salt rock hotel
beach resort

59 Basil Hulett Drive
Salt Rock, 4391
Tel: 032 525 5025
gmhotel@saltrockbeach.co.za
www.saltrockbeach.co.za

CONFERENCES, WEDDINGS, FUNCTIONS AND EVENTS

Dear Event Organiser, Conference Organiser or Future Bride & Groom,

Thank you for enquiring to use Salt Rock Hotel (Pty) Ltd as a venue for your conference, wedding, event or function**.** Below is a list of our terms and conditions and some general information you should know. Once you have read through all the information, and you are in agreement, please sign in agreement to the terms and conditions set out, and return the signed copy to your representative at Salt Rock Hotel (Pty) Ltd.

For the sake of the following terms and conditions, Salt Rock Hotel and Salt Rock Country Club will be referred to as Salt Rock Hotel (Pty) Ltd.

TERMS AND CONDITIONS FOR VENUE HIRE

1. In the event that the client changes the function date once confirmed, the client shall be obliged to pay the prevailing rates as at the new date, should there have been a price increase during that time.

2. Any changes to the menu choice selected must be made 14 days prior to the function date.

3. The resort is a licensed premises, please refrain from bringing unauthorised alcohol onto Salt Rock Beach Resorts Property. Right of admission is reserved, therefore any unacceptable behaviour could lead to eviction from the Property and the Bar Deposit being withheld.

4. The client shall not be entitled to:

   (a) Paint, affix or attach anything to the venue without prior written consent of Salt Rock Hotel (Pty) Ltd, or
   (b) Drive any screens or nails into the walls, floor, partition, or doors of the venue so as to cause damage to same.
   (c) Cause damage to the flooring when installing staging, or dance flooring etc. All installations should be done by a professional company with sufficient protection to the flooring, walls etc.
   (d) Only organic confetti to be used for Wedding ceremonies, such as paper, or flower petals. No electronic confetti burst machines etc will be permitted.
   (e) Pyrotechnics displays are not permitted in any of our indoor venue's and permission should be sought in writing for all other pyrotechnics displays before going ahead.

5. The client will be liable for any loss or damage caused to any cutlery, glasses, crockery, furniture, fixtures on the venue or the property, provided by Salt Rock Beach Resort.

6. The client's damage/breakage deposit (or a portion thereof), may be forfeited if there are more guests present at the function than what was confirmed, or any damages caused.

7. All day and evening functions must terminate by 6pm (18h00) and 11pm (23h00) respectively, unless a later time is specifically agreed in writing with Salt Rock Beach Resort at the time of the booking. The client will be liable to pay additional charges of R1,000 for the first hour and then R2,000 for the next hour and doubling after every additional hour thereafter, If the client or their guests fail to comply with these times in the absence of such consent.

8. If a function fails to start at the stipulated time agreed to with the Salt Rock Hotel or Country Club, the hire time will not be extended and will only proceed for the balance of the time hired for the function.

9. The Salt Rock Hotel (Pty) Ltd, it's agents, employees, students and/or interns will not accept liability for any claim, damage, consequential loss, damage to property, injury or illness arising while the hirer/their guest/s or any other person is on the property of the Salt Rock Hotel (Pty) Ltd where same is caused due to the recklessness or negligence of the client/their guests/s or any other person or where the Salt Rock Hotel (Pty) Ltd, it's agents, employees, students and/or interns liable could not reasonably have been expected to anticipate or foresee the eventuality of such damage, injury or loss being incurred. The client further acknowledges that the aforementioned includes loss of life or injury should it in any way arise out of the preparation or duration of any function, delivery and dispatch of any goods, subcontractors or the use of any subcontractor's equipment and other matters connected herewith.

   ****** Please take special note that loss or damage occasioned as a result of fires ignited and/or burning for wedding ceremonies and/or special functions will be for the client's account.***

10. The client agrees that the Salt Rock Hotel (Pty) Ltd shall not be liable for the bodily injury to or death of the client's agents, guests, subcontractors (or their employees) or any persons visiting the allocated venue (whether or not such persons do so on behalf of, at the invitation of or at the request of the client) where such loss, damage, death or injury occurs within the venue or in any part of the Salt Rock Hotel (Pty) Ltd premises and was not occasioned by any recklessness or gross negligence of Salt Rock Hotel (Pty) Ltd.

11. Personal belongings: The client and their guests shall bear the obligation of ensuring that their personal belongings are kept safe at all times. Salt Rock Hotel (Pty) Ltd, it's agents, employees, students and/or interns shall not be held liable for any theft, loss or damage to client or their guests' belongings where such theft, loss or damage is not attributable to Salt Rock Hotel (Pty) Ltd, it's agents, employees, students and/or interns gross negligence or recklessness.

12. Should you wish to book the Beach Bar Venue, the use of a marquee or stretch tent is at your own expense additional to the venue hire fee. Salt Rock Hotel (Pty) Ltd does not provide a marquee or stretch tent, an external service provider appointed by the client and for the client's expense will be responsible to erect a stretch tent or marquee. The event/conference/ wedding or function organiser/host will be liable for any damages to the property during erection or taking down of the stretch tent or marquee or any other structure.

13. Access to the venue will be granted from 07h00 on the day of the function for purposes of set up etc. Removal / strike or break down of all décor, lighting, equipment, tents or marquees, draping, dance flooring etc, is to be completed by 09h00 the following day. If not removed in time, a fee of R500 per hour will be charged as a late removal fee, or R1,000 per day thereafter.

14. The Salt Rock Hotel (Pty) Ltd will endeavour 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 (Pty) Ltd / Management and/or staff will not accept liability for any claim where they are found not to be reckless or grossly negligent.

15. The client acknowledges that his/her failure to collect his/her goods within 90 days from date of notice being given will result in the business taking the necessary legal recourse to have his/her goods removed. The business reserves the right to obtain the necessary authorization to sell the client's good in execution. The costs of obtaining such authorisation will be for the client's account.

16. The client is not entitled to exclusive use of the Salt Rock Hotel (Pty) Ltd but only the respective venue hired.

17. We do not provide a PA system or any other musical equipment. All music should be played at a reasonable volume so as not to cause a disturbance to Hotel Guests. **Speakers used for playing music at the Beach Bar should be turned away from the Timeshare and Caravan Park and are to face towards the Ocean**. The Hotel and Country Club reserve the right to decrease the music volume arising from any complaints received from Hotel guests or neighbouring businesses or residential houses.

18. Our standard meal service times are as follows:

Breakfast:	07h00 – 09h30 (Buffet closes at 10h00)
Lunch:	12h00 – 14h30 (Buffet closes at 15h00)
Dinner:	18h00 – 21h00 (Buffet closes at 21h30)

Requests for meals to be served at times other than those stipulated above, are to be made in writing, at last 7 days prior to the date of the function.

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 guest and or function attendees, if confirmation in this regard has not been timeously received and confirmed in writing.

All meals and food items are to be catered for and provided by the Salt Rock Hotel (Pty) Ltd and no take-aways will be allowed under any circumstances, the left over food remains the property of Salt Rock Hotel (Pty) Ltd, with the exception of Wedding cake, or any other celebratory cake. No other food or beverage items may be brought on to the property. Any food left over from the Buffet remains the property of Salt Rock Hotel (Pty) Ltd, unless agreed upon in writing.

19. Decoration/Draping, additional furniture or equipment other than what is supplied by Salt Rock Hotel (Pty) Ltd as part of your venue hire, are for your own expense and to be hired in. Please note that the dance floor in the Sails Venue must be situated on the concrete part of the flooring and not on the wooden deck area, this being due to safety reasons. No ceiling draping is permitted in the Sails venue.

20. We require final numbers, seating plan, order of events, final orders, bar arrangements, menu selection etc, 30 days prior to your date. A final invoice will be presented to you at this time based on the final information, of which payment would be due immediately. A reduction in numbers after this point will be non-refundable.

21. You may make your payment in cash at our Hotel Reception, by bank transfer or a major credit card. Cheque's are not accepted and no cash deposits into our bank account are accepted. A 50% deposit of venue hire, and all refundable breakage and bar deposits is required to secure your booking, with full payment of venue hire, catering, bar provision, and all other sundries to be made 30 days prior to the date of function. Alternatively monthly payment arrangements are available for bookings made more than six months in advance.

After the function/event/conference/wedding date, any refunds will be processed and paid over to the Client within 2 weeks of the event.

22. **CANCELLATIONS** – Any changes or cancellations must be made in writing. Verbal instructions will not be accepted. There will be no exceptions made to the cancellations policy.

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

All cancellations will follow the following policy:

More than 6 months prior to the date of event/function/wedding/conference, 25% of the total monies paid will be charged as a cancellation fee plus an 8% admin charge levied on the amounts.
Refundable deposits will be paid back with an 8% admin charge levied on the amounts.
Less than 3 months prior to the date of event/function/wedding/conference, 50% of the total monies paid will be charged as a cancellation fee plus an 8% admin charge levied on the amounts. Refundable deposits will be paid back with an 8% admin charge levied on the amounts.
Within 30 days of date of event/function/wedding/conference, 75% of the total quoted amount will be charged as a cancellation fee plus an 8% admin charge levied on the amounts. Refundable deposits will be paid back with an 8% admin charge levied on the amounts.

23. **Venue Closing times**:
The following venues will close by 18h00 and all guests are expected to vacate the venue by this time – **Marlin Room**, **Sails**, **Royal Palm** and **Queen Palm**
The following venues will close by 23h00 and all guests are expected to vacate the venue by this time – **Beach Bar** and **Ballroom.**

24. **Hotel Exclusivity Clause**

In the event that the Client requests exclusive use of the Hotel for their wedding or event, the following conditions apply in addition to all existing Terms and Conditions:

24.1 **Non-Refundable Deposit**

A non-refundable deposit of R100,000 is required to secure hotel exclusivity. This deposit will be allocated toward guest room bookings selected and confirmed by the Client, as well as toward wedding/event charges. All outstanding balances are payable in full no later than 30 days (1 month) prior to the event date.

24.2 **Period of Exclusivity**

Exclusivity will commence at 14h00 on the day prior to the wedding/event and end at 10h00 on the day following the wedding/event. Outside of this period, standard hotel operations apply.

24.3 **Accommodation Requirements**

The Client is responsible to ensure all Hotel Rooms are occupied by their guests over the exclusivity period. Any rooms not occupied, or are cancelled or recorded as no-shows, will be charged to the Client's account.

24.4 **Timeshare Units**

The Hotel has 10 Timeshare Units on the property. These units and their occupants are not included in the exclusivity agreement. Timeshare guests retain full access to the hotel facilities for the duration of their stay.

24.5 **Bar Operating Hours**

The Beach Bar venue operating hours may be extended until 00h00 (midnight) on the day of the wedding/event at no additional charge. For further service, Salty's Bar (within the Hotel) may remain open until 02h00 for an additional fee of R2,000.

24.6 **Venue Usage**

Only the event venues contracted for the wedding/event are included in the exclusivity agreement. Any use of additional venue's or facilities must be discussed with and approved by the Events Co-Ordinator and may be subject to additional charges.

24.7 **General Provisions**

All existing Hotel Terms and Conditions remain in full force and effect. This clause serves as an addendum applicable specifically when Hotel Exclusivity is requested and confirmed in writing.

25. **INDEMNITY**: Although Salt Rock Hotel (Pty) Ltd prides itself on providing a function facility which adheres to reputable safety standards, all functions/event/conference/wedding guests and attendees 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 (Pty) Ltd, nor its owners 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 a result of such injury or damage to property.

CONFIRMATION

Signed in acceptance of our terms and conditions as set out above.

By affixing my signature hereto, I/we declare that all information I/we have provided to Salt Rock Hotel (Pty) Ltd is correct and indemnify Salt Rock Hotel (Pty) Ltd 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 (Pty) Ltd immediately in writing of any changes to the information supplied.

By affixing my signature below, I have hereby read, understood and agreed to the above terms and conditions as set out in this document.

NAME: _____ SURNAME: _____

ID NUMBER: _____

Signature: _____ Date: _____