

14.8.1 Set-up requirements.

14.8.2 Floor plan (See attached floorplan on page 18)

14.8.3 Full bar arrangement including pre-reception drinks and sparkling wine for toasts and speeches, and

14.8.4 Order of events.

14.9 Please note staff employed at Brenton haven will not be held liable for lost items left behind in the venue / rooms. Please allocate a responsible person to remove your cake knife, seating plan, cake stand, vases, candles etc. from the venue at the close of the evening.

## 15 RESCHEDULING OF A DATE

15.1 The postponement of a function is considered a cancellation. Please refer to cancellation policy.

15.2 The Client must confirm all changes and cancellations in writing.

## 16 CANCELLATION AND RESCHEDULING POLICY

16.1 The Client must confirm all changes and cancellations in writing, referring to the previous booked date and the date to which the Client wishes to transfer the booking.

16.2 An administrative fee of R1 500.00 will be charged to any rescheduling request, and in addition to this, the following fees will apply:

- (i) if the function is rescheduled within 6 – 12 months before the function then no additional fees will apply,
- (ii) if the function is rescheduled within 3 - 6 months before the function then an additional fee of 10% of the venue hire fee shall apply.
- (iii) No requests for rescheduling will be accepted within three months of the function, except in the event of any of the occurrences in paragraph 16.4 below. In such instance the Client will only be liable for the fees set out in paragraph 16.4.

16.3 The function will only be regarded as being rescheduled upon written confirmation from the Venue, and upon payment of all outstanding amounts incurred due to the rescheduling.

16.4 Brenton Haven reserves the right, upon the provision of written notice to Client, to cancel any booking forthwith and without liability on its part, in the event of any substantial damage to, or destruction of Brenton Haven unforeseen shortage of labour, strikes, industrial unrest, any act of God, *Force Majeure*, a pandemic or any other cause beyond the control of Brenton Haven which shall prevent it from performing its obligations in terms of this agreement, notwithstanding that, in the event of a pandemic, In such instance the Client will be refunded their venue fee minus any actual expenses by the venue to date, banking fees and an hourly rate of R1 000.00 for any services rendered up and until such date. Alternatively, the event can be rescheduled free of charge by up to 12 months from the original date, to a mutually agreed date.

Client signature: \_\_\_\_\_



16.5 Should a Client change their minds within the first 14 days then the Venue hire fee will be repayable after deducting the following fees: any actual expenses incurred by Brenton Haven to date, banking fees and an hourly rate of R1 000.00 for any services rendered up and until such date. This only applies to functions booked more than three months before the function date, Functions booked within three months of the function date cannot be cancelled.

16.6 Any cancellations cancelled more than 12 months before the function date and after 14 days from the initial booking will be charged at 20% of the initial booking fee and any actual expenses incurred by Brenton Haven to date, banking fees and an hourly rate of R1 000.00 for any services rendered up and until such date.

16.7 Any cancellations cancelled more than 6 months before the function date and after 14 days from the initial booking will be charged at 50% of the initial booking fee and any actual expenses incurred by Brenton Haven to date, banking fees and an hourly rate of R1 000.00 for any services rendered up and until such date.

16.8 No requests for cancellation will be accepted within three months of the function, accept in the event of any of the occurrences in paragraph 16.4 above. In such instance the Client will only be liable for the fees set out in paragraph 16.4.

## 17. MARKETING MATERIAL

17.1 The Client hereby grants Brenton Haven permission to use copies of the photographs produced for your wedding under this service agreement, including your image/s, likeness, for marketing and advertising purposes.

## 18. APPOINTMENTS AND PAYMENT REQUIREMENTS

18.1 Brenton Haven operates on a cashless basis, only credit, EFT and debit cards will be accepted for pre-payments. This form of payment reduces the risk of theft and therefore provides a much safer environment for Guests and Staff.

18.2 Your booking will be confirmed on receipt of the completed and signed contract and full payment of the venue hire.

18.3 Three months prior to the wedding, menus are to be confirmed and 50% of the food bill.

18.4 Two months prior to the wedding, the balance of the food bill is payable.

18.5 Two weeks prior to the wedding all outstanding monies, such as bar requirements, need to be settled.

18.6 A final appointment will be scheduled 4 weeks prior to the wedding. In the event of non-payment of fees, the coordinator will not be able to schedule this final appointment.

18.7 All bar bills will have to be settled on the evening of the wedding. Breakages are payable the following morning and this may only be done so with a credit card at Reception.

18.8 Brenton Haven reserves the right to charge interest at Standard Bank prime lending rate plus 15% on any outstanding payments.

Client signature: \_\_\_\_\_



## 19. BREACH OF CONTRACT

19.1 Should the Client at any time fail to timeously make payment of any amounts due and payable in terms of this contract, including payment of any deposits, then Brenton Haven shall be entitled to, on five days written notice on the details provided by the Client on the Function Sheet in 2. above, call upon the Client to rectify such breach. Should any amount not be reflecting in the account of Brenton Haven within the five days, then Brenton Haven shall be entitled to immediately cancel in the contract.

19.2 Brenton Haven shall then also be entitled to deduct from any amounts paid by the Client to date, or demand from the Client to pay the following: any actual expenses by Brenton Haven to date, banking fees and an hourly rate of R1 000.00 for any services rendered up and until such date. Whilst Brenton Haven shall endeavour to try and secure a new booking for the booked date, thereby mitigating any damages, should Brenton Haven not be rebooked for such date the full payment due and payable by the Client for the function will be either forfeited by the Client, if such amount has been paid, or will become immediately due and payable by the Client to Brenton Haven.

## 20. BANKING DETAILS

Brenton Haven (PTY) LTD

Standard Bank

Account number – 241 255 694

Branch number – 051 001

EFT reference: **(Year/Month/Day/Surname)**

Client signature: \_\_\_\_\_



20.1 The Client / authorised representative of the Client, by his / her signature hereto, hereby confirms that he / she is duly authorised, and that the information supplied is both true and correct. The Client confirms that he / she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the Brenton Haven's General Terms and Conditions Document as referenced herein. He / she further confirm that it was explained to him / her that he / she is entitled to have this document translated into a language of his / her choice at his / her expense.

## 21. JURISDICTION

21.1 For the purpose of resolving any dispute which may exist or occur between the parties hereto, the parties consent to the jurisdiction of the Magistrates' Court; being a Court otherwise competent and with jurisdiction over the person of the parties in that each of them either resides, carries on business, or is employed within its area of jurisdiction, alternatively, that the whole cause of action arose within the jurisdiction of such Magistrates' Court, notwithstanding that such proceedings are otherwise beyond its jurisdiction. This clause shall be deemed to constitute the required written consent conferring jurisdiction upon the said court pursuant to section 45 of the Magistrates' Courts Act, No. 32 of 1944 or any amendment thereof provided that the Seller shall have the right at his sole option and discretion to institute proceedings in any other competent court in respect of any claim which, but for the foregoing, would exceed the jurisdiction of the Magistrates' Court.

## 22. WHOLE AGREEMENT

22.1 This Agreement constitutes the entire agreement between the Brenton Haven and the Client. This Agreement can furthermore not be varied or consensually cancelled other than in writing duly signed by the parties. Any amendment to this contract agreed to by the parties thereto shall be of no force or effect unless reduced to writing and signed by both parties.

**Signed at:**

**Today's Date /Year:**

**Client Name:**

**Client Signature:**

**Brenton Haven Representative Name:**

**Brenton Haven Signature:**

**Date:**

**Witness Signature:**





## CHECKLIST

**Wedding date:**

ACTION REQUIRED	DATE REQUIRED	RECEIVED
Signed contract	Immediate	
Venue hire	Immediate	
Menu selection	3 months before wedding	
50% of food bill	3 months before wedding	
Remainder of food bill	2 months before wedding	
Final appointment - scheduled	1 month before wedding	
Credit card authorisation form	1 month before wedding	
Floor plan / order of events	1 month before wedding	
Wine / beverages order	2 weeks before wedding	

Additional notes:



**RECOMMENDED SUPPLIERS:**

Photography

Ruan Redelinghuys <https://www.ruanredelinghuys.com>  
Charlene Harte [www.ascendadvertising.co.za](http://www.ascendadvertising.co.za)  
Elle Photo <http://www.ellephoto.co.za/>  
Darrel Fraser Photography <https://www.darrellfraser.com/>  
Dawid Botha [www.dawidbotha.co.za](http://www.dawidbotha.co.za)  
Peter Chan [www.peterchanphotography.co.za](http://www.peterchanphotography.co.za)

Hair and Make-up

Karen Chan [www.theartofmakeup.co.za/](http://www.theartofmakeup.co.za/)

Hairdressers:

Nine on Gray  
Nicci Philips Hair Studio  
Knysna Heads and Nail Bar

Flowers, table scopes & candles:

DP from [www.ecozest.co.za](http://www.ecozest.co.za) [office@ecozest.co.za](mailto:office@ecozest.co.za)

Décor & dinner service (ware):

DP from [www.ecozest.co.za](http://www.ecozest.co.za) [office@ecozest.co.za](mailto:office@ecozest.co.za)

Venue styling:

DP from [www.ecozest.co.za](http://www.ecozest.co.za) [office@ecozest.co.za](mailto:office@ecozest.co.za)

Wedding Planners:

Weddings by Marius – [weddingsbymarius.co.za](http://weddingsbymarius.co.za)  
Events & Tents <http://www.eventsandtents.co.za>

Events Equipment hire:

Plates and things [www.pteventhire.co.za](http://www.pteventhire.co.za)

DJ / Live Acts / Sound:

Mixacademy Entertainment  
DJ Mickey at [www.djmickeyd.co.za](http://www.djmickeyd.co.za)  
[djmickeyd@me.com](mailto:djmickeyd@me.com)  
082 881 2420

Disco & Sound  
Ester Taylor  
071 871 3034

Live singer and guitarist:

Shaza Greeff  
[shazagreeff@gmail.com](mailto:shazagreeff@gmail.com)  
084 034 8006