

# 1 *Fraaigelegen*



## **BOOKING FORM**

1) Function date: \_\_\_\_\_

2) Contact Person: \_\_\_\_\_

3) Contact no: Cell \_\_\_\_\_  
Email \_\_\_\_\_

4) Price Per Person \_\_\_\_\_

Estimated Number of Guests \_\_\_\_\_

5) Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_

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The following terms and conditions are applicable to all functions held at Fraaigelegen and are binding on the person making the booking (The Host) upon confirmation of the reservation by payment of the specified deposit. A booking at Fraaigelegen is only valid if supported by both the signed contract and the payment of the specified deposit, unless by prior arrangement with Fraaigelegen. The personal information supplied is mandatory and if applicable authorized or required by the following Acts: Protection of Personal Information Act

The responsible party may use the personal information collected from the data subject for purpose of direct marketing of other services/ goods responsible from the party. Please indicate "NO" if you would like to opt out of this option. Contact details of Chapatti Trading 87 CC t/a Fraaigelegen: Telephone Numbers: 0827878166; Address: R301, Fraaigelegen Farm, Paarl Information Officer: Mr Louis Matthys Oosthuizen

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- 6) A 15% deposit of the venue hire is required to confirm a booking. Cancellation of the booking will be unavoidable if this is not adhered to.
- 7) Deposits will not be refunded. In the event of cancellation due to the death or hospitalization of the person for whose benefit the reservation was made the full amount will be returned.
- 8) In the event that Government regulations prevent a function or any part of the services included in the function, the client may opt for a raincheck of the function, valid for one year after the initial function date. – subject to availability.
- 9) Cancellation by the client of the event with less than 45 day notice will result in a 50% liability of the estimated event cost. Execution of this point remains at the discretion of Fraaigelegen.
- 10) Fraaigelegen or any of its employees may not be held liable in the event of damage to the building or cancellation of an event due to an unforeseen act of God or Government regulations. Fraaigelegen endeavors to avoid any such situation within its ability.
- 11) The client indemnifies Fraaigelegen from any claims that may arise due to weather or other external factors that may influence the event as planned.
- 12) The full account must be settled seventy two (72) hours prior to the function.
- 13) Confirmation of the number of guests must be received no less than 72 hours prior to the function.
- 14) Please note that the client will be billed for the amount of people confirmed 72 hours prior to the function.
- 15) Please arrange delivery of wine, table list and table layout, as well as any other items required for the event at least 24 hours before the function.
- 16) Final table layout must be provided 24 hours before the function and may not be changed unless by arrangement with management.
- 17) Right of admission is reserved and the management has the right to remove any unwanted guests at any given time.
- 18) The client (Undersigned) will be held responsible for any damage to the property of Fraaigelegen or respective vendors caused by the client or his/her guests.
- 19) Cut of time for evening functions is at 12:00. Total duration of event may not exceed 8 hours. It is expected that all vendors will have completed their pack up by the set cut – off time**  
The client will strictly adhere to the cut off times at all times. In the event of exceeding this set time, the client will have the responsibility to discuss it with management. The client must undertake to pay the following fee's additional to the main account if the cut off time is exceeded: Venue hire, bar = R1000.00 per hour or part thereof
- 20) Fraaigelegen does not take any responsibility for any of the Guest's or Host's belongings (including gifts) or for any injury, damage or loss suffered by any persons, and the host accordingly indemnifies Fraaigelegen against any and all claims arising out of the loss or damage to any such belongings or any injuries suffered, where such loss or damages or injury are beyond the reasonable control of management.

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- 21) Should any such incident occur during the occupation of the venue, it is the responsibility of the host to ensure that management is informed and that an incident report is completed.
- 22) In the event that the client or his/her guests bring any wine, spirits, malts or any other drinks onto the premises without prior arrangement with the management, management reserves the right to confiscate any such items, as well as invoice the client for the trade value of the items as charged by our own bar facilities. In the event where the client supplies his/her own wines and champagne, a maximum of 5 bottles per table opened is allowed without a corkage charge, thereafter the client will be billed R 40.00 per bottle opened.
- 23) It remains the sole responsibility of the client to ensure that no persons under the age of 18 may enter the bar area, nor consume any alcoholic beverages. The client also indemnifies Fraaigelegen from any claims that might arise due to consumption of alcohol by minors.
- 24) The client indemnifies Fraaigelegen from any claims arising from the consumption of alcohol and the effects it might have on the client, whether on the Fraaigelegen premises or away from the premises.
- 25) Bound by Law – No alcohol may be sold or CONSUMED on Fraaigelegen premises between 02:00 and 11:00am.
- 26) All major credit and Debit cards are excepted. The undersigned client remains responsible for any accounts not settled by guests at the end of the event.
- 27) The amount of guests signed for on this contract is binding. Fraaigelegen will allow a 10% decrease in quantity where after a 50% penalty charge will be levied on the difference between the contract quantity and the final confirmed quantity of guests. An increase of numbers may not exceed 240 guests and will be charged according to the price per person as stipulated on this contract.
- 28) It is the clients responsibility to inform Fraaigelegen of any special dietary requirements of the guests. Alternative catering for Halaal guests can be arranged by Fraaigelegen at an additional cost.
- 29) Children attending the event must at all times have an adult childminder present. Fraaigelegen reserves the right to insist on the departure of parents with unruly children.
- 30) The client remains responsible for the making and arranging of flower arrangements and specialized décor for the event.
- 31) Collection of personal taste items may not be done on a Sunday, unless explicit arrangements has been made with management and the duration of collection is kept to an absolute minimum duration of time.
- 32) All external service providers attending the event will be counted as part of the final guest list and the host will be billed accordingly. These include and are not limited to D.J. Photographer, Videographer, band etc.
- 33) No food and/or beverages (including alcohol) purchased from another establishment may be consumed at our premises without Management consent being obtained.
- 34) No food and/or beverages (including alcohol) provided by Fraaigelegen may be removed from the property.
- 35) Refer to [www.fraaigelegen.com](http://www.fraaigelegen.com) for our full General Disclaimer and Provision of Food stuff and function

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**The following points refer specifically to MicroWedding bookings:**

- 1) Function bookings must be made no less than 48 hours before the event but no more than 2 months prior to the event. (Excluding weekdays followed by a normal workday)
- 2) A 15% Deposit is required to confirm a booking upon the return of this signed document. The lack of deposit or booking form will result in a non-confirmed booking.
- 3) Final payment for the booking must be available in our account 24 hours prior to the event.
- 4) Fraaigelegen includes the following items in the MicroWedding agreement.
  - 4.1) For every 10 Guests: 2 Bottles red wine, 2 Bottles white wine, 1 Bottle Champagne and 2 Jugs Juice
  - 4.2) Live streaming facility of the ceremony and speeches
  - 4.3) Décor limited to pre determined themes and excluding all fresh flowers.
  - 4.4) Full sound system for outdoor facilities, indoor facilities including projector equipment. Client must supply own operator for the equipment.
- 5) Local Authority imposed lockdown regulations must be adhered to at all times. Failure to comply with these regulations will result in the immediate suspension of the event without any refund or compensation.
- 6) Internet connectivity services provided by an external service provider cannot be guaranteed at all times.

**Event Type: WEDDING / MICROWEDDING / SPECIAL EVENT . Estimated Start of event .....**

**Special Dietary Requirements .....**

**Signed at:.....**

**On .....**

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Client

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Fraaigelegen

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louis@fraaigelegen.co.za  
Fax: 0866 384 244

**Bank Details:**  
Chapatti Trading 87  
FNB Paarl. Cheque Account  
Acc# 622 759 85805  
Branch Code: 250655

**PLEASE USE EVENT DATE AS REFERENCE**