



FUNCTION AGREEMENT	
BETWEEN WARD'S WAY VENUE AND	
CLIENT NAME	
EVENT DATE _____ PAX _____	

Please initial each page, complete details and return entire document back to Ward's Way Venue by hand with proof of payment, copy of your ID and proof of residency to secure your booking. The customer/authorized representative of the Customer, by his/her signature hereto, hereby confirms that he/she is duly authorized, and the information supplied is true and correct.

CLIENT INFORMATION	
Details of signee "Client" responsible for account	
Name and Surname	
Identity Number (Copy attached)	
Physical Address(Proof attached)	
Tel(w)	
Cell	
E-mail	
Acc details for refund-Name	
Bank	
Acc No	

GENERAL TERMS AND CONDITIONS

CHARGES, DEPOSITS AND CANCELLATION CONDITIONS

- The rates are subject to change without notice.
- The rates are ZAR (South African Rand).
- The Client's reservation will be effective upon us receiving a signed copy of these Terms and Conditions, a completed Booking form and the payment of the deposit. Confirmation of the booking will be forwarded to the Client via e-mail.
- **A R3000 deposit will secure your date and is *non-refundable* and *non-transferable* for any reason.**
- All outstanding payments to be settled **30 (thirty) days** prior to the event.
- Ward's Way Venue reserves the right to cancel the function/refuse entrance to the Venue should all outstanding amounts not be paid timeously as indicated.

CANCELLATIONS

- No verbal cancellations will be accepted.
- Cancellations will only be accepted by e-mail to info@wardsway.co.za or wardsway97@gmail.com
- All cancellations and /or rescheduling are to be made a minimum of 30(THIRTY) days prior to the date of the function but booking deposit and deposits paid to caterer and decor will be forfeited.
- Should any of the Terms and Conditions not be adhered to, Ward's Way Venue reserves the right to cancel the booking without further notice.

BREAKAGE/HOLDING DEPOSIT

- **A breakage deposit of R4000-00 in cash will be charged and is payable 7 days prior to the event.**
- **Ward's Way reserves the right to change the amount of the Breakage Deposit if it should deem it necessary.**
- The replacement cost for any damaged, lost or stolen equipment will be deducted from this deposit.
- Overtime will also be deducted if necessary at R1000/hour or part thereof.
- If losses charged are greater than the breakage deposit, the client will be liable to pay for the losses over and above the breakage deposit.
- The breakage deposit will be refunded within 7 days of the event if no losses have been incurred.
- Details of damages will be available from 3 working days after the event.
- All costs including generator usage, damages and losses must be paid for within a period of 24 hours after invoicing. If losses are not paid within this period any unpaid accounts will be handed over to attorneys for further LEGAL action.
- It is the client's responsibility to request the cost for replacement charges in advance i.e. glasses, plates, tablecloths etc.

PREMISES

- The premises shall at all times be under the control of Ward's Way Venue owner/event manager, who reserves the right to impose any terms and conditions in addition to those contained herein, as they may deem necessary, in order to ensure the rights of other visitors to Ward's Way Venue.
- **A MAXIMUM of 250 guests** (twenty five tables seating ten people each) can be accommodated inside the venue. The headcount must include the Bride and Groom, DJ, musicians, photographer, etc. that will be present during the function. It is agreed that the premises may not be occupied by more than _____ people on the date of this event.
- In the event of extra people arriving on the day of the event a R100 surcharge per person will apply, deductible from the breakage deposit and seating must be supplied by client.
- The Client shall not cede, nor transfer, nor assign, nor sublet the premises or any part thereof, nor part with possession of nor permit any other person to occupy the premises, without Ward's Way's prior written consent.

- Ward's Way Venue will be available from 8:00 to 23:45 on day of event excluding Sundays of which the hours will be from 8:00-16:45. All music must stop at 23:30. **All guests must vacate the property by 23:45 or 16:45 respectively.**
- All functions end by 23:45, please note that there is a fee of **R1000 per hour** or part thereof after 24:00, which will be deducted from breakage deposit.
- The function will run from the times indicated on the booking form and contract, notwithstanding whether the proceedings start on time or not.
- No fireworks or fire lanterns allowed. Fires only allowed in designated braai area.
- The slaughtering of animals will not be allowed on the property.
- Legislation prohibits smoking in public areas. The toilet, hall and chapel are non-smoking areas, this includes smoking of Hubbly's and Vapes. Guests are required by Law to smoke in designated smoking areas in the garden.
- No overnight staying at the venue for purposes of setup or for any other purpose whatsoever.

MUSIC

- There are limitations to amplified music. All music both amplified and unamplified must be restricted to the inside of the hall. Under no circumstances may PA systems be directed to or placed on the outside of the building.
- **All music must be turned off by 23:30.** Music must be kept at an acceptable volume that does not cause disruption or disturbance to the surrounding/neighborhood area.
- Hooting and music will not be permitted in parking areas.
 - Patio doors will be closed from 23:00 to avoid sound from travelling to neighboring properties.

FURNITURE AND EQUIPMENT

- No alterations are allowed, including nails or hooks in the walls, roof or frames. Any damage to Ward's Way Venue's property including linen, beyond reasonable wear and tear will be charged for accordingly and deducted from deposit.
- Candles may not be placed directly on the linen. Ward's Way reserves the right to remove the candles if necessary. Candleholders should be wide enough to ensure no wax damage to the linen. Should Ward's Way have to provide candle bases, a surcharge of R40/holder will be levied.
- Colored streamers, incense, sparklers and paper confetti will also permanently damage linen and are therefore not allowed.
- No loose glitter/glitter or confetti containing balloons/confetti/poppers/colored streamers/incense/sparklers/feathers/or paper confetti to be used inside the venue (**hall/garden**), a surcharge of R250 will be charged for the cleaning up thereof. Initial.....
- No adhesive products like glue, double sided tape, duct tape, stickers or branding whatsoever will be allowed on the floor or walls of Ward's Way Venue. Any adhesive will be removed at the cost of the clients' expense and R250 will be deducted from the breakage deposit. Initial.....
- No paper confetti, streamers or feathers are allowed at the venue. You are welcome to use flower petals/popcorn/birdseed or rice. If other confetti types are used regardless of the agreement, a R250 fine will be deducted from the deposit for cleaning thereof. Initial.....
- Tables and chairs may not be moved into the garden.

SET UP/REMOVAL AND CUT OFF TIMES

- Set up time is during office hours of the day before the event (subject to availability). Office Hours are as follows: Mon – Fri (08h00-17h00), Sat (08h00-16h00) and Sun (09h00-15h00).
- **Décor and props must be removed the same day of the event** any other arrangements must be in writing and consented to by Ward's Way.

- Any items (décor/speakers/lights, etc.) not removed by closing time the day of the event will be placed in storage by the nightcleaning staff.
- A Charge of R500/day will be deducted from the deposit for storage of such items
- Ward's Way does not accept liability for loss or damage to any item during this period.
- Should the Ward's Way building, surrounding gardens or décor be damaged by the client during the set-up or break down operations of the function, the client will be held responsible and will be billed accordingly.
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Ward's Way will not be liable for loss or damage to any property whatsoever (décor/props/gifts/valuables/etc.). We recommend that all personal and valuable property be removed directly after the function

PARKING AND VENDOR LOADING

- There is ample complimentary parking for all guests and vendors in the parking lot.
- Ward's Way and/or its staff will under no circumstances be liable for loss, damage and/or theft of any property of the guests attending the function.

CATERING

- Outside caterers will be allowed. **No cooking allowed inside the kitchen area.**
- Caterers must provide protective mats to be placed under all active food stations, spit braai's etc.
- **All vendors and contractors are responsible for the clean-up and removal of their equipment, food and garbage within 1 hour of the events conclusion. If Ward's Way need to remove garbage – R150 will be deducted from breakage deposit.** Initial.....
- Caterers must bring their own Gas burners/stoves along with gas in the case of cooking at the venue.
- No electric stoves are allowed.

BAR

- Clients are allowed to bring in their own liquor, a **corkage fee of R20/table** will be applicable. Initial.....
- **No Drinking allowed in parking area.**
- Alcohol may not be served to minors or anyone appearing to be intoxicated.
- In the case where a guest appears to become aggressive or unruly due to alcohol consumption, he/she will be asked to leave the premises – if he/she does not comply by leaving, the electricity will be cut and all guests will be required to leave the premises
- In the event where a guest becomes aggressive/unruly/boisterous/uncontrollable or the like (even when not drunk) we reserve the right to have those persons removed from the venue by SAPS

CHILDREN

- To ensure the safety of children attending events at Ward's Way the children must be attended to at all times and they are expected to treat the venue and furnishings with respect. Children shall not be permitted to roam the facility and courtyard freely without adult supervision.
- We DO NOT allow anyone to climb on nor swim in the fountains and water features and guests will be asked to leave the premises in the event of such occurrence.

POWER

- Ward's Way will not be held responsible for interruptions of services (water, electricity, sanitary services)
- Ward's Way's generator (5kVa) can be used in an emergency/power outage at **R175/hour**, which will be deducted from breakage deposit. Ward's Way will not be held responsible if generator should fail to start or break down. Initial.....
- **If a generator is used all fridges/freezers/geysers/urns (all plugs) will be rendered inactive.**
- Please refer to the venue diagram for available power and outlet points. Supply own extension cords and special plugs.
- Ward's Way will not be held responsible for any reason whatsoever for the non-functioning of any equipment brought on to the premises by the client or any of Ward's Way's equipment.

WEATHER CONDITIONS

- In the event hazardous weather requires the evacuation of the property for the safety of the guests, the event will be terminated and guests will be required to vacate the property.
- Should the event be cancelled due to these weather conditions, all fees paid will be forfeited.

PUBLICITY

- Ward's Way reserves the right to photograph or film the event for its own use.

LEGAL FEES

- The client shall be liable for any legal and admin fees that are accumulated over and above the monies owed to Ward's Way.

SOLE AGREEMENT

- This contract constitutes the sole agreement between the parties for the performance of the services and no representation not contained herein shall be of any force and effect unless reduced to writing and signed by both parties.

INDEMNITY

- The client indemnifies Ward's Way for any claims for damages, injury or loss by any person(s), including its guests, arising out of function held at the premises.
- The client will be responsible for damages caused to Ward's Way Venue by their attendees.
- Ward's Way reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labor, strikes, industrial unrest, National disasters or any other cause beyond the control of Ward's Way, which shall prevent it from performing its obligations.
- A car guard is employed for the safe keeping of vehicles, but Ward's Way cannot be held liable for any loss, damage or theft of any car or valuables from within any vehicle.
- Ward's Way or its employees, unless appointed, is not acting as coordinator(s) of events and unless specifically appointed, will not be held responsible as such. Ward's Way reserves the right to raise a coordination fee should it be acting as such.

The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions set out in Ward'sWay Venue General Terms and Conditions Document as referenced and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement.

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

FULL NAMES (CLIENT)

FULL NAMES (ON BEHALF OF WARD'S WAY)

SIGNATURE (CLIENT)

SIGNATURE (ON BEHALF OF WARD'S WAY)

FULL NAMES (WITNESS 1)

FULL NAMES (WITNESS 2)

SIGNATURE (WITNESS 1)

SIGNATURE (WITNESS 2)

