

Welgemeend Function, Event & Conference Venue Cape Town

Terms & Conditions, Contract and Venue Hire Rates 2024

PLEASE READ T&C

Please sign each page /fill out last form/sign and email - deposit proof of payment to confirm a booking.



The venue in the heart of the city on the slopes of majestic Table Mountain, offers outstanding service and unique ambiance.

Our venue comprises of a Historic Cape architecture home from the 1700's and beautiful gardens to host your function.

Enquiries and Information
karin@welgemeend.com
www.welgemeend.com
021-4222601

PLEASE READ THE TERMS AND CONDITIONS BEFORE YOU BOOK A FUNCTION AT WELGEMEEND

Welgemeend Venue Hire Pricelist

Please Note: **This price list is only a guideline.** The actual venue hire will be quoted according to the number of guests and hours at the venue and special requests of the client. **MAXIMUM CAPACITY OF THE VENUE:**

100 guests Cocktail, 80 guests Sit down, 60 – 80 guests Sit down with small dance floor. Weddings for a max of 80 guests, to allow for enough space. Minimum number of guests 35.

ROSA VAN DE CAAB



This is our largest function room leading onto a beautiful large patio with views of the garden.

80 guests seated
100 guests' cocktail style.
60 - 80 guests seated + small dance floor

R 9500 for function of 5 hrs
Additional hours R 1200.00 p/h
For functions of 4 hours or less R 2800.00 per hour for a minimum of 3 hours.

PATIO



Wedding rates are based on 8 hours.
Enjoy your event on our beautiful wine leaf covered patio and Rosa room.

Up to 80 guests seated
Up to 100 guests cocktail style

R 19500 (Exclusivity of the Venue) for 8 hours.
R17500 for 6 hours.

SANLAM



An elegant intimate room.

10 guests Business Meetings Small Functions

R 3000 per day

INVESTEC



This elegant room with working fireplace is perfect to host; dinners, breakfasts, conferences, meetings, music concerts.

36 guest's classroom style
60 guest's cinema style
24 guests U-Shape

R 6500 per day

MEDIA 24 THEATRE



A functional room perfect for training sessions.

36 guest's classroom style
26 guests U-SHAPE
70 guest's cinema style

R 6000 Full Day
R 4500 Half Day

BOERNEEF & PIERNEEF



Personal cosy lounge style. Perfect for small lecture classes.

6 guest's classroom style

R 2000 Full Day
R 1800 Half Day

GARDEN



A tranquil green space in the middle of the city, a magical location with inspiring mountain views. Perfect to host a Picnic, Braai, Garden Tea Party, or your Wedding Ceremony.

On Request

WEDDING PACKAGE DEALS



Exclusivity of the venue incl. Patio and Garden
PLEASE find out more on our Package deals on www.welgemeend.com.

80 guests seated
60 - 80 guests with a small dancefloor

R 19500 for 8 hours
Please contact us should you have less than 35 guests or require less hours.

CONFERENCE PACKAGE DEALS



Exclusive use of venue, white board, flip chart, projector, screen, WI- FI, tea breaks and lunch

On Request, depending.
On seating style

R 545 p/p Full day
R 500 p/p Half Day

Terms and Conditions:

Please note all the terms and conditions will not be discussed in your first viewing meeting, it is your responsibility to read the t&c and ask if you have any questions.

1. Venue hire fee includes the following.

For a minimum of 35 guests and maximum of 80 guests:

1. Tables – round tables (9) for guests and long buffet tables (4)
2. Rustic white tables for outside but no table clothes available for them, should you need, rental for own account.
3. Chairs with white chair covers
4. Cutlery, Crockery, Glassware
5. White linen, table clothes and serviettes
6. DJ Table
7. Cake Table
8. Use of the venue, garden, and parking area
9. One security guard at the gate
10. Cleaner for the Manor house before and after event
11. Two planning meetings (Additional meetings will be charged at R 350.00 per hour.)

Please note: Staff hours are not included in the venue hire fee. An extra charge is applicable for staff to set up for your function, service during the function, breakdown, and cleaning after your function.

Event coordinating is not included in the venue hire. Should you want Welgemeend Management to plan/style and coordinate your event please ask us for a quote.

The venue can be viewed by appointment only.

Please try and use email communication as much as possible karin@welgemeend.com

Use WhatsApp ONLY if necessary, **during office hours PLEASE.**

PLEASE NOTE – WE NEED TO KNOW EXACTLY WHAT YOUR EVENT ENTAILS BEFORE WE CAN QUOTE A FINAL VENUE HIRE – THE VENUE HIRE FEES IN THIS DOCUMENT ARE A GUIDELINE AND NOT APPLICABLE TO BIG EVENTS, RESTYLING OF ENTIRE VENUE, ART EXHIBITIONS, MOVING OF ALL FURNITURE, TAKING DOWN PAINTINGS ETC.

1. Venue times

1. The venue will be **available 3 hours before your wedding/ 2 hours before a normal function** for décor/deliveries and set up, included in your venue hire.
2. Clients that hire the venue per hour and use a max of 3 hours, venue is open 1hour30min before your function for deliveries.
3. **Please note:** Should you require extra hours for your set up you can book these at **R 900.00 per hour.**
4. Weddings - 8 hours including photo sessions/ceremony and reception until 23H00. (Music off at 22h30)
Please note we will call last rounds and stop music 45min before the 8 hours are done and after 8 hours the venue must be vacated.
 - 4.1. Any additional hours will be charged at R 1200.00 per hour.
 - 4.2. Hours after mid night R 1800.00 per hour. This is for breakdown, not for actual function.
 - 4.3. Please note if you have your ceremony in the garden there is a separate set up and break down fee of R 1000.00. If you have your ceremony and table set up outside there is a fee of R1500. If you only have table set up fee outside for a normal function it is R1000 extra. This is not included in package deals.**
5. We offer package deals (please see www.welgemeend.com or [contact karin@welgemeend.com](mailto:karin@welgemeend.com)) which are designed to let you have a completely hassle-free function. Price per person includes waiters, set up, menu as per package deal chosen, parking and venue hire for up to 6 - 8 hours.

6. **On Sundays** only breakfast, lunch and High Tea functions are allowed **until 19H00 with soft background music**. NO LIVE MUSIC OR D.J./DANCING ON SUNDAYS. No functions in bottom section of garden on a Sunday.
7. **PLEASE NOTE:** if you are late for your function, the venue does not extent your hours. you cut into your own time. Please keep to your hours and do proper planning to prevent being late.
8. **Welgemeend is open till 23h00 latest by then all guests and breakdown must be done.**
9. Guests cannot be on patio or in garden after 23h00, due to being in a Residential area.
10. All cars must be removed out of parking area after 11pm, otherwise they will be locked in.
11. No big trucks and noisy breakdowns after 9pm in the evening, if you have a big set up and breakdown you need to book the next day at a fee as an extra breakdown day.
12. If your extent your hours please note we will charge for the staff that stays on an additional fee per hour R110 per staff member per hour, the staff is not included in the extra hour fee.

2. Booking and payment

1. Provisional bookings must be confirmed within seven (7) working days.
2. A signed contract and a 50% deposit of the venue hire are required to confirm the booking.
3. Final confirmation of the number of guests attending the function to be confirmed ten (10) working days prior to the function.
4. Please note our minimum number is **35 full paying guests** or pay an additional venue hire for less than 35 guests, consult with us.

3. Final payment due

1. Final payment for the function will be calculated according to the number of guests confirmed or the final number of guests attending the function, whichever number is the highest.
2. The balance of the payment is payable in full, twenty-one (21) working days before the function.
3. Welgemeend reserves the right to charge interest in the event of late payments. (15%)
4. Confirmation of electronic payment is required (Proof of payment) via email.
5. There will be no refund in case the function is cancelled 21 working days or less before the function date. (This is for the full amount of the function food/staff and venue hire)
6. In this case the full invoice amount is due and non-refundable if payment is already done.
7. Please do not do random payments – wait or ask for an invoice if you would like to pay.

4. Post function invoice

1. A third and final invoice will be due **4 days after a function** with all costs related to shortages, corkage, loss, damage, extra staff hours and additional expenses and costs incurred by the function.
2. This invoice must be paid immediately and please send proof of payment to karin@welgemeend.com.
3. If you go on honeymoon, please make arrangements that this payment will still be **made 4 days after the wedding**.

5. Cancellation terms for functions

1. All cancellations must be advised in writing.
2. Cancellation of a confirmed booking and booking fee refund:
 - 2.1. A 4-month notice period prior to the date of the function, is required to receive a full refund with a **R 800.00 admin fee deducted**.
 - 2.2. For cancelations less than **4 months prior to the function date the booking fee is non-refundable**.
 - 2.3. **If you book your function in less than 4 months before the function date, your booking fee is non- refundable.**
 - 2.4. **If your number of guests changed after you made the full payment we will still cater for the confirmed number and pack the food for you, no back payments are made.**
3. No refund of the full amount in case the function is cancelled 21 working days or less before the function date. (This is for the full amount for food/staff and venue hire)

4. **Covid** – full deposit refund will be made if your function falls in a lock down period. If it is not in a lock down period, it will be handled as any other function. We will also allow you to move your date once with no penalty.

6. Setup and strike of venue

1. A staff member will be available on the premises three (3) hours prior to your function allowing you access to the venue for setup. (weddings)
2. Welgemeend staff will be on site to facilitate final arrangements and preparations that must be done by the venue for your function. setting up tables/bar's etc and not to help with any décor or clients set up.
3. Any additional hours over the 3 hours **will be charged at R 900.00 per hour.**
4. Please make sure if you have a package deal the number of hours that is included in your package deal, it might differ from above.
5. Should you require additional setup and strike staff to help you, this will be charged at R 75.00 per staff member per hour and you need to book staff beforehand and manage them.
6. Please note: If you use an outside catering company without service staff it is compulsory to use our waiters and bartenders.
7. Security, waiter, scullery and cleaning staff are compulsory for every function.
8. It is the client's responsibility to check-in and check-out any hiring equipment as well as drinks.
9. **All set up and strike arrangements must be cleared with the venue before you set times with service providers, PLEASE.**

7. Right of admission

1. Right of admission is reserved and will be strictly in accordance with the contract.
2. No unauthorized persons, goods, weapons, food, or drinks will be allowed on the premises.
3. All equipment, decorations, drinks, must be removed from the premises by 10H00 AM the next day after your function. We cannot store hiring equipment or personal belongings. Anything left behind on the premises will be at your own risk. (please check availability of the venue on a Sunday for pick up)
4. **All delivery and collection times must be arranged with Welgemeend Management prior to the event.**
5. Welgemeend do not provide take away containers or take aways after a function, except if this was arranged prior to the function with the client and **client supply own take away containers.**
6. **If your décor and function set up needs extra hours for breakdown you will be charged for those hours. Please consult with us before the setup of your function.**

8. Bar facilities

1. Bar facilities will be arranged in accordance with the client's requirements.
2. **No cash bar available at the venue.**
3. No unauthorized beverages or food items will be allowed on the premises.
4. Please note there will be a charge for bringing food and/or drinks onto the premises if you unsure please consult with management.
5. The bar will close at 15H30 pm for lunches and at 22H00 pm for evening functions. (This might differ depending on your booking times)
6. Please note: Last rounds will be served at 22H00, even if you did supply your own drinks.
7. Bar Option 1
8. Guests provide their own liquor.
9. Handling fee is R 40.00 per bottle for wine and sparkling wine, R 120.00 for spirits (750 ml), R100.00 per case of beers, ciders or similar.
10. Handling fee includes ice, glasses, scullery person for washing up, fridge facilities.
11. If you only provide soft drinks, we will charge for the ice supplied on the function after your function.
12. Bar Option 2
13. Welgemeend will provide alcoholic and soft drinks on a sale and return basis.

14. Please request our bar price list for your function.
15. You need to choose from the bar list what you would like available at your function.
16. Welgemeend does not have a fully stocked bar we order in all the products specifically for your function.
17. Please note: Prices quoted are valid for 4 weeks. We reserve the right to adjust prices after that accordingly.
18. Should you require us to provide bartenders for your function, charge is R 110.00 per hour per bartender.
19. If you book a package deal bar staff is not included.
20. If you have any spirits at your function, we need to have an extra bartender to serve drinks at your cost.
21. **Please note there will always be a fee to provide your own drinks.**
22. Please ask for quote on kegs/gin bars etc – what handling fee will be applicable on this.
23. **IF YOU ONLY BRING NON-ALCOHOLIC DRINKS THERE IS A FEE TO WASH UP GLASSES AND FOR ICE OF R850**
24. **If you provide your own drinks, please provide us with a list of what will be brought onto the premises for approval by Management.**

9. Wedding ceremony

1. **Charge for staff to setup and strike chairs required for a garden ceremony is R 1000.00.**
2. We suggest that you use benches for your ceremony. Please ask us for a quote.

10. Outside caterers and service providers

1. For conferences and business meetings, catering is provided by Welgemeend only.
2. If you prefer to use your own caterer a fee of R 3500.00 will apply for the use of Welgemeend kitchen facilities.
3. Outside caterers **will have to be approved by Welgemeend Management.**
4. A meeting with your caterer must be arranged, to discuss all the rules and regulations pertaining to the kitchen and the equipment of Welgemeend.
5. If you are planning to bring in additional dishes (i.e., dessert), please organise with your caterer. They need to bring in plates and serving dishes required to plate on your behalf. Your caterer is responsible for the plating and providing of serving gear.
6. In keeping up with the standards of the venue, only professional caterers will be allowed with a chef and staff responsible for all plating and preparation of food.
7. If you would like to bring any food onto our premises, please check with management first.
8. Every function needs waiters, a scullery person, security and a cleaner.
9. **Your chosen caterer will be responsible for necessary arrangements in the case of load shedding.**
10. If we provide your catering, we will do whatever it takes to deliver on time and the same standard as without load shedding.
11. Please inform your service providers they must please take responsibility for the service they deliver. Including load shedding or if there is anything that prevent them from doing their job perfectly, they need to speak to us immediately and take responsibility for the quality of their product or service. There is always a manager on duty, and we are always happy to help you.
12. Please share the t&c with your service providers that nobody can say – **I DID NOT KNOW!**
13. Welgemeend has a list of preferred outside catering suppliers and service providers:
 - **CATERING** - Celebration Cafe | Cynthia | 082 4115581 | cynthia@celebrationcafe.co.za
 - **CATERING – ANNALISE BUCHANAN 0826541067**
 - **COFFEE** - Barista for fabulous coffee's Ilana Kahn Coffee Right 0828592960
ilana@coffeeright.co.za or Frisky Goat – Sarah 0769408075 or info@friskygoat.co.za

- **Décor** – Solo concepts – Charl – charl@soloconcepts.co.za – 0825943118/New Vintage Michelle 0714597833 [info@newvintageevents.co.za/](mailto:info@newvintageevents.co.za) LUSH FLORIST 021-4235503
- **DJ/Audio / Visual** – Cassidy – 0837477994 – CP Sounds – cassidy@cpsounds.co.za
- **Hiring** – Jacques at Makiti Hire 082 381 7785
- **Hiring** – Miles at Top Table 021 447 4000
- **Hiring of furniture** – Something borrowed – 0872880919
- **Table cloth hiring** – The table cloth hiring company 021-5103000
- **Tents and Hiring** – Distinctive Choice – Charlene - 0798796931
- **Tents** – Daniel Meyer – Stretch INC – 021 8204783 – dan@strechinc.co.za
- **Photographer** – Herman Agenbag - 0824928551
- **Hair,Make-up and Photography** – Marie Malherbe - 0824353737

The above companies have all worked at Welgemeend. They know the venue and the rules and regulations and adhere to our high standards of quality & service.

11. Menus and function packages

1. Please go to our website www.welgemeend.com to find out about our wedding packages.
2. We are happy to assist you in creating a menu and package deal that perfectly suits your needs and requirements for your specific function.

12. Conference package deals

1. Full day conference package, for a maximum of 8 hrs at R 545 p/p
2. Half Day conference package, for a maximum of 6 hrs at R 500 p/p
3. Additional hours will be charged at R 900.00 per hour.
4. Venue opens at 7h30 please let us know if you would like to set up earlier at an extra cost.
5. Please if you would like drinks after your conference consult with us about products/snacks/extra hours and staff.

13. Service staff

1. Service staff is included in some of our menu packages, please check our Package Deals on the website.
2. To ensure professional and highest quality service, we provide trained service staff. Service staff is charged at R 110.00 per hour per waiter.
3. Friends and family unfortunately will not be accepted to stand in for professional staff due to safety and hygiene regulations.
4. Staff rates (per staff member, per hour for a minimum of 4 hours):

4.1. Setup staff	R 75.00 per hour
4.2. Waitrons/Bar Tenders	R 110.00 per hour
4.3. Cleaning/scullery staff	R 75.00 per hour
4.4. Manager on duty	R 220.00 per hour
4.5. Security staff	R 450.00 per function

5. Risk / Damage / Losses

6. Welgemeend does not take responsibility for any loss or damage to the client's property.
7. It is strongly advised that all personal and valuable possessions, equipment, decorations, gifts be removed from the premises immediately after a function.
8. Welgemeend cannot be held liable for any interruption of water, power, sanitary or other similar supplies.
9. The client shall be liable for any costs occurring due to loss or damage to the property, art, premises, or equipment of Welgemeend during or resulting from the function.

10. If a client insists on the set up for a function outside under very windy conditions, Welgemeend cannot be held liable for any injuries e.g., broken tree branches or any injuries in the garden.
11. **Please note** Guests from Welgemeend are not allowed to visit any other school facilities, except if arranged prior to function. (amphitheatre/swimming pool/hostel)
12. No guests or kids allowed at the swimming pool if you have a function at Welgemeend.
13. **Please note:** Welgemeend is part of Jan van Riebeeck High School, and we cannot guarantee complete silence at the venue – during weekdays you will hear a school bell and announcements, we have 2 break times, we next to a swimming pool and netball courts – we always try and synchronise our functions but complete silence is never guaranteed.

14. Piano

1. Nothing may be placed on the Pianos lid, e.g., candlesticks, candles, flowers, tablecloths, gifts.
2. **Use of the piano is only possible by agreement with the management at a fixed rate of R1000 before the function.**
3. The key to the piano is at the school; therefore, you must book the piano before the function and pay for it.
4. Should require the tuning of the piano before your function this can be done at your expense of R 1400.00.

15. Children at Welgemeend

1. Parents, please note, Welgemeend is **a historic building and art gallery**, if you have children attending your function, please make sure that they are always under adult supervision. Please organise entertaining for your kids and a nanny to look after them.
2. There are many water features at Welgemeend, you need to have someone to keep an eye on the children for the duration of your function – swimming in the ponds is not allowed.
3. Should anything happen to a child attending a function at Welgemeend it is not our responsibility, you as the host will take responsibility for all guests at your function.
4. Please discuss with Welgemeend Management the setup of your event to avoid damage to the lawns or patio stones.
5. No water slides, splash pools and jumping castles are allowed at the venue.
6. Please consult with us about special meals.
7. Kids under 3 years – no charge/kids under 10 years – half price of package deal and from 11 years old full price.
8. We can also work out a special kiddie's menu.

16. Tenting

1. It is compulsory that you discuss your tenting plans with us before you book a tent.
2. Please remember that you will need to take care of the lights in the tented area.
3. Should you plan to cover the lawn with flooring please tell us beforehand.
4. No evening functions are allowed in the bottom garden after 19H00 pm due to Residential restrictions.
5. Please remember you will need extra hours to set up and breakdown and this will be charged per hour.
6. We have preferred tent companies you have to use.

17. Audio & Visual/SOUND/D.J.

1. We have a preferred DJ and equipment that can be hired, for options and pricing please contact us.
2. No amplified music is allowed in the bottom garden due to residential area limitations.
3. **PLEASE INFORM YOUR D.J. ABOUT OUR RULES AND REGULATIONS BEFORE YOUR FUNCTION.**
4. **NO BASS BOXES ALLOWED AT THE VENUE; WE WILL MAKE THE D.J. TURN THEM OFF.**
5. **NO SMOKE MACHINES AT THE VENUE.**

6. **Client is not allowed to hire professional equipment and play their own music. We need someone responsible for the volume control of the music.**
7. Welgemeend is not a **NIGHT CLUB**.
8. D.J. must be approved by venue.
9. Amplified music, speeches and dancing must be set up in the manor house to comply with the restrictions of the residential area Welgemeend is situated in.
10. Music outside – Only soft background music – no live bands
11. No live bands at the venue
12. No loud music or shouting/talking in the parking area when guests depart, please bring this to your guest's attention.
13. Music turned off 22H30.
14. No cars left in parking area overnight please.
15. **We reserve the right to take pictures and videos of your function for promotional use. Please let us know beforehand if you disagree. If you feel uncomfortable on the day, please inform us immediately. We normally just take a couple of pictures for our website or social media page.**
16. **Please note any worship ceremonies does not work at the venue – church ceremonies cannot be too loud. We allow an entrance and exit song, ceremony max 30 minutes and canapes in garden after ceremony soft background music.**

18.Decor

1. Any form of lighting and decor for e.g., lanterns; candles must be discussed with management.
2. If you are using an outside décor company, please put me in contact with them before the function and planning of any décor.
3. **No open candles allowed.**
4. **No sparklers allowed.**
5. **No confetti, glitter/feathers and/or paper streams are allowed.**
6. **Only natural confetti, e.g., rose petals allowed.**
7. Please consult with Welgemeend regarding your decor setup. We are happy to give you advise on all the possibilities.
8. If you need extra set up hours, you will be charged for it at R900 per hour.
9. The less paper, the better.
10. Flowers must be done by florist before the function and just placed on the day. We do not have space to have flowers arranged at the venue on the day. As much as possible décor must arrive done, just to be placed on the day.
11. **VERY IMPORTANT:** If you have any base plates/runners/tablecloths that must be placed under the cutlery and crockery, please provide EARLY (before 10am) the day before.
12. Please inform your guests that **our pond is a heritage site and not a swimming pool.**
13. We prefer décor that is friendly to Mother Earth please keep the use of paper and balloons to the minimum.

THIS IS VERY IMPORTANT:

14. **Please consult with us about set up and break down times. If you need extra hours or a day before or after this is possible at an extra cost.**
15. **Please consult about breakdown times, this might differ depending on bookings at the venue/Sundays or Public holidays.**

19.Public Events

Welgemeend is a function facility that accommodates a maximum of 100 guests for private or corporate functions. If you are organising a bigger event/festival/market for the public or a client, you as the client are responsible for the following, including cost:

- Medic's
- Event permits

- Liquor licence
- Insurance
- Public Liability
- Waste Removal
- Security
- Extra supply of electricity
- Generators
- Coordination of parking and entrance fee
- Toilet facilities
- Air conditioning
- Tents, flooring
- Extra Furniture

13 Very Important Points of the venue
Please read this before you book any service providers.

1. **MUSIC**
 - 1.1. Welgemeend is in a residential area - music off by 22H30 pm during weekends (Friday and Saturday) and 21H30 pm during the weekdays.
 - 1.2. Sundays very soft background music allowed venue open till 19h00. NO LIVE BANDS OR KARAOKE
 - 1.3. **No live bands, bass guitars, bass boxes, drums, saxophones, bag pipes allowed at the venue.**
 - 1.4. Before you book any music or entertainment, **please speak to us.**
 - 1.5. **No dancing and loud music allowed outside.**
 - 1.6. No long speeches allowed outside max of 30 minutes. No screaming and shouting over microphone.
 - 1.7. No karaoke at the venue.
 - 1.8. If your music is too loud on the day, we will have to adjust immediately, please inform your music provider of this and they must work with us, not against us.
 - 1.9. NO MUSIC OR SPEAKERS IN BOTTOM GARDEN.
2. **Evening functions later than 20H00 must be set up inside for dinner.**
3. **BAR**

No cash bar available at the venue.
4. **NUMBER OF GUESTS**

Max number of guests is 80 for a sit-down function. 60 - 80 guests with a small dance floor and 100 guests for cocktail parties. **Weddings max of 80 guests.**
5. **ENVIRONMENT**

Welgemeend is a Heritage site and Art gallery, please consult with us about décor what is allowed and what not. We are environmentally conscious. **Please use as little paper as possible, no dripping candles, no glitter, streamers, feathers, no paper confetti, candles must be closed in a lantern.**
6. **Keep paper and balloons to the minimum.**
7. **CHILDREN**

Please have a carer to look after the children. There are water features in the garden. Speak to us about menus for children under 8 years.
8. **CATERER**

If you would like to bring in an outside caterer, it must be a professional catering company. We need to meet with them before the function. Please remember the caterer and staff must be on the venue's required standard and needs to meet with us.
9. **STAFF**

It is compulsory to use our waiter staff. Every function needs a cleaner, scullery person, security and waiters supplied by Welgemeend.
10. **DRINKS**

If you provide your own drinks, there will be a fee involved. Please check quantities together with us before **function.**
11. **BOOKINGS**

Your date is confirmed as soon as the deposit is in our account. The full amount is due ten (10) working days before the function takes place.

Please keep to the prices we quoted you in correspondence it might be different from t&c, because we make the effort to quote every client individually according to their needs.
12. **DELIVERIES**

Please stick to the delivery times discussed with management. We are unable to take responsibility for your deliveries and collections.
13. **WEATHER**

If you would like your wedding or function set up outside, please be realistic about Cape Town weather. We need to make the decision 24 hours before the function where the set up will be. Weekend functions we have to decide by Friday 10am please – or you will be charged for extra staff on standby over the weekend.
14. **EXTRA HOURS**

If you do not stick to your hours booked – YOU WILL BE CHARGED FOR EXTRA HOURS (set up/break down or function hours)
PLEASE NOTE: VENUE IS ON JAN VAN RIEBEECK HIGH SCHOOL GROUNDS SO WE CANNOT GAURANTEE

Function and Conference Contract Agreement

Function	
Date of function:	
Date deposit paid:	
Client	
Name:	
Contact details	
Contact person:	
Mobile number:	
Landline number:	
Email:	
Host of function:	
Rooms/facilities required:	
Details of Function	
Style of Function:	
Number of Guests:	
Timeslot booked:	
Table plan:	
Bar option:	
Outside service providers:	

I herewith confirm my booking at Welgemeend as set out above. **I have read and understood the attached Terms & Conditions and I undertake to adhere to the Terms & Conditions.** In my personal capacity I guarantee payment of all money owed because of this agreement and I take full responsibility for my guests/clients during the function.

Signed at On this day of.....

Signature.....Name printed

- To signify your agreement to the above, please sign a copy of this document and return with a copy of the relevant payment of deposit to Welgemeend.
- Signing this contract, you as the host of the function will take responsibility for your guests/clients attending your function.
- All guests enter Welgemeend premises and parking area at own risk.
- Please note Welgemeend will not allow any service providers/deliveries or guests on the premises for your function if we have not received proof of payment of full amount and signed copy of contract.