



SERENGETI ESTATES
FORGED BY NATURE

Events Booking Confirmation Sheet - 2021

Thank you for your booking at the Serengeti Estate's Clubhouse. Please read and complete the following, returning to us as soon as possible in order to secure your booking. Please initial each page – full signature required on the last page.

Please note:

1. Only once we have received your completed form will we confirm and reserve the venue for yourself for a **period of 7 days**
2. A 50% deposit is required within the 7 days-if payment is not received the date will **automatically be released without notice**
3. **Full payment** needs to be made 5 working days prior to the function in order for the function to take place. With regret no purchase orders are accepted. The function will not take place should the full payment not be received
4. A statement account will be sent after the function for any outstanding costs, this has to be paid within **7 days of receipt** of the statement
5. Interest will be levied at prime rate on all accounts not settled within 7 days of receipt of final statement/invoice
6. Under no circumstances may you bring your own food and beverage – this is not negotiable
7. We have strict rules regarding the display of branding material. Please liaise with your co-ordinator should you wish to exhibit your company logo
8. Final numbers, agendas and menu choices need to be confirmed **5 working days** prior to the function. The function cannot take place without this information and our cancellation terms would then be applicable
9. **72 hours'** notice is required for special dietary requirements – halaal, kosher, etc
10. Only written cancellation/alterations will be accepted
11. All decor and IT/AV is to be removed after the function unless prior arrangements have been made
12. No items may be stuck/attached to any of our walls, doors, furniture or ceilings, regardless of the type of material used
13. Standard white linen costs are included in the venue hire cost – for black linen, runners, chair covers, etc a cost will be levied and this will reflect on your quotation
14. 1 x glass per person is included in the venue hire cost – please liaise with your coordinator for the costs for additional glasses required according to your specific requirements
15. Any damages occurred during the function will be charged for accordingly to the event organiser and will reflect on the final tax invoice. It is up to the event organiser to recoup this cost from their guest/s
16. At no time is Serengeti Estates responsible for **any item** left behind-banners, decor, etc. It is up to the organiser to ensure all items are removed. After 7 days items left behind will be donated to charity
17. Serengeti Estates is not responsible for any deliveries made prior to the function unless we have signed for the delivery and have a detailed list of items prior to the delivery arriving on the Estate
18. Please note all venues are non-smoking, violation of this rule will result in a fine. Designated smoking areas are clearly marked. **(R10 000.00 per incident)** This amount will be added to the final tax invoice should an incident occur
19. Serengeti Estates accepts no responsibility for the weather. Please take note that the parking lot is separate to the Clubhouse
20. In the case of evening functions, the venue closes at midnight in accordance to Estate Rules as well as our Liquor Licence. Last round is called at 23h45 as well as the last song been played. The bar promptly closes thereafter and **will not be re-opened** under any circumstances. A charge of R1000 per half hour after midnight is charged until the last guest leaves – this is for the organisers account. It is up to the organiser of the function to ensure that all guests leave promptly. (Earlier closure of the Venue is subject to the current Covid Regulations)
21. No live animals, birds or aquatic animals may be brought onto the Estate without the written permission of the Events Manager
22. All items that are to be delivered prior to the Event need to go straight through to our Delivery Bay. After they have been announced to the coordinator they will be directed to the necessary set-up area
23. Waiters are charged per hour with a minimum of 6 hours – this is a service hire fee and not a gratuity. Waiter service fee is amended according to the number of hours the function has taken (including 1 hr set up and 1 hr breakdown)

24. The final waiter service fee will reflect on the final tax invoice sent after the Event. The amount may differ to the original quoted amount due to the above
25. All costs for the specific requirements of your function will reflect on your quotation. Quotations will be amended in accordance to requests, coordinators will update the quotation as many times as you require. Site inspections are used to showcase the venue and its capabilities, the coordinator cannot be held liable if any costs are not discussed verbally during the site inspection
26. External Suppliers – not arranged by Serengeti Estates. Serengeti Estates is not liable should an External Supplier arranged by the client not set up in time for the Event or set-up incorrectly. Serengeti Estates is not liable for any Supplier's equipment/belongings
27. External Suppliers – arranged by Serengeti Estates. Once confirmation has been received from the client to go ahead with the Supplier's quotation, the client becomes liable for all costs for this quotation/invoice including cancellation costs as reflected on Serengeti Estates quotation and/or tax invoice
28. No takeaway containers can be dish up from the Buffets
29. The Venue may make changes based on the current Level of Covid-19 and as instructed by the Government.
30. At Serengeti we are committed to ensuring the protection and security of your personal information and meeting our data protection obligations. We shall not pass on your personal details to a 3rd party.

I have read and accepted the above 30 points:

Signed: _____
 Date: _____
 Full Name: _____
 Designation: _____

EVENT BOOKING INFORMATION:

Date of the function	
Name of company	
Name of organizer	
Cell number of organizer	
VAT number of company	
Postal address	
Telephone number	
Facsimile number	
Email address	
Number of guests (Including facilitators, exhibitors, photographers, body guards, etc)	
Set-up style required (U-Shape, banquet rounds, school room, etc)	
Venue	
Additional decor required	
Additional IT/AV rentals required	

Data projector and screen required	
PA System required	
Sound for presentations required	
Podium or top table required	
Menu selected	
Dietary requirements	
Beverages-master or cash account	
Beverage account limit if a master account	
Details for outsourced suppliers	
Linen requirements if hiring from Serengeti	
Disabilities	

Cancellation Policy

In the event that the client wishes to cancel the function, notice must be given in writing.
The client is allowed one postponement if requested one month (Minimum 31 days) in advance.
The following cancellation fee will be levied:

121 days prior	No cancellation fee
120-90 days prior	30% of the total cost
89-30 days prior	50% of the total cost
29 days or less prior	100% of the total cost

Conference Policy

Full Day Conference is for a period of 9 hours from start to finish
Half Day Conference is for a period of 5 hours from start to finish (Including Lunch)
Additional hiring fees apply should the Conference exceed these hours

Additional Terms and Conditions

In the event of an Event Company/PCO arranging the function on behalf of a client the client is also expected to sign acceptance of our terms and conditions. We are not responsible if any of our information is not passed on by the Event Company/PCO to their client. Any costs not advised to the client will be covered by the Event Company/PCO. Our policies and costing will not be amended due to miscommunication between the Event Company/PCO and their client.

If this contract is completed by an individual on behalf of a company the company takes full responsibility for the acceptance for all terms and conditions regardless of the designation of the signatory within the company.

Breakages Policy

Should any breakages or damage to equipment, cutlery, crockery, furniture, fixtures, linen, walls, windows or any other property at Serengeti Estates occur by guests attending the function, all charges or costs relating to such breakages or damages, including but not limited to replacement costs, rental costs incurred in the event that temporary replacements need to be rented or courier or transport charges, will be for the account of the Client. This will be added to the final Tax Invoice and a full incident report will be included.

Indemnity

Serengeti Estates will not be held accountable for any loss, damage or injury to guests or property. By signature of this form, the Client accepts full responsibility for any damage or losses caused to the Serengeti Estates property, customers or guests whilst using the facility for an Event. Persons entering the Estate or participating in any of the activities on the Estate shall do so entirely at their own risk. Serengeti Estates shall not be liable for its failure to perform in this agreement, if such failure is due to acts of God, industrial/mechanical action or weather conditions.

Private Event /Company - In Acceptance of all 4 pages please kindly sign below and ensure each page is initialled:

Signature: _____

Date: _____

Full Name: _____

Contact Number: _____

Designation: _____

Company Name: _____

PCO / Event Company - In Acceptance of all 4 pages please kindly sign below and ensure each page is initialled:

Signature: _____

Date: _____

Full Name: _____

Contact Number: _____

Designation: _____

Company Name: _____

Banking Details:
Serengeti Golf Club Pty Ltd
FNB-Woodbridge
Acc Number: 6222 7508 803
Branch Code: 205609
Proof of payment to be sent to:
events@serengetiestates.co.za