



2025

**De Bruin's Caterer's T/A Summer Place**  
**Function 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:

- A Venue 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.
- 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.

**Included in the menu price – (only when we do the catering)**

- Round, rectangular, square & wooden tables
- Chairs to be discussed
- Standard tablecloths available from our selection
- Standard overlays available from our selection
- Standard cloth serviettes available from our selection
- Standard Crockery, cutlery and glasses
- Cake and gift table (Supply own cake knife and lifter)
- Full buffet set up with linen no décor
- Enough food will be allocated as per person on menu
- No take aways allowed according to our Health & Safety Regulations

CNR ELIZABETH & LEITH ROAD  
BARTLETT  
BOKSBURG  
TEL 011 894 3614 / 7620      FAX 086 557 4388  
CELL 082 906 5549  
EMAIL [info@summerplacevenue.co.za](mailto:info@summerplacevenue.co.za) or [summerps@mweb.co.za](mailto:summerps@mweb.co.za)  
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Not included in the menu price

- Bows
- Base Plates
- Flowers
- Special décor
- Additional lighting
- Printed menus
- Seating plans
- Music & public address system
- Waiter's, head waiter's & barman
- Buffet Décor
- Rice Paper Serviettes

Venue's

**Room.1. Spring Blossom**

**R SQ**

**Minimum 120 guests for this venue**

Seats 120 / 350 guests

Time to be discussed

**Room.2. Four Seasons**

**R SQ**

**Minimum 60 guests for this venue**

Seats 60 / 100 guests

Time to be discussed

**Flowers & Candles / Music / Bar Facilities Are All Compulsory**

**Flowers & Candles In The Venue**

Flowers will all be done by our florist, Winnie & Carlie

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

011 918 3122 / 011 918 0275

Carlie: 076 076 6458

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### Music

Each venue has their own DJ

**Mornings R2000-00 excl vat (4hours) Background Music**

**Evenings R4000-00 excl vat (6hours) Over 6hours – R550.00 excl vat per hour**

**PA System & CD Player R2000-00 excl. vat (Conferences only)**

- **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:** \_\_\_\_\_

### 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 ceremony you can have the following welcome drinks:  
E.g. Sherry, Juice's, Sangria, Gluhwein, Punch, Alcoholic punch and a variety of cocktails
- Corkage fee of R60-00 excl. vat per bottle will be charged for wine and champagne brought onto the premises. (Strictly no spirits)
- Wine and champagne 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
- Any outstanding bar accounts to be paid at the end of function by cash or credit card only.
- 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.
- 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
- Smoking areas are outside and ashtrays are provided

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### **Loss and damages**

Summer Place and its employees or any other person employed at the function 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:** \_\_\_\_\_

### **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 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:** \_\_\_\_\_

### **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 fax, email & 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 function, 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 menu
- Please note that the minimum number of guests we cater for are 40 and if the final number of guests are less than 40 you will be charged for 40 guests. The same will apply for the minimum in each hall.
- Food may not be brought onto the premises.
- **Food may not be taken off the premises.**
- The function package is valid from 1<sup>st</sup> January 2024 till 31<sup>st</sup> December 2024

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### **Rescheduling of a date**

- The postponement of a function is considered a cancellation.

### **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.

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

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

Summer Place reserves the rights to refurbish and upgrade the venues from time to time.

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**The deposit of R15 000-00 is only to secure the booking. 50% of the deposit will automatically be deducted off your final invoice. After the function the balance of deposit will be refunded once any breakages have been deducted.**

**Please note: deposits are not refundable**

Function Agreement Between Summer Place And	
_____ Full names _____	ID _____
_____ Full names _____	ID _____
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

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

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