



CALDERWOOD HALL

BOSTON-KZN MIDLANDS

Timeless Elegance

WEDDING BOOKING FORM

1. Full Name and Surname _____

2. ID NO _____

3. Preferred Contact Details:

Work Tel: _____

Home Tel: _____

Email: _____

Fax: _____

Cell No: _____

4. Physical Address (not P.O. Box):

5. Postal Address:

6. Function Details:

(a) Name of Bride _____

(b) Name of Groom _____

(c) Colour(s) of Wedding _____

(d) Number of Guests _____

(e) Date of Wedding _____

(f) Preferred Place of Ceremony is Chapel or Garden: _____

(g) Anticipated Time of Wedding: _____



Weddings



Accommodation



Business



Contact Us

Tel: +27 (0)33 997 1926 · Cell: +27 (0)83 235 1027 · Fax: +27 (0)86 554 0936 · Email: info@calderwood.co.za
Postnet Suite 63, Private Bag x9005, Pietermaritzburg, 3200 · CC: 2005/144943/23
www.calderwood.co.za · [Facebook](https://www.facebook.com/calderwoodhall) · [Pinterest](https://www.pinterest.com/calderwoodza) · [Instagram](https://www.instagram.com/calderwood_hall)

7. By my signature, I hereby confirm that all the details are full and correct and that I have read, understood and agreed to be bound by the Terms and Conditions outlined below.

SIGNED AT _____ on the _____ day of _____

SIGNATURE

FULL NAME

WEDDING GENERAL TERMS AND CONDITIONS

Please note that these conditions are designed to guide our relationship, to ensure that at the venue, you have a clear understanding of what our respective rights and obligations are:

1. VENUE HIRE FEE
 - (a) The full hire fee for the venue is payable to confirm the booking. Reservation will only be confirmed upon receipt of the venue hire **paid in full**, which is required within one (1) week of making the provisional booking. Once a confirmation date expires, the provisional booking will automatically be released.
 - (b) **The venue hire fee is non-refundable.** Cancellation and/or postponement, no matter how long before the date, does not entitle you to any refund. Cancellation must be received in writing. In the event that your chosen date is rebooked by another client, then 80% of your Venue Hire will be refunded to you.
 - (c) In the event that the reception or church service starts late, and the booked starting time is exceeded by more than 1 hour, we reserve the right to charge **an additional fee of R1 000.00 per hour delayed** (or part thereof).
 - (d) Unless otherwise agreed an additional charge of R 2 000 per hour, or part thereof, will be charged for any function that extends beyond 00h00, with the venue being closed at 00:30. Notwithstanding the above the function may not continue past 01h30.
 - (e) We reserve the right to levy a charge where we consider there is an excessive use of the air conditioning, gas heaters or fire wood. It is unfortunate, but on occasion, we have been asked to keep the venue cold/hot for way beyond the norm, eg: in order to keep flowers fresh, and so this will be considered on a case by case basis.

- (f) Included in the Venue Hire Fee:
- Use of function venue
 - Use of Calderwood Hall Chapel
 - Use of Pavilion
 - Use of the bar (the use of the portable bar may attract an additional fee)
 - Setting up of the function venue
 - Ten seater round tables
 - Twelve seater square tables
 - Trestle tables for banquet style seating
 - Buffet setup and displays
 - White tiffany chairs with cushions
 - Sweetie cupboard with jars and scoops
 - Crockery, cutlery and glassware
 - Standard white, cream or grey table linen
 - Matching serviettes
 - Silver or Vintage serviette rings
 - Silver or Vintage under liners
 - Easel
 - Table numbers
 - Cake table, linen and cake knife
 - Displaying and cutting of the wedding cake
 - Service staff and food waitrons
 - Raised platform for bridal table
 - Generator
 - Garden games
 - Bridal suite on the wedding day from 08h00 onwards, including breakfast on the following morning for the bridal couple. This cannot be transferred to another person or another date.

2. CATERING

- (a) Written confirmation of the number of guests to be catered for **needs to be received by us not less than (10) TEN working days before the wedding/function**. This number needs to include the professionals you hire e.g.: DJ, photographer etc. **The catering fee is based on the guest numbers that are confirmed and no changes can be made to these numbers once our invoice has been issued.**
- (b) The cost of catering as quoted shall be payable on receipt of the detailed invoice. **If payment is not made on this invoice, no catering shall be arranged.**
- (c) Please ensure that you advise us beforehand of any special meals required. It is important that you provide us with the number of meals as well as the specific dietary requirements **in writing.**

- (d) While we do our best to accommodate changes to the menu, to meet your personal taste, **we do not supply catering at a price less than the minimum menu price quoted in our bridal guide of menus.**
- (e) We do not supply the food leftover from the wedding to you or your guests. Our portions are generous but are not intended for consumption by any guests after the function is over.

3. LIQUOR

- (a) As we are a licensed premises, no liquor may be brought onto the premises. Only liquor purchased from us may be consumed on our premises. **Should there be an exceptional circumstance and we agree** to a client being allowed to supply their own wine and/or champagne, we reserve the right to charge a corkage fee of R50.00 per bottles.
- (b) You are responsible for ensuring that no persons under the age of 18 years consume alcohol on our premises as we will be unable to verify the ages of your guests.
- (c) Unruly, excessively loud, or drunken behaviour, will not be tolerated at Calderwood Hall. While we will do our utmost to help ensure an orderly function, we will be looking to you and your guests to maintain a reasonable standard of behaviour.
- (d) Your account for all liquor and drinks consumed during the function, including what was agreed upon prior to the wedding for the bar, be it a limit or unlimited as well as your own tab, shall be your responsibility, and **must be settled before you leave the premises.**

4. DAMAGE TO PREMISES

Should any of our property whether movable or immovable, be damaged in any way by you or your guests, you/they shall be responsible for the reasonable cost of, repairs to, or replacement of the item or goods so damaged.

5. SETTING UP

- (a) The venue (including the chapel and function rooms) is available for setup from 08h00 till 17h00 on the day prior to the event, and from 08h00 till 00h30 on the day of the event unless otherwise arranged (this applies to the client and outside service providers, décor specialists etc.)
- (b) Outside suppliers must have cleared all equipment and stock by latest 12h00 noon on the Monday following the event. Should suppliers wish to collect on the Sunday,

they must have finished clearing by 12h00 noon. Our facilities must be left in the condition in which they were found.

- (c) We are not responsible for returning items to your suppliers or guests unless you specifically arrange this with us and any items left at Calderwood are left at your risk and if lost cannot be charged to us.

6. SMOKING

Smoking of tobacco products is strictly prohibited on our premises except where clearly indicated. We do not want any unpleasantness with our clients or their guests but as this is an offence punishable by a fine of up to R50 000.00, we will enforce this law. Should there be an exception and we be fined, we will look to recover the fine from the offender.

7. WAIVER AND INDEMNITY

- (a) You, by your signature above, confirm that you hereby waive and abandon any claim that you may have against us, our servants, agents, employees, or other guests howsoever arising, whether as a result of negligence, gross negligence, or otherwise, for any damages you may sustain as a result of the hire and use of our venue and services, or any act or omission by us, our servants, agents, employees, or other guests.
- (b) You hereby indemnify us against any claim, howsoever arising, by any person or guest invited by you, or attending this function, for any loss, injury, or damage howsoever caused, whether from any act or omission, any negligence, gross or otherwise, by us, our servants, agents, employees or other guests.
- (c) You hereby direct that your estate, heirs, executors and administrators are bound by the terms of this waiver and indemnity in this clause 7.
- (d) You hereby specifically acknowledge that we shall not be responsible for any loss, damage, or injury to any person for damage to any motor vehicle, or by any motor vehicle, and that all cars are parked at the owner's risk. The indemnity in 7(b) above shall apply to this clause.
- (e) You acknowledge that we are not responsible for the safety and preservation of your goods, and the goods of your guests, and the risk of loss due to theft is yours, and further that clauses (a) and (b) hereof apply to any goods or valuables lost or stolen.

8. CESSION AND ASSIGNMENT

You shall not be entitled to cede or assign your rights and obligations in terms of this agreement to any person or entity without our written consent first having been had and obtained.

9. AMENDMENT OF AGREEMENT

This agreement constitutes the whole and only record of our agreement with you. No representations or warranties, not recorded in this agreement, shall be of any force or effect between us. Any amendment to this agreement will only be effective if in writing and signed by both parties.

10. DOMICILIUM CITANDI ET EXECUTANDI

It is agreed that for all purposes arising out of this agreement, we choose as our domicilium citandi et executandi, our address at Calderwood Hall Guest House. You hereby stipulate that your domicilium citandi et executandi shall be the address which you have specified in the Annexure to this agreement.

11. CONTACT PERSON AND DETAILS

It is hereby agreed that all communications, confirmations and all written notification by you to us shall be to our address by email which is info@calderwood.co.za or fax which is 086 554 0936. All our communication to you shall be to you, the signatory to this agreement, at the preferred contact details provided.

12. LAW APPLICABLE

The Law applicable to this agreement shall be that of the Republic of South Africa.

13. BREACH AND COSTS

In the event that we allege that there has been any breach by you of any of the terms of this agreement alternatively should it be necessary for us to institute action for any reason whatsoever arising out of the terms of this agreement, then in that event you, by your signature, agree that any action may be instituted by us out of any Magistrate's Court having jurisdiction notwithstanding that the amount claimed may exceed the jurisdiction of such Court and, in addition thereto, you agree that our costs shall be payable by you on the scale as between Attorney and client.

To make a provisional booking, please fax back the signed Booking Form together with the Terms and Conditions to Calderwood Hall Guest House: 086 554 0936. We will then confirm with you that your date is available.

Please INITIAL EACH PAGE in acceptance of the terms and conditions, as well as signing in the required space in full.

Costafortune Inn cc t/a Calderwood Hall Guest House
Tel: +27 (0)33 997 1926 Cell: +27 (0)83 235 1027
Fax: +27 (0)86 554 0936 Email: info@calderwood.co.za

Banking Details

Bank: Standard Bank
Branch Code: 047626

Branch: Midlands
Account Number: 252806344