



Battlefields Country Lodge & Sports Resort

P.O. Box 1311 Dundee 3000
KwaZulu – Natal, South Africa

Tell: +27 34 2181641
Fax: +27 86 5055858
Cell: +27 82 9536195

The **"GEM"** of the Battlefields

Email: reservations1@battlefieldslodge.co.za
Web: www.battlefieldslodge.co.za

WEDDING/FUNCTION CONFIRMATION OF ARRANGEMENTS

Type of Function:	Wedding	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Braai	<input type="checkbox"/>	Corporate	<input type="checkbox"/>	Other	<input type="checkbox"/>
-------------------	---------	--------------------------	-------	--------------------------	--------	--------------------------	-------	--------------------------	-----------	--------------------------	-------	--------------------------

Company Name:	
Requested By:	
Mobile & Telephone:	
E-mail:	
Fax:	

Event Details

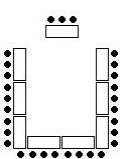
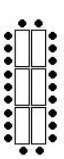
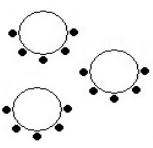
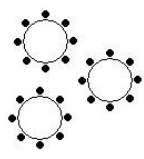
Name of Function:												
Function Date:												
Start Time:												
End Time:												
Contact Person on Site:												
Number of Guests (PAX):												
Guests with Disabilities:												
Preferred Venue:	Lapa	<input type="checkbox"/>	Sports Bar	<input type="checkbox"/>	Royal Warrior	<input type="checkbox"/>	Arena	<input type="checkbox"/>				
	Café Tagati	<input type="checkbox"/>	Esibayeni	<input type="checkbox"/>	Super Bowl	<input type="checkbox"/>	Wheels Club	<input type="checkbox"/>				
Dressing Room	Yes	No										
Honeymoon Suite	Yes	No										

Notes:

1. Complimentary honeymoon Suite on the night of your wedding.
2. Dressing rooms are available for the Day.
3. Parking area will be demarcated. NO PARKING IN FRONT OF ROYAL WARRIOR.
4. Battlefields Country Lodge is a fully Licensed premises, corkage fee will be charged for own wines and Champagne at R20.00 per bottle.
5. Setup will be permitted from 11:00am the day before the event is scheduled to take place. Any additional time required will have to be requested in writing and signed by both parties.

South Africa's Premier Battlefields, Wedding, Conference and Event Destination

"More than a place to stay"

Function Requirements			
DESCRIPTION		QUANTITY	HIRE (EACH)
TABLES (UP TO 300 PAX)			INCLUSIVE
CHAIRS (UP TO 300 PAX)			INCLUSIVE
CLEAN UP FEE			INCLUSIVE
STAGE			INCLUSIVE
PA SYSTEM			INCLUSIVE
TABLE CLOTHES	BLACK RECTANGULAR	WHITE ROUND	55.00
CHAIR COVERS (UP TO 300 PAX)			9.00
DINNER PLATE (UP TO 300 PAX)			1.00
SIDE PLATE (UP TO 300 PAX)			1.00
DESSERT BOWL (UP TO 300 PAX)			1.00
CUP & SAUCER (UP TO 300 PAX)			1.00
KNIFE (UP TO 300 PAX)			1.00
FORK (UP TO 300 PAX)			1.00
TABLE SPOON (UP TO 300 PAX)			1.00
SOUP SPOON (UP TO 300 PAX)			1.00
TEA SPOON (UP TO 300 PAX)			1.00
CHAMPAGNE FLUTES (UP TO 300 PAX)			3.00
RED WINE GLASSES (UP TO 300 PAX)			3.00
WHITE WINE GLASSES (UP TO 300 PAX)			2.50
WILLY/JUICE GLASSES (UP TO 300 PAX)			2.50
BAR STAFF & WAITERS			20.00
SETUP STYLES			
<p>U-Shaped</p> 	<p>Boardroom</p> 	<p>Cabare</p> 	<p>Banquet Rounds</p> 

Function Catering Own Catering	
Caterer Name:	
Caterer Contact No:	
Own Bar:	Not permitted.
Requirements:	

Function Catering Battlefields Catering	
Menu Option No:	
<i>Dietary Considerations:</i>	
Halal (Outsourced):	
Kosher (Outsourced):	
Vegetarian:	
Diabetic:	
Others (Specify):	
<i>Schedule/Timings of Meals:</i>	
Welcoming Drinks:	
Welcoming Snacks:	
Starters:	
Mains:	
Desserts:	
Other:	
<i>Special Alcohol (Specify):</i>	

Terms and Conditions

This contract is entered into between Battlefields Country Lodge (hereinafter referred to as 'Battlefields Country Lodge') and the Organisation hiring rooms with related services ('the Hirer') and the following terms and conditions shall apply to all contractual arrangements between Battlefields Country Lodge and the Hirer.

- 1 Any arrangements for the supply of goods and services must be made directly with Battlefields Country Lodge and not its agents or contractors. Outside catering is permitted for Royal Warrior only, subject to BCL having the right of first refusal.
- 2 All bookings must be confirmed in writing. The person who signs the booking request shall be considered the Hirer. Where a booking is made on behalf of an Organisation that Organisation shall be considered the Hirer and shall be jointly and severally liable in respect of the booking with the person by whom the booking is made.
- 3 First time hirers may be required to furnish two names and addresses of referees, one of whom must be the Hirer's bankers. Battlefields Country Lodge reserves the right to approach these named before confirmation of the booking is made.
- 4 The Hirer shall be made responsible for paying all charges arising out of the booking, including any cancellation fee.
- 5 Cancellation fees shall be paid on or before the date of the proposed event on the following scale:

Notice of cancellation	Premises	Supplies
Less than 3 days before the event	100%	100%
3 to 6 days before the event	100%	50%
7 to 14 days before the event	50%	25%
14 to 28 days before the event	25%	15%
- 6 Battlefields Country Lodge reserves the right to alter prices or other details shown in its brochure without notice. Tariffs are reviewed annually and the Hirer will be invoiced at the rates applicable on the day of the event.
- 7 The Hirer shall estimate the number of persons for whom catering arrangements are to be made at the time of the booking and is required to give a confirmed **final figure seven (7) working days before the event**. This number is the minimum on which the final invoice will be calculated.
- 8 The Hirer shall make final menu decisions as well as full payment for catering seven (7) days prior to the event as to give Battlefields Country Lodge sufficient time to order.
- 9 Final Payment will be accepted via cash, credit card or EFT for all payments in advance or on the day of the event. The credit card will need to be provided at the beginning of the function, and kept until the account is paid in full. No personal cheques will be accepted. Credit card details are given when booking was secured may be used if any costs remain after the conclusion of the event.
- 10 Battlefields Country Lodge shall not be responsible for any loss or damage to the property arising out of the holding of a function or any injury which may be incurred by or be done by or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, government restriction or act of God which may cause Battlefields Country Lodge's premises to be temporarily closed or the function interrupted.
- 11 The Hirer shall be held responsible for insuring all equipment brought on to the premises and for any damage caused to Battlefields Country Lodge's property by any equipment or exhibits brought on to the premises.
- 12 The Hirer shall pay all charges within 30 days of the date of the invoice. Should the Hirer fail to pay any invoice within this period, Battlefields Country Lodge shall have the right to cancel any other contractual arrangements with the Hirer without notice.
- 13 VAT is chargeable on the hire of all facilities, including goods and services provided, excluding room hire, and are charged at the current rate.
- 14 Any changes to this agreement to be confirmed in writing and signed by both parties.

- 15 The Hirer will be accountable for any loss or damage which is caused to Battlefields Country Lodge by any guests of the Hirer's function.
- 16 **Bookings will be considered tentative & held for a maximum of 5 days until the Function Confirmation form is completed, signed and returned in person, by fax or by email, a 50% deposit has been made and credit card details are given.**
- 17 **R2500.00 refundable Damage Deposit is required.**
- 18 Battlefields Country Lodge is committed to responsible drinking at all times. The Liquor Act stipulates that Battlefields Country lodge is held accountable for all persons on the lodge and reserves the right to refuse entry, refuse service or remove any person that management deems to be behaving contrary to policy.
Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or be permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for failure to leave a licensed premises.
Any person involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.
No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

The Hirer

Signed _____ Name (please print) _____

Date _____ Position _____

Battlefields Country Lodge

Signed _____ Name (please print) _____

Date _____ Position _____