



WEDDING & EVENT AGREEMENT

BETWEEN

BABANANGO GAME RESERVE

AND

(Clients Full Name)

(Clients Contact number)

(Clients preferred contact email address)

on this _____ day of _____ 20____ (month and 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 Babanango Game Reserve:

Email: nadia.dupreez@babanango.com

Tel:

GENERAL TERMS AND CONDITIONS:

1. ACCOMMODATION:

- 1.1 All wedding guests must be accommodated at Babanango Game Reserve.
- 1.2 All wedding packages are subject to a **minimum 2-night stay**.

2. FURNITURE, EQUIPMENT, DÉCOR, SET UP:

- 2.1 The standard furniture and equipment provided as listed in our package specifications are inclusive in the venue hire fee. Refer to our packages for a direct breakdown of what is included and excluded.
- 2.2 Please note that Babanango Game Reserve reserves the right to change, upgrade or replace any furniture items at any time, to ensure that the venue is always on trend and well maintained. It is therefore the responsibility of the client to continually track any upgrades announced online or on our updated packages on the website: www.babanango.com.
- 2.3 Any additional items should be supplied or hired by the client at the client's cost and risk.
- 2.4 Any additional hired items will need to be an approved wedding vendor by Babanango Game Reserve and must also be delivered and removed at specified times Setout by the venue and onsite coordinator. Babanango Game Reserve does not take responsibility of any items delivered or removed from the premises which has been provided by an external supplier.
- 2.5 Any external hiring done by Babanango Game Reserve on behalf of a client, will be booked in the clients' name, and is governed by that suppliers T&C's. We can therefore not be held liable for any breakages, loss or damage. This will be deducted from the client's breakage deposit.
- 2.6 Any damages to hired items specified in 2.1 will therefore be at the cost of the client and can be subtracted from the standard refundable deposit charged.

3. SET-UP AND BREAKDOWN COSTS:

- 3.1 The venue is available for setup and use during the following times as laid out in the wedding package per lodge.
- 3.2 An overtime rate for the Venue Hire of **R5,000.00 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 and deducted from your refundable deposit. Should there be no refundable deposit, this will be invoiced separately and due for payment.
- 3.3 An overtime rate of **R1,950.00 per hour** for staff will be charged over and above the venue fee as specified in 3.2 for our staff compliment required in the event of hours exceeding the cut off time.
- 3.4 All décor must be set up and completed **2 hours prior to the start time** of the function.
- 3.5 **No Fireworks** will be allowed on the Babanango Game Reserve premises.
- 3.6 Should Sparklers be brought onto the property this may in no way be utilised inside the building. This will also require special approval from the onsite coordinator as to the designated area along with managements of the disposal of the items. Any damage caused to the property of Babanango due to sparklers will remain the liability of the client.
- 3.7 No Chinese lanterns or helium balloons will be allowed on the Babanango Game Reserve.

- 3.8 Candles may not be placed directly on the linen or tables or outside area. Babanango Game Reserve, reserves the right to remove the candles, if necessary, in order to avoid damages and following fire safety regulations. Therefore, we request that all candles be placed in a holder at any given time.
- 3.9 Breakage deposit is charged at **R6,500 per event** and is refundable should there be no damages and/or losses to cutlery, crockery, glassware, furniture and/or reserve infrastructure. All areas will be inspected and will be made known to each client upon completion of the event.
- 3.10 Any damages to Babanango Game Reserve's property caused by guests or sub-contractors not employed by Babanango Game Reserve's will be charged accordingly and deducted from the refundable deposits. It will then be the client's responsibility to claim the rate back directly from the supplier at fault.
- 3.11 It is the undersigned responsibility to please provide the relevant banking details for the refundable deposit to be refunded. Babanango Game Reserve takes no responsibility for incorrect banking details and / or the fees incurred for transfers to be redirected.

4. MENU SELECTION/TASTING PROCESS:

- 4.1 Our menus are interchangeable to accommodate your personal requirements. This means that our menus are a guideline for clients to work from and can be tailored.
- 4.2 Please note however, this may influence the basic price guideline presented on the standard menu breakdowns. Any customising of menu's will then be subject to a customisable price guide for approval.
- 4.3 All final menu prices and budgets will be confirmed upon final selections being made 3 months prior to the wedding date. Prices are therefore subject to change.
- 4.4 Menu prices and offerings remain subject to change due to the economic and seasonal availability factors during the course of the year.
- 4.5 We offer a children's menu for all guests under the age and incl. the age of 10 years. (Please refer to the package price per head, for all children)
- 4.6 Service providers meal and price per head is also per specified package rate
- 4.7 Food from any other facility other than that of a Babanango Game Reserve registered chef may not be brought onto the premises as we cannot control the health and safety measures of someone else's food.
- 4.8 Should there be a special arrangement for additional food items or ingredients to be brought onto site, Babanango Game Reserve will not take responsibility for the preparation or storage of the food items. Chef can at any time make the call to not serve any food items brought onto site, if He OR She feels that the items will compromise the food safety of the guests attending the event.
- 4.9 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.
- 4.10 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. They receive the same meal as the guests.

- 4.11 Numbers confirmed and paid in full 1 calendar month before the wedding cannot be dropped. Additions may be added. The confirmed number of guests will be the baseline to be catered for.
- 4.12 Cake brought onsite is to be removed the night of the wedding by a representative of the client. Due to health and safety regulations, any cake not removed the night of the wedding will be disposed of.
- 4.13 It is the responsibility of the client and representative planner to relay any dietary, religious or allergy requirements of guests to Babanango Game Reserve.
- 4.14 Please note that should any religious outside meals need to be catered for, there will be a surcharge fee on top of the guests per head total food bill. This will be confirmed quotation sent from the respective supplier and generally will pertain to all Kosher catering.
- 4.15 Babanango Game Reserve does not allow for any outside caterers on the premises. Should there be an event where this is approved, then there will need to first be discussions with management and a meeting and costing drafted for this instance accordingly.
- 4.16 Babanango Game Reserve will not be held liable for any death, loss or injury relating to a food allergy. It is the responsibility of the client to ensure that they relay any allergies to Babanango Game Reserve, so that these guests are catered for.

5. BEVERAGE 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 through our POS system.
- 5.2 Bar prices are subject to change without prior notice.
- 5.3 Bar prices depicted on Babanango Game Reserve's bar list is 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 Babanango Game Reserve'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 Babanango Game Reserve will approve for clients to bring in their own beverage and will be discussed in terms of a set corkage fee rate specified on the barlist and in 5.9.
- 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 **R150 including VAT handling fee (Corkage) per 750ml opened bottle** will be charged. Please note prior written consent from Babanango Game Reserve needs to be obtained.

- 5.10 Please note wine and/or corkage will be charged on bottle opened, not necessarily consumed. We therefore do not place wine on the table, but rather provide silver service pouring, to assist clients in getting the maximum pouring out of their bottles.
- 5.11 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 Babanango Game Reserve.

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. Items should be considered to be biodegradable.
- 6.2 While Babanango Game Reserve 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 Babanango Game Reserve cannot be held liable for any instances due to Force Majeure.
- 6.4 Whilst every precaution will be taken to ensure the safeguarding of your belongings. Babanango Game Reserve will not be liable for loss or damage to the clients' property or the clients' supplier's property whatsoever (décor props, valuables, guest valuables, supplier valuables etc.) We recommend that all personal and valuable property be removed directly after the function.
- 6.5 Babanango Game Reserve 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 oversee receiving and removing gifts on the night of a wedding.
- 6.6 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 OR Monday), all items must be removed by **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 Babanango Game Reserve management before every event).
- 6.7 All items not removed within 7 days of being placed in storage will be discarded. Babanango Game Reserve does not accept liability for loss or damage of any item during this period. This includes the wedding cake. Should the wedding cake not be removed the night of the wedding, it will be discarded the very next morning, as Babanango Game Reserve works on strict kitchen cleaning measures to ensure all guests food safety.
- 6.8 Babanango Game Reserve 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.
- 6.9 Should the Babanango Game Reserve 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:

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

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

- 6.10 Babanango Game Reserve reserves the right to refurbish and upgrade the venues from time to time.

- 6.11 All refurbishments do not need to be approved by booked clients and will be done when and at the discretion of management.
- 6.12 Babanango Game Reserve 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 Babanango Game Reserve, 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 Babanango Game Reserve.
- 6.13 Babanango Game Reserve will not be held responsible for any death, loss or injury incurred at the Babanango Game Reserve.
- 6.14 Babanango Game Reserve 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.
- 6.15 As Babanango Game Reserve will not be held financially responsible for any death, loss or injury.

7. SAFETY AND SECURITY

- 7.1 Babanango Game Reserve does not take responsibility for any loss or damage to vehicles on the property; although every precaution from our side is taken to ensure that the property of our guests is in secure hands.
- 7.2 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 Babanango Game Reserve at an additional fee OR arranged by themselves.
- 7.3 Babanango Game Reserve 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.
- 7.4 Even though additional security is brought in onsite, Babanango Game Reserve will still not be held liable for any death/loss or injury on the Estate premises.

8. FUNCTION MANAGER/ EVENT COORDINATORS:

- 8.1 Babanango Game Reserve will require a running programme of events, all bar arrangements of the wedding/ event, final meal selections and/or dietary requirements and a final floorplan with full attendee guest list no later than 4 weeks prior to the wedding/ event date.
- 8.2 Once the details in 7.1 are provided, this is final and may not be changed. Should numbers come down, the quoted price at the confirmed guest attendee total will still be charged for.
- 8.3 Only accredited coordinators will be allowed to coordinate a wedding/ event at Babanango Game Reserve 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.
- 8.4 Babanango Game Reserve will need to give approval of the outside coordinator; unless they are already featured as an approved supplier on our listing or approved in writing by our onsite function team.
- 8.5 Babanango Game Reserve floor manager is required to run the items provided by the venue only. He/She will assist with the on the day logistical management for the running of all elements pertaining to the event.

- 8.6 Babanango Game Reserve does not take any responsibility regarding any mismanagement due to ineffective coordination or communication regarding independent coordinators, contractors or service providers. All arrangements and agreements between client and outside service providers must be discussed directly with each other inclusive of any discrepancies.
- 8.7 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 Babanango Game Reserve. We are able to at any time request that service providers change their attire.
- 8.9 Service providers are not permitted to drink alcohol onsite at Babanango Game Reserve.

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. This costing will be relational to the day of the week, month of the year and in line with seasonal costing.
- 9.3 Should a postponement need to be made, the client is to provide Babanango Game Reserve with 3 date options and based on availability of date, the new date secured.
- 9.4 All new dates will be required to resubmit a newly signed wedding contract and make an additional payment to come up to terms with their payment schedule.

10. CANCELLATION POLICY

- 10.1 Should a cancellation take place for whatever reason after the non-refundable booking/admin fee has been paid, the amount paid will not be refunded under any circumstance. This fee secures your date and business is being showed away for the exclusive use of the lodge.

11. PAYMENT REQUIREMENTS/ STRUCTURE

11.1 1st Payment

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

2nd Payment

90 days prior to the wedding and will be calculated at 50% of the remaining bill due after the confirmed meal selection at the tasting.

3rd Payment

30 days prior to the wedding, the balance of the account outstanding is due. Final numbers must be confirmed 1 month prior to event. (Final numbers being any additional people to the baseline amount sent through 30 days prior to the 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 Babanango Game Reserve.
- 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. Should there be any portion not utilised; This will then be refunded back to the client.

- 11.4 Babanango Game Reserve, 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 booking/admin fee, or any payments will be returned.
- 11.5 Any breakages and losses, additional food or drinks requests on the night will be deducted from the refundable deposit. The refundable deposit will then be paid back to the client 30 working days after the function.
- 11.6 It is the client's responsibility to provide Babanango Game Reserve with the correct banking details for the refundable deposit.
- 11.7 Should there be any additional requirements on the night of the wedding. Our onsite manager will get the client to sign off any additional meals or extras. This will be deducted off the refundable deposit.
- 11.8 Should a signature on the night not be possible, it will be logged by our manager and deducted during our recon on the Monday. All logged information will then be given over to the client.

12. BANKING DETAILS

Please use your Company Name or Surname and Event Date as the reference. Please Note: No Cheque Deposits/Payments allowed.	
Account Name	
Bank	
Branch Number	
Account Number	
Account Type	

13. ACCEPTANCE OF TERMS AND CONDITIONS

- 13.1 Babanango Game 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 emailed together with the proof of payment to nadia.dupreez@babanango.com
- 13.4 Terms and conditions are subject to change and an updated copy will be placed online on our website. (www.babango.com). Clients are advised to always make sure they have an updated version of the terms and conditions.
- 13.5 The updated T&C's will always apply.
- 13.6 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.
- 13.7 The Client 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 Babanango Game Reserve

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.

13.8 Babanango Game Reserve has the right to cancel any event at their own discretion.

13.9 Babanango Game Reserve reserves the rights to use any photography or images as marketing material, unless otherwise stated by the client.

The below signature agrees to enter into the contract Terms as specified and outlined by Babanango Game Reserve (Pty) Ltd. All parties including the holding and trading company along with that of the client will adhere to the contract up until termination date being that of midnight the evening of the event date or unless additional hours are specified.

Name & Surname	
ID Number	
Contactable Cellphone	
Residential Address	
Signed (By the Client)	
Date	