



WEDDING, FUNCTION & CONFERENCE VENUE

Thank you very much for your interest in The Venue at Lifestyle for your special event or function. Our aim is to offer you a space that you can bring to life with your ideas and creativity, where your planning, expectations and special moments can be made possible.

Please feel free to contact or consult with us at any time if you have questions or we can be of any assistance.

Day/ Evening Functions

1-20 People	R 600
21-30 people	R1500
31-50 people	R2000
51-75 people	R2800
76-100 people	R3500

This Fee gives you access to the venue for 6 - 12 hours (Including set-up), a morning, lunchtime or evening function can be held.

For usage of the kitchen the day before the function an additional fee of R500 will be payable. When own caterer is use, a fee for Electricity/Gas will be billed according to your function.

Included in this package is:

(Please see Extras below)

Cutlery & Crockery (70 pax)

Tables (70 pax)

Chairs (60 pax)

White tablecloths (50 pax)

(A Fee for cleaning of tablecloths will be charged according to your function)

Licensed Cash Bar Available on Request (No other beverages allowed)

Term and Conditions will be supplied on booking.

Extras:

Any additional cutlery, crockery, glasses, coffee cups and saucers, tablecloths, tables & chairs to suit your number of guests or décor style.

Serviettes, chair covers, ice buckets, Music (DJ), flowers, and venue decorations

Please take note of the following terms of booking:

1. The Venue at Lifestyle is a fully licensed facility and the bar will be open and run according to your specifications for the duration of the function. No other alcoholic or non-alcoholic beverages will be allowed to be brought in and everything can be ordered from us. We will assist you in choosing and compiling a list of drinks that will be available for your function. We need to set the bar list up two weeks prior to your function. A R35 corkage fee will be charged per bottle of wine or sparkling wine brought in, this needs to be arranged prior to the function. Any breakages will be billed to your account.

2. We will not host any function for persons under the age of 18, without parental/adult supervision.
3. Please note that the Bar closes at **24h00**, and a R150 surcharge will be payable per hour after 24h00. No liquor will be sold after 01h30.
4. For the use of the fireplace, you need to please supply your own wood and firelighters.
5. **NON-SMOKING** – Please note that in accordance with the law prohibiting smoking in public places, The Venue has a strict non-smoking policy.
6. No **CANDLES** to be used directly on tablecloths in order to avoid wax damage.
7. Please note that any waiters, additional barman and cleaning staff are billed for your account.
8. When own caterer is use, the kitchen and all crockery and cutlery are for the caterer to clean, or an arrangement can be made at extra cost.
9. For Sunday functions, please take note that an extra amount may be charged, depending on the type of function that is booked. Please enquire about this when making a booking.
10. In the event of loadshedding, please take note that there is no generator. You will have to arrange this on your own. But please consult with me to discuss the detail regarding this.
11. If the function is **CANCELLED** within 14 days before the set date, you will forfeit any monies already paid. A refund will only be made in the event of The Venue at Lifestyle's ability to re-sell the venue for a similar function on the date for which the function was booked.
12. **RIGHT OF ADMISSION** is reserved and the owners or management of The Venue at Lifestyle have the right to remove any person at his or her own discretion.
13. **INDEMNITY** - The Venue at Lifestyle does not accept responsibility for the loss of any belongings and the host accordingly indemnifies The Venue at Lifestyle against any claim arising due to such a loss or damage to any belongings. This also applies to any accident that may occur during and after such a function. The Venue at Lifestyle, its employees and any person employed at any function, will not be held responsible for any loss or injury to persons due to negligence or any other cause whatsoever.

In the event of an interruption of services (electricity, water, or sanitary services) The Venue at Lifestyle cannot be held responsible for any damage caused. The Venue at Lifestyle reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to the venue by fire, or any other cause beyond the control of The Venue at Lifestyle, which would prevent it from performing its obligations.

14. The host of the function shall be held responsible for any **DAMAGES** to the property of The Lifestyle Centre and The Venue at Lifestyle. Should the need occur for The Venue at Lifestyle to take any legal action to recover outstanding money, all legal costs applicable in such an event, will be paid by the client.
15. Please take note that when a designated area is given for outside braai facility, the braai's may not be moved to any other location on the premises. You will have to arrange for your own braai drums when your function requires an outside braai. If it rains, you will have to make arrangements on your own.
16. No alcohol may be brought in by the caterer/braaiier to consume on Lifestyle grounds. All alcohol beverages must be bought at the bar – if the braai starts before the bar opens, please consult with me prior to make arrangements. If any alcohol is found with anybody that was not bought from the bar, the full bar deposit will be forfeited.

Payment terms and conditions:

1. A 50% Non-Refundable deposit is required to confirm your reservation.
2. Outstanding 50% payable is payable the day before the function.
3. Other charges or fees i.e. waiters / firewood to be settled by the end of the function.

Thank you for considering The Venue at Lifestyle for your function.

We are happy to assist you in any way.

Should you have any additional questions please do not hesitate to contact us from Monday to Friday during office hours. Please note that consultations viewings and meetings are strictly by appointment.

Kind Regards

The Venue @ Lifestyle Management
Teresa Snyders 0768756065
adoonsspens@gmail.com

I, _____ take full responsibility for the above policy and rules as well as the Bar Policy given to me separately.

Signature

Date