



# SALT ROCK HOTEL BEACH RESORT

P.O.Box 27 Umhlali 4390 Tel: 032 525-5025 Fax: 032 525-5071  
Email: [hotel@saltrockbeach.co.za](mailto:hotel@saltrockbeach.co.za) Website: [www.saltrockbeach.co.za](http://www.saltrockbeach.co.za)  
Company registration: 67/02947/07 VAT: 409010202411

Dear Future Bride & Groom

Thank you for enquiry to use Salt Rock Hotel as a venue for your wedding day. Salt Rock Hotel offers you, the happy couple, a chance to say "I Do" in an idyllic location alongside the waters of the Indian Ocean. The beautiful setting and fabulous food will ensure your wedding day is filled with nothing but happy memories for you and your guests. What better way to start the rest of your lives together?

Below is a list of our terms and conditions and some general information you should know.

**Gazebo - Your hire charges for your Ceremony at the Gazebo include the following:**

Seating for up to 100 guests (extra chairs available at an additional charge of R5 per chair)

White full chair covers included.

PA, Mic & CD player.

Our staff, on your behalf, will carry out setup of the Gazebo, including fresh Palm fronds to be placed on the Gazebo.

All decoration is for your account and must be carried out within specified timings to be pre arranged with your wedding coordinator or can be arranged with our resident drapist. NB: No man made confetti (paper/polystyrene etc) is allowed on the premises of Salt Rock Hotel.

**PLEASE NOTE: NO CARS ARE ALLOWED DOWN BY THE GAZEBO AREA UNDER ANY CIRCUMSTANCES.**

**Marquee - hire charges include the following:**

Tables, Chairs, Cutlery, Crockery, Glassware – based on a basic menu

Table Cloths (floor touching cloths)

Serviettes and Full chair covers – all linen is supplied in white.

Dance Floor

Our staff, on your behalf, will carry out setup of the room/marquee.

Decoration/draping is for your own account and must be carried out within specified timings to be pre arranged with your wedding coordinator or can be arranged with our resident drapist.

A holding deposit will be required for all Marquee booking with written confirmation of request.

**Event Room - hire charges include the following:**

**Tables, chairs, chair covers, Table cloths, serviettes (all linen supplied in white), Crockery, cutlery, glassware (based on a basic menu).**

**Our staff, will setup up the room.**

**Decoration/Draping is for your own account and must be carried out within specified timings to be pre arranged with your wedding coordinator, or will be arranged with the resident drapist on your behalf.**

**Please note that the dance floor in the Sails Restaurant must be situated on the concrete part of the flooring and not on the wooden deck area – this being due to safety reasons.**

**Menus**

Please select your choice of menu from the one of the eight menus supplied. Although the menus are put together to be as balanced as possible if you would like to change any of the dishes we would be happy to quote for this. Please note that an increase/reduction in numbers will require a re-quote. Please note all meals are served buffet style.

**PLEASE NOTE NO TAKE AWAYS WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.**

Children's meals are charged as follows: – 2 Free of Charge      2 – 11 50% of adult charge      12 – 17 Adult charge.

**Confirmation**

Signed acceptance of our terms and conditions and a 50% deposit of venue hire is required within 7 days of booking. Balance of venue hire 6 months before the event. Failure to pay will entitle Salt Rock Hotel to cancel any provisional booking without notice or liability.

**Final Numbers**

We require final numbers 30 days prior to your wedding date. These numbers will form the basis of your pro forma invoice and final payment. At this stage we will also require your seating plan. A reduction in numbers after this point will be non refundable. Please note that if your numbers reduce by 10% or more a re quote will be necessary.

### **Cancellation Policy**

Any changes or cancellations must be made in writing. Verbal instruction will not be accepted. There will be no exceptions made to the cancellations policy. A total cancellation will result in the following cancellation fees being levied.

100% of venue hire if cancelled within 5 months of the event unless the date has been resold . 100% of expected cost of wedding if cancelled within 3 months of date.

### **Payment**

You may make your payment by cash, bank transfer or a major credit card. Cheques are not accepted. A 50% deposit of venue hire is required (Marquee bookings require a deposit on confirmation of Marquee) to secure your booking with full payment of venue hire being required 6 months prior to your wedding date. Final payment will be requested via a pro forma invoice 1 month prior to the Big Day. Alternatively, monthly payment options are available for booking made more than 6 months in advance. Final payment must be made 1 month prior to your wedding date. This amount will be based on final numbers. Please note your drinks budget for an open bar is payable prior to the event. A refund will be made within a week on any surplus.

### **Risk/Loss/Damage**

A holding deposit may be required if goods are hired on your behalf by Salt Rock Hotel. In the event of damage to the hired equipment an invoice will be produced for your account and any monies paid by Salt Rock Hotel to the hire company may be deducted from this deposit. In the event of no damages a full refund will be made.

Whilst every precaution will be taken to ensure the safe keeping of your belongings, Salt Rock Hotel will not be liable for any loss or damage.

No sparklers, open flame candles or fireworks are permitted for use at any venue within the hotel. However hurricane lamps, and floating candles may be used. Failure to comply with these instructions may result in you becoming liable for any damages caused to property.

Salt Rock Hotel cannot be held liable for any interruption to services (water, electricity etc) including bad weather for outdoor functions.

All persons employed to work on our premises (drapist, florists, DJ etc), on your behalf, must sign a contractor's agreement prior to their work date (please speak to your wedding coordinator) and must supply a copy of their public liability insurance policy.

### **Gratuities**

These are not included in your account as we feel this should be left to your discretion. We do ask that any gratuities left are handed to the banqueting manager, please insist on a receipt.

### **Access to venues / Duration of function**

7am the day of the function for setting up and must be stripped of all décor by 7am the following morning.

### **Breakage deposit**

You are responsible for any damages that may occur to the property and or any of its equipment. A deposit of R1000.00 is required which will be refunded after the function.

### **Music**

**Sails Venue** - Background music or 1 man bands must be off at 10.00pm due to proximity of venue.

**Other venues** - Music strictly off at 11.00pm.

**Music Volume** - Hotel reserves the right to decrease the music volume arising from any complaints received from hotel guests.

### **Venue closing time**

**SAILS** – Day time weddings only

**Other venues** - All guests must vacate the venue by 12.00pm.