



Terms & Conditions

WEDDINGS & FUNCTIONS

Payment

- Unless otherwise stipulated, all prices include Value Added Tax (VAT).
- To secure a booking, payment of the venue hire fee is required within 14 days from receipt by the Client of Pont de Val's final quote.
- Only upon receipt by Pont de Val of proof of payment of the venue hire fee, and upon receipt by Pont de Val of a signed copy of the venue hire contract, can the booking be secured.
- Provisional bookings are only held for 14 days, thereafter such booking will be released without notice.
- If the Client cancels the event 60 days or more prior to the date of the event, it is agreed that Pont de Val will charge you a cancellation fee of 50% of the venue hire fee, which the Client further agrees can be deducted from any amount already paid by the Client to Pont de Val. The Client will be refunded the balance of such amount.
- Should the Client cancel the booking less than 60 days prior to the event, it is agreed that Pont de Val will charge a cancellation fee of 100% of the full venue hire fee, which the Client further agrees can be deducted from any amount already paid by the Client to Pont de Val.
- Food and Drinks will only be invoiced 6 months prior to function date.
- Bookings can only be made up until 31 December of the following year.
- All event details are to be finalized & confirmed 21 days prior to the event; changes to the details hereafter will result in additional charges.
- Bills and tabs are required to be settled on the day of the event.
- Final invoice is payable 21 days prior to the event. If full payment of the final invoice is not made, Pont de Val may cancel the booking, and it is agreed that Pont de Val will charge a cancellation fee of 100% of the full venue hire fee, which the Client further agrees can be deducted from any amount already paid by the Client to Pont de Val.
- Prices are subject to change without prior notice.
- Pont de Val is a cashless environment. Only bank cards are accepted as a method of payment.
- The venue hire fee includes necessary standard restaurant tables, chairs, glassware, cutlery and crockery, waiters, and events coordinator services.

Venue Hire Times

The venue hire includes an 8-hour time slot between 10:00 and 22:00 on the day of the event. An additional fee of R2500 per hour is charged for each hour, or part thereof, after 22:00. We do not hire out our venue past midnight under any circumstances.

Any set-up the day before the event is considered overtime and will be charged at R2500 per hour and is only possible if the venue is not booked by another party.

Client Initials



Décor/Outside Services

All décor, props and equipment not supplied by Pont de Val must be removed directly after the event. Pont de Val shall not be liable for any items lost or damaged at or after the event.

The Client shall not be entitled to paint, affix or attach any advertising sign, notices, drapings or other objects on the walls, floor, partitions, or doors of the function room, without the prior written consent of Pont de Val first being obtained.

Should any damage occur due to the above mentioned, with or without the permission of Pont de Val, the Client will be liable for such damage and shall be invoiced for the repair or replacement of such damaged items.

Number Increases & Decreases

The number of guests stipulated in this contract is a material term of this Agreement. The Client may increase this number, provided that the function room is able to accommodate such an increase or decrease, Pont de Val is given 3 weeks' prior notice thereof in writing, and the Client pays the proportionate increase in the price upon demand.

Should actual numbers fall below that of the guaranteed minimum, charges will be based on the guaranteed number. Should any additional guests arrive on the day of the event, the Client will be informed and will be liable to pay the full amount due for such additional guest on the day of the event, in which case Pont de Val will not be liable if the food and table settings are not sufficient.

All entertainers, photographers and videographers' meals should be included in the guaranteed number and will be billed accordingly.

Safety and Conduct Policies

The lighting or activation of fireworks in any form, shape or size is strictly prohibited.

Legislation prohibits smoking in public areas, other than in a designated smoking area which is separated from the rest of the public area. No smoking is allowed in all restrooms and function rooms.

Exclusivity

Pont de Val takes the exclusivity of your event very seriously and as a result other guests will not be allowed in your venues. We do, however, have other accommodation, estate, and spa guests that we make reservations for in the restaurant. Your event is communicated to these guests prior to their arrival.

Food

Pont de Val provides both buffet and plated meals. A meeting will be arranged with Pont de Val's Executive Chef, who will create a suitable menu and confirm the serving style (plated or buffet) for your event*. A tasting session of the proposed menu will be held prior to the function to finalise the details.

Client Initials



Menu tastings are only done on Thursdays and Fridays and should be booked and discussed prior to the date of the tasting.

The final menu quotation will be made after you have done a menu tasting (6 months prior to the event).

Food on the buffet will be displayed for 2 hours only from the confirmed time of the main course. No take-aways will be allowed from the buffet.

Should there be any special catering requirements such as Kosher or Halaal food, Pont de Val will outsource it at an extra charge.

Breakfast service is from 08:00 until 10:00. The Client is required to arrange with the events coordinator should they require an earlier breakfast

**A menu tasting for 2 guests is already included in the venue hire for weddings. Any additional guests or other Private functions can be booked with the coordinator at R395pp*

A 10% service fee will be levied on the final food account for the event.

Bar

Drinks work on either a Cash Bar or Tab basis, or a combination of both. Bills and tabs are required to be settled on the day of the event and cannot be settled the following day.

A corkage fee of R100 applies to each 750ml bottle of wine or champagne brought onto premises. A fee of R200 is applicable for any spirits brought on to the premises that Pont de Val does not have on its menu. No spirits are permitted to be brought onto the premises if those spirits are on the Pont de Val menu.

No other beverages may be brought onto the premises. Pont de Val shall charge a fee of R400.00 should any alcohol be brought onto the premises by a guest of the event or the Client, without prior consent from venue management.

Alcohol will not be served to persons under the age of 18. The venue management and staff also reserve the right to, at their discretion entirely, stop the sale of alcohol to any person at the event, whether guest or Client, should the person be a danger to him/herself and others, due to the over-consumption of alcohol.

Sound

Pont de Val sound systems can be used for background music only. Should music be required for dancing or in any additional needs, you are welcome to arrange with an external vendor for this purpose.

Please note that DJs need to supply their own extension cords, multiplugs and other equipment needed.

Sound levels are restricted to 85dBA in all covered venues and to 55dBA for outside areas.

Client Initials



Accommodation:

Accommodation at the Cote de Val Estate is managed by a separate entity; therefore, Pont de Val cannot guarantee availability, an allocation of any specific room, nor will it make provisions on the Client's behalf.

Check in Times

- Check in time is between 15:00 – 21:00.
- Check out time is before 11:00am in the morning.

Keys

- Please hand back your keys at reception.
- A charge of R500-00 will be levied for lost keys / tags.

General Rules

- We value all our guests and hope you can help us in this regard concerning noise and general behaviour.
- No smoking inside any accommodation unit. There is a room recovery fee for guests who do not comply in order to cover the extensive cost of restoring guest rooms to a smoke-free condition which is 50% of the room rate.
- No loud music (audible from an adjacent unit) allowed at any time.
- Quiet time is from 23h00.
- No day visitors are permitted in any of the accommodation units.
- No fireworks and fires permitted on the premises.
- Your apartment/ hotel key needs to be presented to your waiter in order to add your bill to your apartment account.
- Children under the age of 12 are to be under parental supervision.
- Pont de Val is not responsible for any injury of any person or the loss or damage to any property, howsoever caused.
- You will be liable for any and all damages to Pont de Val's property, which damages amount will be billed to your account. Should this damage come to light after your departure, Pont de Val, reserves the right to make a charge to your credit or debit card.
- Food & beverages not purchased on the property (at the hotel) but purchased elsewhere and brought onto the property by a hotel guest may only be consumed by the guest inside the guest's hotel room. A corkage fee will be charged for beverages bought elsewhere which a guest wishes to consume at the hotel dining area, pool area or any other communal area on the property.

Hotel Rules

- The maximum number of people permitted in the unit is the number of people booked for overnight accommodation, for example a hotel room only 2 people.
- Children under the age of 2 are more than welcome to sleep with the parents in the room however, we do not cater for extra beds. Guests with children from the age of 3-15 should book a family suite.
- In the event that written permission has been given that more guests are allowed into a unit for the purpose of wedding preparations, a maximum of 5 extra guests may be allowed. No extra goods (*for example, but not limited to coffee, milk, sugar, towels*) for these guests will be supplied.
- Should you wish to have your suite cleaned during your stay, please make use of your door sign located at the inside door handle.

Client Initials



Village Apartment Rules

- The maximum number of people permitted in the apartment, is the number of people booked for overnight accommodation, for example, in a Village Studio Apartment only four (4) people are permitted.
- In the event that written permission has been given that more guests are allowed into the apartment for the purpose of wedding preparations, a maximum of 8 extra guests will be allowed.
- Kindly use makeup wipes provided to remove make-up. The cost of replacing towels that have been stained with make-up will be charged to the guest.
- No Pont de Val items are permitted to be taken out of the Village Studio Apartment.

Accommodation Payments

- 50% of the quoted amount is required within 30 days to reserve the accommodation units.
- The remainder is payable 21 days prior to arrival date.
- Rates are subject to availability and fluctuation.
- No reservation is confirmed without proof of full payment.
- Deposits are non-refundable in the event of non-arrivals. Upon payment of any amount, the client accepts the General Terms and Conditions in their entirety.
- Cancellations and amendments to a booking must be submitted in writing. No amendments are guaranteed until written confirmation is provided by Pont de Val.
- Amendments must be made at least 30 days prior to arrival date.
- Should a change to the reservation not be possible and should the client cancel for this reason, the conditions for the cancellation of reservation listed below will be enforced.
- In case of cancellation of a confirmed reservation, the date of receipt of the written cancellation is used to calculate the cancellation fee:
 - **Between 7-14 days prior: you will be liable for a cancellation fee of 75% of full rate**
 - **Between 14-21 days prior: you will be liable for a cancellation fee of 50% of full rate**
 - **More than 21 days prior: you will be liable for a cancellation fee of 25% of full rate**
- No money will be refunded in case of early departure.
- Refunds will only be made once Pont de Val has received written confirmation from its banking institutions confirming receipt of payment. This process could take 7 to 10 working days.
- The bridal party is responsible for collecting all payments from their guests for the accommodation, and a once-off payment must be made to Pont de Val.

La Galerie

- No smoking inside or outside the venue. There is a venue recovery fee for guests who do not comply in order to cover the extensive cost of restoring a venue to a smoke-free condition which is 50% of the venue hire fee. Please adhere to the allocated areas for smoking.
- No loud music allowed at any time. If written permission has been given that music is allowed, the sound limit may not exceed 55dBA.

Client Initials



- The venue will be available to you from 08:00 – 16:00. All items are to be cleared from the venue within this time period.
- No food & beverages are allowed that have not been purchased on the property. The venue reserves the right to confiscate/charge a corkage fee for any alcohol brought onto the premises by guests at the event or the client without prior consent from venue management.
- Maximum number of people permitted in the unit is 10 guests. If written permission has been given that more guests are allowed into a unit for the purpose of wedding preparations, a maximum of 5 extra guests will be allowed.
- No additional provisions will be made for the additional guests, including but not limited to additional towels.
- In the case of lost keys, a charge of R500 will be levied.
- Pont de Val will not be held liable for interruptions of services (water, electricity, sanitation) although a generator is always on standby.
- Any damage to Pont de Val's property, or loss of its furnishings and equipment, will be billed to the guest's account. Should this damage come to light after the guest has departed, Pont de Val, reserves the right to charge the Event Owner and/or Event Organiser accordingly.

Third party involvement

The Client specifically acknowledges and agrees that certain facilities, services and/or goods which may form part of the function or hospitality package, may be provided by or under the control of third parties other than Pont de Val or its affiliates or associated companies and, accordingly the Client agrees to the provision of such facilities, services and/or goods by such third parties.

Cancellations

In the event of the Client cancelling the reservation or changing the date of a function it should be communicated to Pont de Val in writing. Should such notification not be received by Pont de Val or should the Client cancel the event at any time, then the Client agrees that the following shall be payable by the Client to Pont de Val:

- 1. 60 days or more prior to the reservation date – 50% of total venue hire fee**
- 2. 59 days or less prior to the reservation date – The total venue hire fee.**

Rescheduling after the venue hire payment is possible but is subject to availability, and the following will be payable:

- 1. 60 days or more prior to the event – 25% of total venue hire fee**
- 2. 59 days or less prior to the event – 50% of total venue hire fee**

The Company shall have the right to cancel this contract by written notice to the Client in the event that the Client is placed under provisional or final liquidation, judicial management or sequestration or commits any act of insolvency as defined in the Insolvency Act or ceases to carry on business.

Should any vouchers be given as part of the cancellations and refund agreement, vouchers will be valid for a period of 3 years from date of issue. Should the voucher not be used in that period, it will expire.

Flooding

Should the booked space unexpectedly not be accessible or usable due the river levels rising and flooding, the event date will remain, and no refunds will be made. An alternative area will be allocated and stretch-style canopies will be hired at the expense of Pont de Val to serve as a covered area.

Client Initials



Joint and several liability

If the Event Owner and/or Event Organiser is made up of one or more than one person, those persons will be jointly and severally liable to Pont de Val in terms of this Contract.

It is the Event Owner and/or Event Organiser's responsibility to ensure they are familiar with, and comply with, the information contained in the Contract. They are also responsible for ensuring that they, or any of their appointed agents, do not contravene any of the restrictions affecting organisations that occupy the property.

Damage to, or loss of, property

The Event Owner / Event Organiser shall be liable for any damage to the venue, or loss of its furnishings, utensils, and equipment. The venue is used at your own risk. Our employees accept no responsibility for the loss of any personal belongings and/or injuries. All gifts, including envelopes with cash, brought onto the premises are the sole responsibility of the bridal party, and our employees will not accept any responsibility for the safekeeping of any envelopes or gifts. Right of admission is reserved.

Smoking

The Venue is a non-smoking venue, however, there are outdoor areas for smoking.

General

All the information contained in any website, brochure, or catalogue (or which accompanies, or forms part of any tender made by the Company), is subject to alteration at any time without prior notice, and Pont de Val will not be bound to comply exactly therewith. Pont de Val shall not be held liable for any accidents, damages or happenings arising out of such faulty information.

Advice, recommendations, or opinions by representatives of Pont de Val are given and expressed in good faith and shall not constitute representations of any description and shall not give rise to any claim against Pont de Val or such representatives.

All rates are subject to a yearly increase.

The final appointment to finalize the function procedures, final checklists, final confirmation of the menu and other requirements and final numbers, will take place no later 21 days prior to the event.

Pont de Val will not be held liable for interruptions of services (water, electricity, sanitation) although a generator is always on standby.

The venue reserves the right to search persons and vehicles upon entry for firearms, weapons, unauthorised alcohol, and drugs.

You give Pont de Val the right to share or publish or promote any photos or film footage in which the venue or its staff is featured, if published online by you, your photographer or film company.

No indulgence which Pont de Val may grant shall constitute a waiver of any of the rights of Pont de Val.

All costs, charges, and expenses of any nature whatever which may be incurred by Pont de Val in enforcing its rights in terms of this Agreement, including legal costs on the scale of attorney and own client and collection commission, irrespective of whether any action has been instituted, shall be recoverable from the party against which such rights are successfully enforced.

Client Initials



Indemnity

Pont de Val, its officers, employees, agents and/or contractors, will not be held responsible for any injury, loss, damage or costs of any nature whatsoever (including but not limited to the costs of legal action) suffered by the Client, Event Owner and/or the Event Organiser arising out of any cause whatsoever, and where such injury, loss, damage or costs arise out of the negligence of Pont de Val or any person for whom Pont de Val is vicariously liable.

Please acknowledge and confirm your support, cooperation, agreement and acceptance of the above conditions by signature, and forward this signed document to Pont de Val in advance by email to events@pontdeval.co.za. If not received by us in advance, the Client will be requested to complete, initial and sign all pages of this form on arrival. However, if you should be of the opinion that the above NOTICES and RULES are too onerous or not acceptable, and you would rather cancel the booking, please immediately advise Pont de Val accordingly. Likewise, Pont de Val reserves the right without prejudice or any further recourse by you or your Group to sever, to cancel and to terminate your patronage on our premises if any of the NOTICES, RULES, INDEMNITIES, COMMON COURTESIES, OBLIGATIONS AND CAUTIONS are not followed and adhered to by you or any member of your group, or if your party's or group's behaviour becomes a disturbance or is unruly, offensive, abusive, threatening, destructive or unacceptable to any other guests or management and staff of Pont de Val. Pont de Val does sincerely hope and trust that such action will never be necessary.

SURETY AND CO-PRINCIPAL DEBTOR

I, by my signature hereto, agree to bind myself as surety for and co-principal debtor in solidum together with the Client for all amounts that may be due or may become due, owing and payable by the Client to the Pont de Val from time to time and during the duration of this contract. I furthermore waive the benefits of exclusion.

This agreement constitutes the whole agreement between parties and no warranties or representations, whether express or implied not stated herein shall be binding on the parties.

I/We hereby acknowledge that I/We accept and will fully comply with and abide by the NOTICES, RULES, INDEMNITIES, COMMON COURTESIES, OBLIGATIONS AND CAUTIONS and without reserve. I/We enter these premises AND participate in any or all activities at my/our own risk and indemnify and absolve Pont de Val, its Members, Management and staff members of any damage or loss to my/our personal property, physical injury or death (or that of my spouse, children, family members or group forming part of this reservation). I/We take full responsibility for the safety of aforesaid client including medical care and emergency assistance and am/are fully aware of and consent to and agree that Pont de Val Members, its Management and staff members and/or its Contractors and Suppliers will not be held responsible or liable for any accident or incident or resultant medical or emergency care or assistance including but not limited to those listed/stated herein.

Booking particulars:

Booking date(s): _____
Event name: _____
Invoice/Pro-forma #: _____
ID Number: _____

Company or personal particulars:

Company/Client Name & Last Name: _____
Company VAT No: _____

Client Initials



Tel. no: _____
Cell No: _____
E-mail address: _____

Client Name & Surname _____
Client Signature: _____
Date signed: _____

Bank Details (For Refund Purposes)

Account Holder Name: _____
Account Number: _____
Branch Code: _____
Bank Name: _____
Type of account: _____

Client Initials