



OFFICE USE ONLY

Deposit Invoice No.: _____ Date: _____

Brenton Booking

Arrival Date: _____ Departure Date: _____

Additional Days Booked : _____

Deposit Receipt No.: _____

CLIENT TO COMPLETE THIS SECTION

Refund to: _____

Address: _____

Bank: _____ **Branch Name:** _____

Branch Code: _____ **Account No.:** _____

Cheque/Savings/Transmission/Credit Card

Thank you for your interest in our banqueting facilities.

The following information is required to facilitate your booking.

A. WEDDINGS

Bride: First name: _____

Surname: _____

Tel. (Work) _____ (Home) _____

(Cell) _____ (Fax) _____

Groom: First name: _____

Surname: _____

Tel. (Work) _____ (Home) _____

(Cell) _____ (Fax) _____

B. BUSINESS LUNCHESES /DINNERS /BIRTHDAY'S /CHRISTMAS FUNCTIONS

Contact person: First name: _____

Tel. (Work) _____ (Home) _____ Cell _____

PREFERRED DATES: _____

Approximate time: _____

Approximate number of guests: _____

The venue is available: Breakfast 08:30 – 13:30

Friday/Sunday Lunch 11:00 – 15:30

Dinner 16:00 – 24:30

Wedding ceremony at GARDEN WORLD? Yes/No (required option)

Menu selected: _____

E-mail: _____

Postal address for correspondence: _____

Full names: _____

SIGNATURE: _____ DATE: _____

PROVISIONAL BOOKINGS HELD FOR SEVEN (7) DAYS ONLY.

Terms and Conditions

1. The price per person includes reception venue hire, white tablecloths, overlays (various colours to choose from) with white paper serviettes, crockery, cutlery, glassware and the waiters and waitresses.
2. Additional charges are levied for barmen and there is a separate fee in the event of the wedding ceremony being held at GARDEN WORLD. The full menu price is charged for Musicians, Photographers, Disc Jockeys etc.
3. The minimum number of adult paying guests on a Saturday, a Public Holiday and the 31st December shall be eighty (80). A Sunday and Friday the minimum number of adult paying guests is sixty (60). A Monday through to Thursday the minimum number of adult paying guests is forty (40). Should your guest list be below this figure, the minimum number of adult guests will be charged for. Children between the age of 3 and 10 years shall be catered for at 50% of the menu price.
4. The guest list, bar and menu requirements are to be finalized **at least fourteen (14) days prior to the function.**
- 5(a) A deposit of four thousand Rand (R4 000.00) is payable to secure the date and time of the function and if necessary shall be utilized to pay for breakages/damages. This deposit shall be refunded within approximately three (3) days after the function, provided that the terms and conditions hereof have been adhered to. In the event of a cancellation of the reservation, the deposit shall only be refunded **after** the initial reservation date, provided that a new reservation has been confirmed for the same date and time. In such event an administration fee of five hundred rand (R500.00) shall be retained. Should the function be **cancelled** without a new booking, the deposit (including the deposit for the Honeymoon accommodation) shall be forfeited.
- 5(b) In the event of a postponement of the reservation with (at least 6 months prior to the function date) an administration fee of R500.00 (five hundred rand) will be charged. Once this has been paid, the deposit will be transferred to the new function date. If the postponement is less than six months prior to the function date the deposit will be forfeited and a new deposit will have to be paid.
6. Fifty percent (50%) of **the total estimated cost shall be paid for by no later than eight (8) weeks prior to the date of the function and the balance fourteen (14) days prior to the date of the function.** Should the function be cancelled within the eight (8) week period, the total function costs (excluding deposit) shall only be refunded upon confirmation of a new reservation, for the same date and time, and only **after the date of the original booking.** Postponements and cancellations will only be accepted in writing. Proof of any payment must be faxed to (011) 957 2545 or 086 656 4105.
7. **GARDEN WORLD is fully licensed and all liquor shall be purchased from the bar.** Current liquor prices are available on request. A minimum of two (2) barmen are required per eighty (80) guests. The bar closes at 24h00.
8. Music is monitored and is allowed until 24h00. In the event of the music being too loud, the power supply may be interrupted.
9. Prices quoted may change from time to time and are usually adjusted on 1 August each year. However, GARDEN WORLD reserves the right to increase prices without prior notice. All prices quoted include VAT.
10. GARDEN WORLD accepts no liability or responsibility in the event of interruption of electricity, water or sanitary services due to any cause whatsoever.
11. Fixtures and fittings shall be protected by placing saucers and/or polystyrene under candles and also under candles and flower arrangements for the pool.
12. Cars shall **ONLY** be parked in car parks and no parking is allowed on the lawns, flowerbeds or in front of the garages. GARDEN WORLD accepts no liability for any damage or loss from any cause whatsoever to any of the vehicles.
13. **ONLY** streamers, petals or bubbles may be used as confetti.
14. All decorations including flower arrangements and candles shall be approved by GARDEN WORLD which shall not be liable for any damages thereto of whatever nature arising either prior or subsequent to the function.
15. GARDEN WORLD, its employees or any other person employed at any function accepts no responsibility for any damage, loss or injury due to any cause of whatsoever nature, howsoever arising.
16. In the event of any damage to the venue **beyond** GARDEN WORLD'S control, it reserves the right to cancel any function forthwith and without any liability on its part but shall make every effort to source alternative suitable facilities.

Upon approval by GARDEN WORLD the times may be extended at an additional fee of R550.00 per hour or part thereof, the waitrons will be an additional fee of R35.00 per waitron, per hour or part thereof and the Barman and additional fee of R40.00 per barman, per hour or part thereof.

THE ABOVE TERMS AND CONDITIONS ARE FULLY UNDERSTOOD AND ARE HEREBY UNCONDITIONALLY ACCEPTED.

FULL NAME _____
(CAPACITY/ bride, groom, other relation)

DATE _____

SIGNATURE _____

**BRENTON-ON-SEA HONEYMOON / HOLIDAY ACCOMMODATION
BOOKINGS DONE THROUGH GARDEN WORLD ONLY
PEAK SEASONS – NORMAL RATES WILL APPLY**