

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 R7 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 bookings 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 own 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 and 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 all meals are served buffet style.

Please note that if your numbers reduce by 10% or more a revised quote will be necessary.

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

You will be notified in writing in the event of such an occurrence and retain the option to terminate the agreement.

Although alternative options, for instance vegetarian options, are available on request, we will not be able to cater for the dietary requirements of a specific function guest and or function attendances, if confirmation in this regard has not been timeously received.

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

**ALL MEALS AND FOOD ITEMS ARE TO BE CATERED FOR AND PROVIDED BY THE HOTEL.
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.

You will be notified in writing in the event of such an occurrence and retain the option to terminate the agreement.

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.

Cancellations:

Weddings should be cancelled at least 6 months prior to the date of function.

Please note that should the wedding be cancelled:

1. Less than 6 months prior to the function date, 25 % of the deposit will be charged as a cancellation penalty fee;
2. Less than 3 Months prior to the function date, 50 % of the deposit will be charged as a cancellation penalty fee;
3. Within 30 days of the function date, 75 % of the deposit will be charged as a cancellation penalty fee.

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

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 where we are not reckless or grossly negligent.

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 being 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 where Salt Rock Hotel was not reckless or grossly negligent. You hereby indemnify Salt Rock Hotel, its directors, employees and agents against any loss or damage of any nature whatsoever suffered by you resulting from or occasioned by any cause whatsoever where Salt rock Hotel is not grossly negligent or reckless.

You fully understand and accept that Salt Rock Hotel, its directors, employees and agents will endeavor to exercise the necessary degree of care, diligence and skill that can reasonably be expected of a person responsible for managing any property belonging to another person. However Salt Rock Hotel, its directors, employees and agents will not accept liability for all and any property of whatever nature brought onto or left on the property or any portion thereof, by the client, any delegate, any employee or guest of the client or any other person attending the function and/or making use of the venue and/or accommodation facilities on the property where any claim, loss or damage to property is occasioned by such person's recklessness or negligence."

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 Weddings includes venue hire for 10 hours or until 6pm, or whichever comes first.

Evening Weddings includes venue hire for 10 hours or until midnight, or 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 23h30 (11:30pm).

Speakers at the Beach Bar Venue MUST be directed towards the ocean.

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

FOOD

With the exception of the Wedding Cake, no other food items may be brought onto the property.

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 is due 1 month before the event.

Failure to pay will entitle Salt Rock Hotel to cancel any provisional booking without notice or liability.

By affixing my signature hereto I/we declare that all information I/we have provided to Salt Rock Hotel is correct and current and indemnify Salt Rock Hotel against any harm or damages incurred as a result of me/us providing inaccurate or incorrect information. I further undertake to notify Salt Rock Hotel immediately in writing of any changes to the information supplied.

Name: _____

Surname: _____

Signature: _____

Date: _____

INDEMNITY

Premises

Although Salt Rock Hotel prides itself in providing a function facility which adheres to reputable safety standards, all function guests or function attendances are hereby advised and accept that should they fail to adhere to the instructions provided by us or act in any improper manner, for instance wandering off the demarcated pathways, accidents may occur. Neither Salt Rock Hotel nor its staff or employees will be held liable for any injury, loss or damage, of whatsoever nature, to the person or property of any patron or function attendee if aforesaid injury, loss or damage was caused due to circumstances beyond our reasonable control. This includes any consequential damages caused as result of such injury or damage to property.