



2024

De Bruin's Caterer's T/A Summer Place
Wedding Contract

Thank you for your enquiry for possibly hosting your function at Summer Place
Wedding & Conference Venue.

Included in this function portfolio you will find all the necessary information that you require for planning your function.

Keep in mind that each function is unique and we offer a complete function service tailored to suit your need.

Summer Place offers you the choice of having your function at one of our four beautiful venues on our premises.

Your function should be a day to remember. As you begin to plan this special day of your life, our experienced and professional personnel will assist you to make your day memorable and stress free.

We offer you the following services:

- Three venues that can accommodate a maximum of 350 guests & minimum of 40 guests.
- A Variety of menus to choose from.
- Fully air-conditioned venue, with heating & cooling.
- Chapel.
- Large garden for your photo's.
- Red carpet treatment.
- Ample parking space.
- No load shedding. Generator on premises

We hope this package will be useful to you and we look forward to creating your special day, making it as memorable as possible.

CNR ELIZABETH & LEITH ROAD
BARTLETT
BOKSBURG
TEL 011 894 3614 / 7620 FAX 086 557 4388
CELL 082 906 5549
EMAIL info@summerplacevenue.co.za or summerps@mweb.co.za
WEBSITE www.summerps.co.za

CLIENT SIGNATURE _____



2024

Included in our package

- Chapel
- Confetti Stands
- Podium
- Kneeling Cushions
- Chapel Music
- Venue hire
- Round, rectangular, square & wooden tables
- Phoenix Chairs and Tiffany Chairs on availability
- Standard tablecloths available from our selection
- Standard overlays available from our selection
- Standard cloth serviettes available from our selection
- Standard Crockery, cutlery and glasses
- Bows
- Baseplates
- Cake and gift table (**Supply own cake knife and lifter**)
- Full buffet set up with linen no décor included
- Buffet Décor
- Staff (Head Waiter, Waiters & Barman)
- Enough food will be allocated as per person on menu
- No take-away's allowed according to our Health & Safety Regulations **Client Signature:** _____
- DJ
- Pre-drinks (T's & C's Apply)
- 1 Jug Juice per table
- 1 Champagne per table of 10 (T's & C's Apply)
- Bridal Backdrop
- Fairy Lights on the Main Table, Cake Table & Gift Table
- Table Numbers
- Easel (Mirror size 840 x 540)
- Security
- Cleaners

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Not Included in our package

- Wedding Stationery & Printing
- Petals
- Flowers & décor
- Public address system
- Minister
- Wedding Gifts
- Wedding Cake
- Photography/Videography

Venue's

Room.2. Spring Blossom

Minimum 120 guests for this venue

Seats 120 / 350 guests

Champagne breakfast

Brunch

Afternoon weddings

Chapel

Time to be discussed

Room.3. Four Seasons

Minimum 60 guests for this venue

Seats 60 / 90 guests

Champagne breakfast

Brunch

Afternoon weddings

Chapel

Time to be discussed

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Chapel

Seats up to 200 guests

(Additional seats can be added at an extra cost)

Standard chapel flowers, candles, draping

- Only rose petals, bubbles, butterflies, doves, snow machine and bubble machine are allowed as confetti
- No late arrival for the chapel will be tolerated, this will result in you forfeiting your time slot and you will need to wait until the last wedding takes place before you can use the chapel.
- There is a standard PA system in the chapel and this may not be abused please.
- Please note that the bridal gate will only be opened on arrival. You will be required to use the main gate when leaving the premises.

Signature: _____

Signature: _____

References for Pastors:

**DS
Pastor**

For the service, payable in advance

Anneline Matthysen (cell) 082 924 7344

Dave Strydom (cell) 083 675 5970 (011) 828 4802

Fr. Oliver (011) 021 3912 (cell) 076 604 5582

Flowers & Candles In The Venue

Flowers and or any other type of centre pieces can be arranged by our inhouse florist, Winnie & Carlie

A quote is needed to establish a set amount depending on your choice.

011 918 3122 / 011 918 0275

Winnie: 082 923 0269

Carlie: 076 076 6458

Surcharge of R1000.00 excl. vat if using your own décor set up.

Signature: _____

Music

Inhouse DJ

Mornings (4hours) Background Music

Evenings (6hours)

- Music will stop at 24h00 unless surcharge of R1000-00 is paid to extend time to 01h00

Signature: _____

- If own DJ is used, there will be a surcharge of R1000-00. He/She will need to have a valid SAMRO license which a copy must be given to management two weeks before the function.

Signature: _____

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Bar facilities

- Summer Place has a fully stocked bar and can operate on either cash or tab depending on your requirements. Clients are welcome to put a limit on their bar account.
- After your ceremony you will be able to discuss your options of Welcoming Drinks
- Corkage fee of R60-00 excl. vat per bottle will be charged for wine and champagne brought onto the premises. (Strictly no spirits)
- Bar lists are available on request and all orders must be made 14 days prior to function date. Please note the prices on the list will change after the budget every February
- Last rounds will be called at 23h30 **Signature:** _____
- For evening functions the bar closes strictly at 23h45 unless surcharge of R2000-00 has been paid to extent time to 01h00. **Signature:** _____
- Any outstanding bar accounts to be paid at the end of function by cash or credit card only no cheques accepted.
- All beverages, mineral water, soft drinks and juices will be billed separately for your account and is not included in your food cost.
- Bar attendants are compulsory for alcoholic functions.
- No beverages (wines, spirits, beers or soft drinks) may be brought onto the premises. Failing to abide by the rules will result in the termination of the function. **Signature:** _____
- Any changes to the bar requirements at any stage are to be done in writing, 14 days prior to the function date. **Signature:** _____
- Summer place is a fully licensed venue – therefore no beverages will be consumed on the property if they are not purchased at our bars.
- No full bottles of spirits will be allowed on the tables
- **Prices are subject to change without notification** **Signature:** _____

Smoking

- No smoking is permitted in the venues, Summer Place is a non-smoking zone. This includes smoking of Hubbly's and Vape
- Smoking areas are outside and ashtrays are provided

Loss and damages

Summer Place and its employees or any other person employed at the wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause what so ever. We recommend that all personal and valuable property be removed directly after the function. **Signature:** _____

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Payment

To secure the date and venue the client agrees to return the original signed agreement and pay a non refundable deposit of R15 000.00 within 7 days of booking.

Signature: _____

Payment of the deposit constitutes acceptance of this agreement and all the terms and conditions contained herein will be enforceable.

Signature: _____

Cash, Card or EFT Transfer are accepted.

Signature: _____

Cancellations

In the case the client wants to cancel the booking the following will apply:

- Deposit is non-refundable under any circumstances what so ever.
- Client has to notify Summer Place with a written cancellation via email or hand delivered letter.
- In the event of non - payment of deposit, Summer Place reserves the right to cancel the provisional booking without further notice.
- Once the number of guests has been finalized, the number will be the final amount charged for. Should more guests arrive the client will be billed automatically.

Signature: _____

Final payments

- **On confirmation of your final guest count 2 weeks prior to the wedding, the full amount is payable. Failing to do so Summer Place will not be held liable for the cancellation of function.**
- Children 0 – 3 years will be R50.00 excl. vat
- Children 4 – 9 years will be charged half price for the menu
- Please note that the minimum number of guests we cater for are 60 and if the final number of guests are less than 60 you will be charged for 60 guests. The same will apply for the minimum in each hall.
- Food may not be brought onto the premises. (T's & C's apply)
- Specialised dietary requirements such as Vegetarian, Halaal and Kosher can be catered for, but may carry a surcharge.
- **Food may not be taken off the premises.**
- The wedding package is valid from 1st January 2024 till 31st December 2024

Signature: _____

Signature: _____

Rescheduling of a date

- The postponement of a function will result in deducting an admin cost of R3000 from the deposit paid.
- Rescheduling will need to take place within the same year.
- Unfortunately postponement of a function 3 months before the event will be considered a cancellation and your deposit will be non-refundable.

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Other terms and conditions

- Hooting and loud music will not be permitted in the drive way or parking areas.
- No Furniture, fixtures or fittings may be moved or removed without prior consent.
- Clients that consume own alcohol that has not been purchased from the bar will be identified according to table numbers and or car registration and Summer Place will not get involved in any disputes with the guilty parties. Client will be notified, and should the situation not immediately be resolved to the absolute satisfaction of Summer Place, a penalty cost to the amount of R2000 will occur.

Signature: _____

- Suppliers should bring their own staff to assist and carry as Summer Place cannot provide any staff to assist.

General disclaimer

- We reserve the right to refurbish and upgrade the venue from time to time.
- We reserve the right to cancel any booking without liability to ourselves, due to any damage to the venue caused by fire, shortage of labour, strikes, industrial unrest, legal issues or any other cause which prevents it from performing its obligations
- We do not accept liability for any cancelled events due to natural disasters, pandemics or reasons beyond our control
- We do not accept liability for loss, damaged and or stolen items
- We are not liable for interruptions of public services such as water, electricity and sanitary services
- We would also like to inform you that we are not 100% wheelchair friendly

Signature: _____

Health And Safety Procedures

- No fireworks, Chinese Lanterns or Starlights will be allowed on the summer place property. It's also council law
- Patio doors will be closed from 22h00 to avoid sound from travelling to neighboring properties.

Signature: _____

- **A surcharge of R2000-00 excl. vat will be charged for every hour after midnight for the venue**

Signature: _____

Management and all staff are committed to the OHS Act as contemplated by the Department of Labour.

We comply and follow all rules and regulations as set out in the OHS Act

We will do our outmost to ensure your safety. All clients/suppliers need to follow and obey all rules and regulations.

If clients/suppliers do not obey and follow the rules and regulations, we as Summer Place (De Bruins Caterer's) will take no responsibility.

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We have put together these documents to help you understand the services that we offer. Should you require any additional information, please do not hesitate to contact Summer Place

The deposit of R15 000-00 is only to secure the booking together with a signed copy of this contract. This deposit will automatically be deducted off your final invoice.

Function Agreement Between Summer Place And	
_____	Full names _____ ID _____
_____	Full names _____ ID _____
Please attach copy of your ID's	
On this _____ day of _____ 20__	
Physical address	P.O Box Address
_____	_____
_____	_____
_____	_____
_____	_____
Tel work _____	Cell _____
Email _____	Fax _____

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I, _____ hereby acknowledge that I have read and accepted the above terms and conditions.

_____ sign witness _____

_____ date Date of function: _____

Banking Details for Deposits & Final Payments

D. De Bruin
FNB - Savings
Account Number
6281 7215 876
Branch code
250 655
Ref: Name & Date of Function

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