

THE VIEW BOUTIQUE HOTEL & SPA

CONFERENCE, WEDDING & FUNCTION VENUE

TEL: 031 903 1556

WWW.HOTELTHEVIEW.COM

EMAIL: FUNCTIONS@HOTELTHEVIEW.COM

CONTRACT FOR THE EXCLUSIVE USE OF WEDDING FACILITIES 2019



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Venue Hire:

The standard **The View Boutique Hotel & Spa** wedding venue hire facilities include the use of the chapel and Pearl Room hall on the day of your special occasion for an 8 hour period. Our venue hire varies depending on the day you have chosen for your wedding. **The View Boutique Hotel & Spa** furniture, equipment, crockery, cutlery, glassware, white napkins and white table linen are included in the standard package.

Set-up & Cleaning fee:

The Hotel provides a Set-up & Cleaning Service on the day of your wedding. Should you require our set up and cleaning for your wedding, we are able to provide this service at an additional fee as follows:

20 to 40 Guests	@ R1500.00
41 to 60 Guests	@ R2000.00
61 to 100 Guests	@ R2500.00



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Accommodation:

Our rooms are not included in the venue hire and must be booked separately as soon as possible to avoid disappointment. Accommodation is available for 82 adults sharing. To ensure exclusivity of the venue we require a minimum occupancy of 80 people over the weekend. 40 pax Friday Night and 40 pax Saturday Night. A 50% deposit is required within 7 days to secure the reservation of the accommodation and the outstanding balance is payable **30 days** before arrival.

The full amount must be paid before arrival at The View Boutique Hotel & Spa.

Please note we do have leisure guests and should you not book out all the accommodation it would become available to them.

Cancellation:

A 50% cancellation fee will be charged if the booking is cancelled 30 days or longer before the wedding, and a 100% cancellation fee is payable if the booking is cancelled 30 days prior.

The venue hire price quoted is inclusive of VAT and a deposit of the full venue hire is payable to secure your booking.

Wedding Accommodation	2019 Low Rate	
	Single	Double
Bed & Breakfast		
Standard	1400	1700
Luxury	1500	1800
Deluxe	1600	1895
Deluxe Garden Suite	1600	1895
Superior Garden Suite	1800	2110
Grand Deluxe	2020	2330
Honeymoon Suite	4950	4800



The View
FOUR STAR HOTEL & SPA
★★★★

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Menu Selection and options:

Menu prices are subject to change without prior notice.

Prices applicable to children:

- Children 12 years and older - the agreed adult menu price.
- Children 5 to 12 years - 50% of the agreed adult menu price.
- Children under 5 years - no charge.



Option 1 – Plated: R350,00 p.p incl vat

- Starter – Choice of 2 for your menu
- Mains – Choice of 2 for your menu
- Dessert Table – Choice of 2

Option 2 – Plated: R450,00 p.p incl vat

- Starter – Choice of 3 for your menu
- Mains – Choice of 3 for your menu
- Dessert Table – Choice of 3

Option 3 – Plated: R550,00 p.p incl vat

- Starter – Choice of 4 for your menu
- Mains – Choice of 4 for your menu
- Dessert Table – Choice of 4

Option 4 – Buffet: R430,00 p.p incl vat

- Starter – Plated
- 2 Meats – Hot Buffet
- 2 Vegetables – Hot buffet
- 2 Starches – Hot Buffet
- 2 Salads – Cold Buffet
- 2 Desserts – Buffet

Option 5 – Buffet: R500.00 p.p incl vat

- Starter – Plated
- 3 Meats – Hot Buffet
- 2 Vegetables – Hot buffet
- 2 Starches – Hot Buffet
- 2 Salads – Cold Buffet
- 2 Desserts – Buffet

Please note that food may not be brought onto the premises.

Please request Menu Items to select from.



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Waitron Charges:

Waitrons will be provided (1 per 20 guests for buffets, 1 per table for the plated option) to ensure the smooth functioning of the event and to maximise the comfort of guests. The charge for waitrons is an additional fee of R550,00 per waitron.

Bar Services:

To ensure the smooth operation of the bar, one barman shall be provided per 40 guests. You may elect to place a limit on your bar expense in which case we are able to supply sub-totals at regular intervals. An updated pricelist of our wine and beverage list is available on request.

The following needs to be taken into consideration with regard to the provision of bar facilities:

Wine orders need to be placed two weeks prior to the function. Wine orders are limited to:

- Two sparkling wine/champagne choices
- Two white wine choices
- Two red wine choices

No alcoholic beverages may be brought onto the premises. Should someone be found drinking privately brought liquor, they will be asked to leave the premises.

NB.... Last rounds are called at 23h30 and the bar closes at 24h00 (Midnight). An added expense will be charged to the Honeymoon Suite at R1500-00 per hour after midnight.



Set-Up and Cut-Off Times:

Set-up time **the day of the wedding** will be during 07h00 and 12h00. The cut off time for setup will however be 2 hours prior to the stipulated time for the wedding ceremony to start.

The ceremony area will be ready at 11h00 and the reception venue will be ready with tables and tablecloths by 07h00 on the **day of the wedding**. Alternative arrangements can be accommodated, **but must be agreed upon** at the Final Appointment.

- The venue hire charge is for an **eight hour** time period from the **start of the wedding service**. (Keep in mind when planning that shut-off time is 24h00)
- Regardless of the time periods mentioned above, an additional R1 500.00 per hour shall be charged after midnight (24:00). Functions will be restricted to a shut off time at 24h00.
- Should flowers be arranged on the premises, a cleaning charge of R300.00 shall be applicable.
- Venue setup the day before the wedding will only be accommodated if 40 or more guests are booked in for the Friday and Saturday night and arranged two days before arrival with your co-ordinator.
- (There is still functions and conferences that can take place the same day.)

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Furniture and Equipment:

The View Boutique Hotel & Spa standard furniture and equipment is provided at no extra charge. In advance of your function, please ensure that the furniture and equipment provided is satisfactory. The client shall bear the cost of hiring additional items of furniture and equipment. Breakages on hired or *The View Boutique Hotel & Spa* property is payable by the client.

Appointment and Payment Requirements:

- A booking is secured by a minimum payment of the full amount of the venue hire.
- Menus are confirmed and 50% of the invoice is payable 60 days prior to the wedding.
- The balance of the invoice is payable 30 days prior to the wedding.
- **If full payment is not received 30 days prior to the wedding, *The View Boutique Hotel and Spa* reserves the right to cancel the wedding.**
- 14 days prior to the wedding the estimated bar bill must be paid in full.
- 14 days prior to the wedding (at the Final Appointment) the following is confirmed and finalised:
 - Procedures of the wedding day;
 - Bar requirements are confirmed and the estimated bar bill is payable.
 - On the day of or on the day following the wedding, the balance of the bar account is settled as well as charges for overtime, damages/breakages and other incidental charges, if applicable.
 - Cash, debit cards, credit transfers and credit cards are the only payment methods accepted by *The View Boutique Hotel & Spa*. Cheque payments, including bank guaranteed cheques **shall not** be accepted under any circumstances.
 - Proof of payment is required for all electronic transfer of funds on or before payment deadlines. Should payment be made from any bank other than FNB, kindly ensure payment is effected 48 hours prior to deadlines.

Monthly Payment Option: In order to assist you with the finances of your wedding, *The View Boutique Hotel & Spa* is happy to accept monthly instalments of your estimated charge, provided your *Appointment and Payment Requirements* are adhered to. Payments may be made monthly and the full amount must be settled 30 days prior to the wedding function. If full payment is not received 30 days prior to the function, *The View Boutique Hotel & Spa* reserves the right to cancel the wedding. **Please note that all prices are subject to change without prior notice.**

General: *The View Boutique Hotel & Spa* is proud of its well-preserved and natural environment. In order to maintain our highly sought after venue, you are requested to please observe the following restrictions:

- No fireworks, of whatever nature, are permitted on *The View Boutique Hotel & Spa's* premises.
- No live animals are permitted to be brought onto *The View Boutique Hotel & Spa's* premises by the client or guests of the client.
- Hooting and loud music are not permitted. Please consider other guests.
- Candles may not be placed directly on the linen. *The View Boutique Hotel & Spa* reserves the right to remove the candles if necessary. Candleholders should be wide enough to prevent wax spillage. Should *The View Boutique Hotel & Spa* have to provide candle bases, a surcharge will be levied. All damages will be paid for by the client.
- No permanent alterations are allowed, which includes nails or hooks in the walls, roof, furniture or frames. Any damage to *The View Boutique Hotel & Spa's* property including linen, beyond reasonable wear and tear, will be charged for accordingly.
- **No paper confetti, streamers, feathers or rice are allowed at *The View Boutique Hotel & Spa*. You are welcome to use flower petals.**

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Risk/Loss/Damage:

- *The View Boutique Hotel & Spa* shall not be held liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, *The View Boutique Hotel & Spa* will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, and valuables etc.). We recommend that all personal and valuable property be removed directly after the wedding.
- Décor and props must be removed by 10h00 on the day following the wedding. Any items not removed within 7 days of the wedding shall be discarded without notice and liability.
- Should *The View Boutique Hotel & Spa's* buildings, surrounding gardens, décor or napery be damaged by the client or client's suppliers during the set-up or breakdown operations of the function, the client will be held responsible and charged accordingly.
- *The View Boutique Hotel & Spa*, its employees or any person contracted for the wedding will not be held liable for any loss or injury to any person or their property due to any cause whatsoever.
- *The View Boutique Hotel & Spa reserves the right to bill all outstanding accommodation and beverage accounts not settled by wedding guests for the Bridal account*

Cancellation:

- All payments are non-refundable once paid by the client. In the event of you cancelling or rescheduling your date, subsequent to the venue hire being paid, a refund will only be considered in the event of *The View Boutique Hotel & Spa's* ability to re-sell the venue for a similar function, at a similar sales budget, on the date for which the function was originally booked.
- In the event of non-payment of the venue hire fees within the time frames specified, *The View Boutique Hotel & Spa* is entitled to cancel a provisional booking without further notice or liability.
- In the event of non-payment of fees (other than the venue hire charge), within the time frames specified, *The View Boutique Hotel & Spa* shall be entitled to cancel a booking after giving the client 5-days written notice to remedy the breach.
- *The View Boutique Hotel & Spa* 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 acts of god, fire, floods, shortage of labour, strikes, industrial unrest or any other cause beyond the control of *The View Boutique Hotel & Spa*. In these circumstances every effort will be made to find an alternative venue.
- The Client must confirm all payments, changes and cancellations in writing.

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WEDDING VENUE

The View Boutique Hotel & Spa is located in a truly romantic setting where nature has inspired the development of one of the most exclusive and private Boutique Hotels in the Amanzimtoti area. The standard wedding venue facilities comprise the use of the Conference room or Garden and pool areas, Banqueting Hall and the Honeymoon Suite (on the night of the wedding only). The following rates apply:

VENUE HIRE 2019	
Pearl Room 80 pax with Dance Floor 100 pax no Dance floor	R 12 000,00
Pool Terrace 60 pax with Dance Floor * Terms and conditions apply	R 8 000,00
Pool Terrace Used as Chapel Only * Terms and conditions apply	R 4500,00
Belvedere Room 50 pax with Dance Floor	R 5500,00
Belvedere Room Used as Chapel Only 100 pax	R 3500,00



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Included in the cost of the Venue Hire:

- Chapel
- Banqueting hall
- Bar facilities
- Wedding night up until 24h00
- Standard crockery
- Standard cutlery
- Standard glassware
- Round tables (seats 8)
- Standard white table cloths
- Standard white napkins
- Venue Manager

Excluded in the venue hire:

- Bar charges
- Welcome drinks
- Canapes
- Waiters & barmen
- Catering
- Entertainment
- Organist
- Minister
- Décor, draping, overlays, runners or chair covers
- Co-ordinator's fee
- Table dressing



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The View Boutique Hotel & Spa CK 9864106/23

Please initial each page, complete details on each page and email the entire document back to *The View Boutique Hotel & Spa* at functions@hoteltheview.com and cc manager@hoteltheview.com, together with proof of payment for the venue hire.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

I, _____ and _____

Confirm that I have read and understood the General Terms and Conditions above and hereby agree to abide by the said Terms and Conditions as set out in this Contract. I agree to bind myself in my personal capacity as surety for all monies payable in terms of this agreement. I further confirm that it was explained to me that I am entitled to have this document translated into a language of my choice at my expense. Written confirmation must be obtained from *The View Boutique Hotel & Spa* for any variations to these Standard Terms and Conditions or any other special arrangements.

WEDDING DATE : _____

SIGNATURE BRIDE : _____

SIGNATURE GROOM : _____

NAME BRIDE (PRINTED) : _____

NAME GROOM (PRINTED): _____

I.D. NUMBER BRIDE : _____

I.D. NUMBER GROOM: _____

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CONTACT TEL BRIDE : Work: () _____

Home: () _____

Email: _____

Bride Cell: _____

Groom Cell: _____

POSTAL ADDRESS : _____
_____ Code: _____

PHYSICAL ADDRESS : _____
_____ Code: _____

DATE : _____

PLEASE SUPPLY COPY OF ID/PASSPORT

Should you deposit/transfer money directly into our account, please use the first letters of the bride & groom's first names, your wedding date (DDMMCCYY), followed by a function indicator (W for wedding) as a reference. For example, **DR18092019W**.

Banking Details:

The View Boutique Hotel & Spa
FIRST NATIONAL BANK
Account Number: 62016105307
Branch Code: 221126

Please email payment to functions@hoteltheview.com

Your Booking will be confirmed on receipt of the signed Contract, copies of ID's and Payment:

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Payment Structure:

On signature of Contract	Full Payment of venue hire	
60 days prior to wedding	Set up fee if applicable	
60 days prior to wedding	50% of total invoice	
30 day prior to wedding	Balance of bill	
14 day prior to wedding	Estimated bar bill and Corkage fee	
TOTAL		
Day of/after wedding: Bar balance + breakages, overtime and incidentals, if applicable		

Monthly Payments:

On signature of Contract	Full Payment of Venue Hire	
Monthly Payment Structure	Number of months _____ Monthly payment R _____	
30 day prior to wedding	Balance of bill	
14 day prior to wedding	Estimated bar bill	
TOTAL		
Day of/after wedding: Bar balance + breakages, overtime and incidentals, if applicable		

PLEASE NOTE THAT The View Boutique Hotel & Spa RESERVES THE RIGHT TO CANCEL IF THE TERMS AND CONDITIONS OF THE CONTRACT ARE NOT ADHERED TO.

Bride

I.D. Number

Groom

I.D. Number