



# salt rock hotel

*beach resort*

59 Basil Hulett Drive  
Salt Rock, 4391  
Tel: +27 (0)32 525 5025  
hotel@saltrockbeach.co.za  
[www.saltrockbeach.co.za](http://www.saltrockbeach.co.za)

## Dear Future Bride & Groom

Thank you for enquiring 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 - hire charges for your Ceremony at the Gazebo include the following:**

White Ancona chairs for 100 guests with white full chair covers.

Extra chairs available at an additional charge of R5 per chair.

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.

**No man-made confetti (paper/polystyrene etc.) is allowed on the premises of Salt Rock Hotel.**

### **Sound System is NOT included.**

Please arrange with your DJ or ask about our resident DJ and we will give you a quote.

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

### **MARQUEE - hire charges include the following:**

Round 10-seater tables, chairs, cutlery, crockery, glassware - based on a basic menu (Standard round continental pattern in white). Any other special tables and chairs including tiffany or Wimbledon will have to be at your cost. Tablecloths (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 (round 10 seaters), chairs, chair covers, Tablecloths, serviettes (all linen supplied in white), crockery, cutlery, glassware (based on a basic menu - round continental pattern) all specialized crockery & cutlery are for your expense and to be hired in. All specialized chairs (tiffany & Wimbledon) to be hired and for your own expense. Our staff will setup up the room – not the décor.

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.

**Please note – ceiling draping is NOT allowed in Sails Venue.**

## **MENUS**

Please select your choice of menu from one of the menu options attached herein. Please note that if your numbers reduce by 10% or more a revised quote will be necessary.

Please note all meals are served buffet style.

All menus will need to be re-costed 3 months prior to the wedding.

Children's meals are charged as follows: -2 free of charge, 2-11 50% of adult charge, 12-17 Adult charge

**NO TAKE-AWAYS WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.**

## **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 revised 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.

Any refunds will be subject to an 8% (eight percent) administration fee on deposit paid.

## **PAYMENT**

You may make your payment by cash, bank transfer or a major credit card. Cheque's 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, nor can Salt Rock Hotel be held liable for any reason whatsoever for loss or damage to goods and, or decorations provided by the wedding party.

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**

A 10% discretionary Gratuity will be added to your final food and beverage bill.

## **ACCESS TO VENUES / DURATION OF FUNCTION**

You will have access to the venue from 7am the day of the function for setting up and must be stripped of all decor by 7am the following morning.

**Day Wedding includes venue hire for 10 hours or until 6pm, whichever comes first.**

**Evening Wedding includes venue hire for 10 hours or until midnight, whichever comes first.**

## **VENUE CLOSING TIME**

**Sails Venue - Day time weddings only – all guests to vacate venue by 6pm.**

**Other venues - All guests must vacate the venue by midnight (12.00am)**

## **BREAKAGE DEPOSIT**

**A refundable deposit of R10,000.00 is required to be paid 30 days before your wedding.**

This deposit will cover any breakages and any other additional costs that may occur during your wedding – additional guests arriving, staff overtime, bar tab overrun, etc. Balance due to you will be paid within 7 days after the event.

## **BAR DEPOSIT**

**A bar deposit of R3,000.00 is required to be paid 30 days prior to date of your wedding.**

This is to prevent any other beverages being brought onto the premises. Should any of your guests be found consuming their own alcohol/beverages – this deposit will not be refunded.

## **MUSIC**

**Sails Venue - Strictly daytime weddings only - wedding to be finished by 18h00 (6pm).**

**Other venues - Music strictly off at 11.30pm (23h30).**

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

## **FOOD**

Any food left over from a buffet remains the property of Salt Rock Hotel.

Leftover food may not be removed from the property.

## **CONFIRMATION**

**Signed acceptance of our terms and conditions and a R8,000.00 deposit is required within 7 days of booking.**

Balance of venue hire 1 months before the event. Failure to pay will entitle Salt Rock Hotel to cancel any provisional booking without notice or liability.