



WEDDING AND EVENT AGREEMENT

BETWEEN

METANOIA INVESTEMENTS (PTY) Ltd

T/A ASHANTI ESTATE

AND

_____ (*Clients Full Name and wedding date.*)

on this _____ Day of _____ (*Month & Year*)

who have booked and confirmed the following date for their wedding _____

(Please add in your confirmed Wedding Date above)

Please initial each page, complete the details on this page, sign the last page before returning the entire document to Ashanti Events:

Email : events@ashantiestate.co.za

TEL: (021) 001 3198 / CELL: 083 422 0940



GENERAL TERMS AND CONDITIONS:

1. FURNITURE, EQUIPMENT, DÉCOR, SET UP:

1.1 The standard furniture and equipment provided as listed in our package specifications are inclusive in the venue hire fee. Please therefore refer to our packages for a direct breakdown of what is included and excluded, along with the quantity of each item that is included.

1.2 Any additional items should be supplied or hired by the client at the client's cost and risk.

1.3 Any external hiring done by Ashanti on behalf of a client, will be booked in the clients name, and is governed by that particular suppliers T&C's.

1.4 Any damages to hired items specified in 1.3 will therefore be at the cost of the client, and can be subtracted from the standard refundable deposit charged.

2. SET-UP AND BREAKDOWN:

2.1 The venue is available for setup and use during the following times on the day of the event:

Breakfast	06h00 to 15h00
Brunch/Lunch Event	08h00 to 17h00
Dinner Event	09h00 to 00h30

2.2 An overtime rate for the Venue Estate of R3500-00 per hour or part thereof will be charged after the cut off time. This will automatically be added to your account at the end of the Function.

2.3 An overtime rate of R1500-00 per hour for staff will be charged over and above the venue fee for our staff compliment required in the event of hours exceeding the cut off time.

2.4 All décor must be set up and completed 2 hours prior to the start time of the function.

2.5 No Fireworks will be allowed on the Ashanti Estate premises.

2.6 No Chinese lanterns will be allowed on the Ashanti Estate Premises.



- 2.7 No live animals will be allowed on the Ashanti Estate premises without prior written permission.
- 2.8 Hooting is not permitted on the Ashanti Estate premises.
- 2.9 Candles may not be placed directly on the linen or tables or outside area. Ashanti Events reserves the right to remove the candles if necessary in order to avoid damages and following fire safety regulations.
- 2.10 Any damages to Ashanti Estate / Event's property caused by guests or sub-contractors not employed by Ashanti Estate / Events will be charged accordingly and deducted from refundable deposits.
- 2.11 Should refundable deposits not be enough for the damages incurred, then an additional invoice will be sent to the contract "signed party" for additional payment to be made for damages.

3 MENU SELECTION/TASTING PROCESS:

- 3.1 Our menus are interchangeable to accommodate your personal requirements.
- 3.2 Please note however, this may influence the basic price guideline presented on the standard menu breakdowns.
- 3.3 These additional charges in 3.1 and 3.2 will be discussed with clients during their tastings with Ashanti Estate.
- 3.4. Ashanti Estate provides complimentary tastings to all confirmed clients utilising our onsite catering service.
- 3.5 Tasting costs in 3.4 are credited off the overall food bill based on the selected menu for tasting.
- 3.6 Should a client however only want a tasting to see whether OR not they would like to book the establishment OR based on possibly bringing in an outside caterer (To be discussed and approved by management first), then the full cost of the tasting will be billed directly to that client.
- 3.7 Should a client have cancelled their wedding, and a tasting has already occurred, the cost of the tasting will be billed to that particular client.
- 3.8 All final menu prices and budgets will be confirmed after a formal tasting and upon final selections being made.



3.9 Menu prices and offerings remain subject to change due to the economic and seasonal availability factors during the course of the year.

3.10 We offer a children's menu for all guests under the age of and incl. the age of 13 years.

3.11 Food from any other facility other than that of an Ashanti Estate registered chef may not be brought onto the premises.

3.12 Please note that your entire guest list amount must be catered for and must be confirmed by:

Weddings: 1 calendar month before the wedding.

Corporates: 2 weeks (14 days) before the event.

3.13 Suppliers (DJ, Photographer, Entertainers etc.) contracted to work at the Function will be included in the total guest amount for catering purposes and are to be paid for by the undersigned.

3.14 Should your actual number of guests on the day of the function, exceed the number confirmed you will be charged the quoted menu cost plus 50% surcharge.

3.15 However, in the case of 3.14 and the guest count drops under the paid for guest count, the money cannot be refunded, as the food items have already been purchased and prepared.

3.16 3 months before the wedding/event date, the bridal couple can come for a complimentary tasting (only 2 allowed). This complimentary tasting will only include 2 x plated starters + 2 x plated mains. All other facets of the menu will be discussed and confirmed verbally and in writing.

3.17 Ashanti Estate has a very high standard and we require each event to take a 4-course menu. (Canapes, Starter, Mains (plated or buffet) and dessert) Please make your selections accordingly.

3.18 Should a client wish to substitute their dessert for service of their wedding cake, a surcharge cutting and plating fee will be charged at R30.incl Vat per person allocated on the guest count.



4 WAITER / SERVICE FEE / OVERTIME

To ensure the guests' relaxation and comfort during any function; waitrons are employed to attend to their every need. A service fee in accordance with our package specifications will be charged in order to provide this service. Please refer to our packages for the most updated rates.

- 4.1 The number of waiters required will be subject to the menu style and cost selected and will be charged for based on the percentage ratio depicted in our package specifications.
- 4.2 Please note waiter service commences 1 hour prior to guest/s arrival and 1 hour after final guest/s departure. This is standard requirement for prepping and breaking down before and after each event.
- 4.3 Waiters will be charged for any additional hours outside of the above specified standard hours per event and based on the ratio depicted in our package specification.
- 4.4 Please note: All weddings are booked for and catered for up until 00h30. Anything outside of the timeframe is considered overtime and will incur additional charges.
- 4.5 Therefore, all guests and service providers are to be completely out of the venue by the time specified in 4.4.
- 4.6 Additional charges considered are: venue hire / waiting staff and barmen and general personnel.

5 BAR SERVICES:

5.1 We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. Clients are welcome to set a limit on the total bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function.

5.2 Bar prices are subject to change without prior notice.

5.3 Bar prices depicted on Ashanti's bar list are all specified incl. of VAT.



- 5.4 Wine orders need to be placed 1 month prior to a function.
- 5.5 Should there be wine OR alcohol OR drinks required that are not depicted on Ashanti's drinks list, then clients are more than welcome to let management know, so that we can source this and bring this in on behalf of the client.
- 5.6 Should management not be able to assist clients as in 5.5, then Ashanti will approve for clients to bring in their own beverage, and will be discussed in terms of a set corkage fee rate.
- 5.7 Any changes to the bar requirements at any stage are to be done so in writing.
- 5.8 No beverages may be bought onto the property by the Customer or her/his guests for consumption on the premises unless approved by management as in 5.5 and 5.6.
- 5.9 Should you prefer to supply your own wine and sparkling wine a R40 incl. Vat handling fee per 750ml opened bottle will be charged. Please note prior written consent from Ashanti Events needs to be obtained.
- 5.10 A standard Barmen service fee as specified in our packages will be charged. Overtime will be billed at an additional fee and is at the discretion of Ashanti Events.
- 5.11 A standard Bar-Waiter service fee as specified in our packages will be charged. Overtime will be billed at an additional fee and is at the discretion of Ashanti Events.
- 5.12 Legislation prohibits smoking in public areas. All Rooms and all Venues are non-smoking areas. Guests are required by Law to smoke in designated Smoking Areas set out by Ashanti Estate.
- 5.13 Overtime for venue hire is charged for at R3500 incl. Vat per hour, for time exceeding 00h30. (Please note: This does NOT incl. the service staff, which is charged for additionally and based on a percentage ratio)
- 5.14 Breakage deposit is charged at R5000 per event and is refundable should there be no damages and/or losses to cutlery, crockery, glassware, furniture and/or estate infrastructure. All areas will be inspected and will be made known to each client upon completion of the event.



5.15 As in 5.14, it is the undersign responsibility to please provide the relevant banking details for the refundable deposit to be made. Ashanti Estate takes no responsibility for incorrect banking details and or the fees incurred for transfers to be redirected.

6 RISK/LOSS/DAMAGES

- 6.1. Please note only dried/ fresh flowers may be used as confetti. No paper confetti will be allowed on the establishment.
- 6.2. While Ashanti Estate does feature emergency water tanks and a backup generator, we shall not be held liable for interruptions of services. (Water, Electricity, sanitary services)
- 6.3. Ashanti Estate cannot be held liable for any instances due to Force Majeure.
- 6.4. In the event of 6.3, clients are required to have an action plan in place for all instances relating to the above, and are to let the management team know of these actions 14 days prior to the event.
- 6.5. Whilst every precaution will be taken to ensure the safeguarding of your belongings. Ashanti Events will not be liable for loss or damage to the clients' property or the clients' suppliers property whatsoever (décor props, valuables, guest valuables, supplier valuables etc.) We recommend that all personal and valuable property be removed directly after the function.
- 6.6. Ashanti Events management will take no responsibility for wedding gifts and/or monetary gift`s placed onsite, nor will staff OR management be allowed to touch OR move gifts on behalf of guest and/the client. Therefore, clients are to make provision to nominate a set person to be in charge of receiving and removing gifts on the night of a wedding.
- 6.7. Décor and props must be removed by 10h00 the day following the function for all events held Monday – Friday. For all events held on a Saturday (subject to no functions taking place on the Sunday), all items must be removed by 12h00 noon on the Monday following the event. (Please note however, that these times can be adjusted at any time based on back to back events, and must be confirmed with Ashanti management before every event)
- 6.8. All items not removed within 7 days of being placed in storage will be discarded. Ashanti Estate/Events does not accept liability for loss or damage of any item during this period.



6.9 Ashanti Estate/Events takes no responsibility for any items brought onto the premises by clients or suppliers. It remains the responsibility of every outside individual to have insurance for their own items.

6.10 Should the Ashanti buildings, surrounding gardens, décor or napery be damaged by the client or the clients' suppliers during the set-up and break down operations of the function, the client shall be held responsible and will be billed accordingly. It is therefore the clients' responsibility to take up any losses or damages with their own said service providers.

The customer shall not be entitled to:

6.10.1.1 Paint, Affix or attach any matter to the walls of the function room.

6.10.1.2 Drive into the walls, floor, partitions, doors of the function room any screws, nails.

6.11 Ashanti Estate/Events reserves the right to refurbish and upgrade the venues from time to time.

6.12 All refurbishments do not need to be approved by booked clients, and will be done when and at the discretion of management.

6.13 Ashanti Events reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, industrial unrest, or any other cause beyond the control of Ashanti Estate, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue at the likewise costing and budget outlined by Ashanti Estate.

6.14 Ashanti Events will not be held responsible for any death, loss or injury incurred at the Ashanti Estate Venue.

6.15 Ashanti Events does not take responsibility for any death, loss or injury to children. Children are the responsibility of their parents and/or caregivers. Supervision should be organised by the client.

6.16 Ashanti Events will not be held financially responsible for any death, loss or injury.



7 SAFETY AND SECURITY

- 7.1 Main Entrance Security will be provided by Ashanti Estate.
- 7.2 Ashanti Events does not take responsibility for any loss or damage to vehicles on the property.
- 7.3 Any additional security required for events outside of the bounds of gate security will be at the cost of the client concerned and can either be arranged through Ashanti Events at an additional fee OR arranged by themselves.
- 7.4 Ashanti Events must however be notified of the external additional security coming in, so that they may be granted access onto the property and be approved by management.
- 7.5 Even though additional security is brought in onsite, Ashanti Events will still not be held liable for any death/loss or injury on the Estate premises.

8 WEDDING/ EVENT COORDINATORS:

- 8.1 Ashanti Estate will require a running programme of events, all bar arrangements of the wedding/ event, final meal selections and/or dietary requirements and also a final floorplan no later than 14 (fourteen days') prior to the wedding/ event date.
- 8.2 Only accredited coordinators will be allowed to coordinate a wedding/ event at Ashanti Estate and will not be allowed to attend weddings/ events as a guest at the same time. They are required to be available to assist in coordinating and must work the event and schedule provided.
- 8.3 In the event of an "absent" coordinator, an Ashanti Estate coordinator will be appointed and billed to the customer accordingly.
- 8.4 Ashanti Events Venue coordinators are required to run the items provided by the venue ONLY, and are not responsible to see to outside suppliers and/or guests etc.
- 8.5 Ashanti Estate does not take any responsibility regarding any mismanagement due to ineffective coordination or communication regarding independent coordinators, contractors or service providers.



- 8.6 If you are not making use of an approved Ashanti Estate coordinator/ supplier, you will be obliged to make use of an Ashanti Estate coordinator and service provider to manage the logistics of the wedding/ event effectively for at least the last 7 seven days before the wedding/ event, an additional fee of ZAR 3500.00 will apply.
- 8.7 Ashanti Estate reserves the right to approve or permit the use of any external coordination company, please ask our venue manager for a list of our approved suppliers.
- 8.8 All suppliers including DJ`s etc. are required to wear professional attire (Preferably black) so as to bring about the uniformity of the professional service of Ashanti Events.

9 RESCHEDULING OF A DATE

- 9.1 The Client must confirm all date changes in writing.
- 9.2 The rescheduling of a function is subject to venue availability and will incur a penalty costing.
- 9.3 Should the date of rescheduling not be desirable to the client and they would like to move venues due to this, a percentage of the date booking will be forfeited due to the date no longer being able to be hired out.

10. CANCELLATION POLICY

- 10.1 Should a cancellation take place for whatever reason after the non-refundable booking fee has been paid, the amount paid will not be refunded under any circumstance.
- 10.2 Should the wedding cancellation take place very close to the wedding date, then the deposits paid up until that date incl. any costs involved due to food tastings etc. will be invoiced for and charged to the client directly.
- 10.3 Should the cancellation take place up until 2 weeks before the wedding, Ashanti Events reserves the right to claim the full venue hire fees and any other additional fees due to additional hire of chairs, glassware etc. that have already been paid.



10.4 Any additional cancellation fees, will be invoiced for and a full breakdown for all costs will be provided to the client concerned.

11. PAYMENT REQUIREMENTS/ STRUCTURE:

1st Payment

- Bookings are secured by payment of the non-refundable booking fee deposit of R25 000.00. (No booking is made until the money reflects in the banking account of Ashanti Events, with POP being sent through along with the signed copy of T&C's)

2nd Payment

- 90 days prior to the wedding, menus are confirmed and 50% of the food bill is due.

3rd Payment

- 30 days prior to the wedding, the balance of the account outstanding is due. Final numbers must be confirmed 14 days prior to event.

11.2 Please note that T&C's apply, even if they are not signed. The deposit paid is automatic acknowledgment of these T&C's provided by Ashanti Events.

11.3 Should you book an open bar, average guest consumption will be calculated and deposit in respect of open bar account will be due 30 days prior to event.

11.4 Ashanti Events Reserves the Right to cancel any event in the instance that the final account is not paid 30 days prior to the wedding date and no deposits/payments will be returned.

11.5 Any breakages and losses will be deducted from the refundable deposit. The refundable deposit will then be paid back to the client 10 working days after the function.



12. BANKING DETAILS

Account Name - Metanoia Investments (Pty) Ltd
First National Bank - Paarl Mall
Branch Number - 250057
Account Number - 626 162 09 856
Account Type - Current Account

Please Note ***No Cheque Deposits/Payments allowed***

12.1 Please use your Company name or Surname and Event Date as the reference.

13. ACCEPTANCE OF TERMS AND CONDITIONS

13.1 Ashanti Events reserve the right to not continue service delivery for any client if he/she/entity has not signed the terms & conditions in acceptance of the service delivery outline.

13.2 Each page is to be initialled and completed with a full signature.

13.3 Terms and conditions must be printed, signed and faxed/emailed together with the proof of payment to 086 773 6417 / events@ashantiestate.co.za

13.4 Terms and conditions are subject to change and an updated copy will be placed online on our website. (www.ashantiestate.co.za). Clients are advised to always make sure they have an updated version of the terms and conditions.

13.5 The authorised representative of the Client, by his/her signature hereto, hereby confirms that he/she is duly authorised, and that the information supplied is true and correct.

13.6 The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the Ashanti Events General Terms and Conditions Document as referenced above and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement.



Name & Surname : _____

ID Number : _____

Residential Address : _____

Signed _____ Dated _____

(BY CLIENT)

Name & Surname : _____

ID Number : _____

Residential Address : _____

Signed _____ Dated _____

(BY ASHANTI ESTATE)