

# FUNCTION BOOKING CONFIRMATION & AGREEMENT

In order to confirm the booking kindly complete the details herein and forward a signed copy of this document as well as proof of payment of the required deposit to [info@crowrestaurant.co.za](mailto:info@crowrestaurant.co.za).

## EVENT DETAILS

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Number of Guests :  
 Adults   
 Children   
 Service Providers   
 Total Number of Guests

Exclusive use required (note: fees applicable)? Yes  No

Exclusive Use Times: 07:00-11:00  12:00-17:00  18:00-24:00

Venue Area's required for exclusive use:  
 Crown Restaurant: inside area   
 Crown Restaurant: lawn area   
 Crown Restaurant: Bird Room   
 Meerendal Chapel/Art Gallery

## ACCOUNT / INVOICE DETAILS

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

VAT Number: \_\_\_\_\_

Contact Name (for billing purposes): \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

## TERMS & CONDITIONS

1. A non-refundable deposit of 20% of the estimated quotation of the event together with a signed agreement is required in order to confirm the event with Crown Restaurant.
2. A deposit invoice will be provided by Crown Restaurant for settlement (see point 6) by the client.
3. On acceptance of the deposit Crown Restaurant guarantees that the areas selected will be reserved entirely at the disposal of the client on the specified dates and times of the event, except if dramatic damage, such as fire, a flood, an act of God or something similar is experienced in the venue prior to the function. The venue reserves the right of use of all other areas not selected for use by the client.
4. Should the deposit be paid and no signed agreement is received within 7 days thereof the deposit will be an acknowledgement of the agreement to the terms and conditions as set out herein.
5. Provisional bookings will be released without prior notification should no deposit and agreement is received within 14 days from booking, unless otherwise specified in writing by Crown Restaurant.
6. All invoices are due and payable upon presentation to the client.
7. Crown Restaurant reserves the right to accept another booking on the same date in the place of your booking should the signed agreement and deposit not be received.
8. All deposits and balance of deposits and invoices are to be paid by means of Electronic Funds Transfer (EFT) into the bank account of Crown Restaurant. Unfortunately no cheques or credit cards will be accepted for payment of function deposits or function invoices.
9. Crown Restaurant will provide an agreement for signature on booking and will draw up a detailed function sheet (a working document) that will contain all requirements, procedural detail, menu's etc. related to the function. The function sheet will be finalised and signed off by the client 14 days prior to the event and will be used to govern all activities during the event.
10. The final number of guests is to be confirmed 14 days prior to the event when the function sheet is signed off.
11. Menus are to be confirmed and signed off 60 days prior to the event during the first consultation.
12. The final invoice will be prepared once the function sheet is signed off and will be presented to the client via electronic mail and is due and payable no later than 7 days before the event (see point 6).
13. In the event of a bar account and/or any other costs not covered by the initial invoice, the client will appoint a designated person (detailed in the function sheet) who will be required to sign off the bar account at the end of the event. No disputes will be entered into afterwards and the signature of the appointed and designed person will be an acknowledgement of the bill for payment by the client. The invoice will be due and payable on the evening of the event and may be settled by credit card on the evening or by written mutual agreement.
14. Set up and cut off times will be strictly enforced as per the signed function sheet / agreement.
15. Only natural bio-degradable items may be used as confetti, strictly no paper confetti, feathers, polystyrene confetti, tinsel, streamers, seeds or butterflies (due to our own local indigenous ecosystem) are allowed and due to the proximity of heritage buildings and animals no sky lanterns or fireworks are allowed.
16. Should the restaurant be required after 24:00 on the day of the event an additional fee of R2500 per hour will be levied until 02:00am after which the restaurant and event will be formally closed.
17. All quoted rates and prices are inclusive of 14% VAT and subject to change without prior notification.
18. All menu tastings, if required, will be charged for as per menu price selected.
19. In the event of a lawn ceremony the restaurant chairs will be utilised and if the client requires alternative chairs this will be for their own account.
20. Additional tables, chairs, cutlery crockery & glassware over 120 pax will be rented in at the expense and agreement of the client should the function require such additional items.
21. All Hotel Suites and the Chapel/Art Gallery are to be booked and paid for directly with Meerendal and are not included in fees provided by Crown Restaurant unless specified.
22. Cancellation:
  1. The deposit is non-refundable.
  2. If cancellation is received within 45 days from the date of the event the full estimated account will be remain due and payable.
  3. Should the need arise to post-pone the event for whatever reason Crown Restaurant will reasonably consider another available and suitable date and will reasonably consider the approval of the move of the event to an alternative date (within 6 months of the original date).
23. Catering, Service & Bar Services:
  1. Only Meerendal wine is served by Crown Restaurant with the exception of sparkling wine.
  2. Corkage of R45 per 750ml bottle will be charged for wine supplied by the client.
  3. A bar service fee will be charged based on the number of guests and includes the service to provide a fully stocked bar during the event will all relevant condiments, glassware and ice.  
Cost: less than 100 guests-R1500; more than 100 guests-R1750; more than 150 guests R2200.
  4. No other alcohol or drinks will be allowed to be brought in by the client.
  5. Corkage will be charged on any Meerendal Wine bought directly from Meerendal Wine Estate as Crown Restaurant and Meerendal Wine Estate are separate business entities.
  6. All prices for wine are in line with prices charged by the Meerendal Cellar Door.
  7. Crown Restaurant will provide all catering with the exception of Halaal or Kosher meals which can be arranged from certified suppliers and for which a surcharge will be levied.
  8. The service fee is compulsory and minimum requirements are 1 waitron per 10 guests at a rate of R80 per waitron per hour and R120 per waitron per hour on Sunday's and Public Holiday's with a minimum of 10 hours per exclusive event or by mutual written agreement and 1 hour for set up before the event will be added and 1 hour for break down after the event will be added.
  9. All food and beverage prices, vintages, lists and brands are subject to change without prior notification.
  10. Crown Restaurant reserves the right to close the bar at any time, at the discretion of management, in order to protect the property, guests and staff of Crown Restaurant and/or Meerendal Wine Estate.
  11. No alcohol will be served to any person under the age of 18 in line with legislation and the right is reserved to request proof of identification.

24. Entertainment and Music:
  1. All music and entertainment is subject to the written approval of Crown Restaurant management and for the client's own account and not included in any fees OF Crown Restaurant.
  2. All equipment required for music and entertainment (PA systems, projectors, extension cables, sound equipment and cabling etc) remains the responsibility of the event organisers and/or client.
  3. Management reserves the right to limit music levels due to the close proximity of the Meerendal Boutique Hotel.
25. In line with legislation all facilities are non-smoking and designated smoking areas outside will be prepared on request.
26. Any and all breakages and damages to the property of Crown Restaurant and Meerendal Wine Estate will be charged for and the client hereby accepts such responsibility and no disputes will be entered into.
27. Deliveries & Décor:
  1. No Décor or Flowers are included in the fees provided and quoted for by Crown Restaurant unless specified.
  2. Delivery and storage of décor, flowers, furniture, wine and other items designated for the event will be negotiated by the parties and detailed in the signed off function sheet.
  3. Crown Restaurant will not accept any liability for the loss of or damage to any items delivered and stored on the premises prior to, during and after the event.
  4. All décor items are to be removed from the premises by 08:00 the following day or by mutual written agreement.
  5. In the event of table linen provided by Crown Restaurant pre-caution is to be made by the client to prevent damage to linen at all times (i.e dripping candle wax etc). The replacement of damaged linen will be the responsibility of the client and will be charged for and the client hereby accepts such responsibility and no disputes will be entered into.
  6. Crown Restaurant will not accept any responsibility for poor service delivery of any third party supplier (including action, advice and opinions).
28. Crown Restaurant will not be held responsible for an outdoor event should the weather affect the arrangement and operation of the function, although every possible pre-caution will be taken to accommodate the client and the event in the case of weather affecting the function.
29. The Crown Restaurant premises are monitored by a 24 hour CCTV (closed circuit television) surveillance system.
30. Crown Restaurant is a separate business entity to Meerendal Wine Estate and is owned and operated independently.
31. Crown Restaurant (including management, agents, staff and owners) and Meerendal Wine Estate (including management, agents, staff and owners) will not be held responsible for damage to or loss of any personal belongings and under no circumstances will liability be accepted in respect of any theft, loss, injury or death however caused.
32. It remains the responsibility of parents and guardians to supervise all children/minors at all times during an event or visit to Crown Restaurant as Meerendal Wine Estate is an operational working farm and all visitors are required to remain within designated public areas.
33. Right of admission on the premises of Crown Restaurant and Meerendal Wine Estate is reserved.
34. All costs and disbursements including legal costs on the attorney and client scale incurred by Crown Restaurant in collecting or endeavoring to collect any amounts due in terms hereof are payable by the Client on demand including collection commission. The parties consents to the jurisdiction of the Bellville Magistrate's Court having jurisdiction in respect of all legal proceedings connected with this agreement, notwithstanding that the amount of the matter in dispute exceeds the court's jurisdiction.

All of the above Terms and conditions are hereby signed and accepted:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ (on behalf of the client)