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**THORNBIRDS CONFERENCE & WEDDING CENTRE  
FUNCTION PACKAGE 2013 - TAPAS BAR  
TERMS & CONDITIONS 2013**

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Dear Client

Thank you for selecting Thornbirds as a venue for your special day.

We at Thornbirds are here to provide everything you need to ensure that you enjoy a very special, perfect day.  
Our packages are designed to assist you with your planning so that you can enjoy a stress-free day.

Please do not hesitate to contact us should you wish to view our facilities or make any further enquiries.

*“Passionate about Professional Hospitality & Service Excellence”*

**1) Rates per person 2013**

Tapas Bar

- Standard 5 hour function (Starting from guest arrival)
- Please note that this function room seats a maximum of 50 guests
- Additional seating can be arranged outside, around the Tapas Bar

Summer Rates:

	Jan, Feb, Mar, Apr, Sept	Oct, Nov, Dec	Number of guests Min (adults) - Max
Saturdays	20 – 30 guests: R250 pp 31 – 40 guests: R240 pp 41 – 50 guests: R220 pp	20 – 30 guests: R270 pp 31 – 40 guests: R260 pp 41 – 50 guests: R250 pp	(25 - 50)
Fridays & Sundays	20 – 30 guests: R240 pp 31 – 40 guests: R230 pp 41 – 50 guests: R220 pp	20 – 30 guests: R260 pp 31 – 40 guests: R250 pp 41 – 50 guests: R240 pp	(20 - 50)
Monday to Thursday	20 – 30 guests: R230 pp 31 – 40 guests: R220 pp 41 – 50 guests: R210 pp	20 – 30 guests: R240 pp 31 – 40 guests: R230 pp 41 – 50 guests: R210 pp	(20 - 50)
Public Holidays (weekday)	Add R500-00	Add R500-00	(25 - 50)

Winter Rates:

	May, June, July, Aug	Number of guests Min (adults) - Max
Saturdays	20 – 30 guests: R230 pp 31 – 40 guests: R220 pp 41 – 50 guests: R210 pp	(25 - 50)
Fridays & Sundays	20 – 30 guests: R220 pp 31 – 40 guests: R210 pp 41 – 50 guests: R200 pp	(20 - 50)
Monday to Thursday	20 – 30 guests: R210 pp 31 – 40 guests: R200 pp 41 – 50 guests: R190 pp	(20 - 50)
Public Holidays (weekday)	Add R500-00	(25 - 50)

Rate per person includes:

- Use of the Tapas Bar
- Standard menu as per selection below
- Waiters & barman
- Assistance in coordinating, planning & execution of function
- Use of standard cutlery, crockery & glassware
- Use of standard table linen and napery (black tablecloths, white / black serviettes, white / olive / check colour overlays)
- Standard table decor (paraffin lanterns, small vase with flower)
- Setup & cleaning of venue
- Security & parking facilities
- Standard sound system for music
- VAT

Rate per person excludes:

- Flowers / Additional decor
- Bar account
- Welcoming drinks (Thornbirds to provide complimentary sherry during winter months)
- DJ's & entertainment
- Fireplace & wood
- Cake
- Photographer / Babysitter
- Gratuity & other extras not mentioned

Please note that should you have less than the minimum required number of guests, a surcharge of R50-00 per person short of the minimum number of guests will apply.

**2) More than 50 Guests**

- Additional seating can be arranged outside, around the Tapas Bar. Thornbirds however does not take responsibility for unpleasant / bad weather.

**3) Menu Selection**

- Various options are available
- Menus can be customised to suit your specific requirements
- Tapas bar menus are served buffet style or in abundance on tables
- Plated function menu options are available & start at R290-00 per person

**4) Waiters & Barmen**

- Waiters & barmen are included in this option
- A maximum of 2 waiters & 1 barman will be allocated for up to 40 guests
- A maximum of 3 waiters & 1 barman will be allocated for 41 guests or more
- Additional waiters can be arranged at R60-00 per hour per waiter for the duration of the function
- Additional barmen can be arranged at R65-00 per barman per hour for the duration of the function

**5) Children**

- Must be supervised at ALL times
- Children are not allowed to freely explore the property
- Children under the age of 3 years will not be charged
- Children under the age of 10 years will be charged 60% of the rate per person (excludes plated menus)

**6) Coordination Services**

- Assistance from our coordination team is available, by appointment, to all clients throughout the planning stages of their function.
- Clients are free to make their own choices regarding entertainment, DJ's, decor etc.
- To assist you further, our coordinators can supply you with a list of recommended suppliers, or will be happy to arrange everything from A-Z at an additional coordination fee.

**7) Bar Services**

- The bars at Thornbirds are fully licensed.
- No alcohol will be served to any person under the legal drinking age of eighteen.
- We require clients to brief us regarding their bar requirements.

- Our bar includes a range of imported & local brands.
- Various billing options are available;
  - Cash Bar – Guests pay for their own drinks
  - Open Bar – Client to pay for all drinks consumed by guests
  - Limited Open Bar – Client to pay for all drinks as specified consumed by guests
- Open / limited open bar tabs are payable upfront, before the function.
- Guests who wish to run a tab must provide the waiter with a credit card. (Debit cards are not acceptable)
- Special requests such as specific brands of liquor / wines can be provided for if requested in advance.
- Bar items are subject to availability and prices may change without prior notice.
- Absolutely no spirits, wines, soft drinks, food or any alcohol may be brought onto the premises for consumption at any time.
- Non-compliance to this will lead to items being confiscated. This may also lead to immediate dismissal / eviction from Thornbirds' premises.
- No alcohol may be bought for any person under the legal drinking age of eighteen.
- Last rounds are called half an hour before your function time is over. No drinks will be served after 10 minutes of announcing the last round.
- No alcohol will be served after 01:00am.
- A drinks & wine list is available upon request.
- Thornbirds reserves the right to close the bar at any time should there be any irregularities on the guest's behalf.
- Guests are not permitted in the bar unless prior arrangement has been made with management.

#### **8) Champagne / Sparkling Wine / Sparkling Grape Juice**

- Various brands of champagne are available from Thornbirds upon request (Please enquire).
- JC Le Roux (Le Domaine, La Chanson, La Fleurette) @ R120-00 per bottle
- Pongracz @ R175-00 per bottle
- Non-alcoholic sparkling grape juice @ R80-00 per bottle

#### **9) Welcoming Drinks**

- Welcoming drinks are optional
- Thornbirds will provide their own selection during winter months at no charge
- Selection of fresh fruit juices @ R60-00 per 2L jug (served by the glass)
- Non-alcoholic fruit punch with fruits @ R75-00 per 2L jug
- Alcoholic fruit punch with fruits @ R100-00 per 2L jug
- Sangria @ R140-00 per 2L jug / R80-00 per 1L carafe
- Sherry @ R8-00 per sherry glass
- Shooter, cocktail & other options available upon request

#### **10) Corkage rates**

- Corkage rates are only available for Champagne, sparkling wine, sparkling grape juice, wines & spirits by the bottle.
- All corkage rates are dependent on item price.
- Wine 750ml (standard): R40-00 per bottle
- Spirits 750ml (standard): R100-00 per bottle (Bells, J&B etc.)
- Spirits 750ml (luxury): R180-00 per bottle (Jameson, Jack Daniels etc, but excl. Johnnie Green, Blue etc.)

#### **11) Set Up & Cut Off Times**

- Due to the demand for the venues, we can unfortunately not guarantee for any setup to commence the day prior to the reserved date. A time & date will be confirmed by your coordinator.
- Setup should be completed no later than 3 hours prior to your function.
- The venue will be ready with tables, tablecloths, cutlery, crockery & glassware upon setup arrival time.
- Decor & props must be removed from the venue at the end of your function. Items not removed will be stored by Thornbirds at the client's expense. Thornbirds takes no responsibility for any loss / damage to your stored property.
- Anyone making alternative arrangements must ensure that these are in writing from Thornbirds.

#### **12) Overtime Rates**

- Venue hire entitles you to a maximum of 5 hours for the duration of your event starting from guest arrival.
- This does not include the time needed for setup.
- Venue overtime will be charged at R500-00 per hour.
- Should waiters or barmen exceed their usual 5 hour working period due to your prolonged function, the client will be charged for the overtime per waiter, per bartender, per hour.

- Waiters are charged at R60-00 per hour per waiter
- Barmen are charged at R65-00 per hour per barman
- The venue closing time is at 01:00 & no function will be allowed to continue after 01:00.
- Should guests remain in the Tapas Bar after 01:00, an additional fee of R1000-00 will be charged.
- Furthermore, cleaning of the venue will commence half an hour after your function time is over & no later than 01:00 regardless of guests still being present.

### 13) Smoking

- Due to new legislation, smoking is strictly prohibited unless in designated smoking areas.

### 14) DJs & Entertainers

- A maximum of 2 DJs are allowed per function.
- DJs / entertainers / other service providers etc. are to adhere to all venue rules at all times.
- Volume of music must be controlled at all times.
- Music volume must be turned down after 00:00 and turned off complete at 1:00.
- Music must be turned down / immediately off upon instruction from Thornbirds' management.
- All wires / cables must be taped to the floor with insulation tape & speakers should be placed where they are not an obstacle and/or safety hazard for guests, employees & staff alike.
- It is the duty of the client booking the function to communicate these rules & regulations to the DJ / entertainer.

### 15) Accommodation

- Thornbirds offers a range of accommodation solutions to suit your specific requirements.
- Standard Rooms:
  - R1000-00 per sharing room including breakfast / R700-00 per single room including breakfast
- Executive Suites:
  - R1300-00 per sharing suite including breakfast / R1000-00 per single suite including breakfast
- Luxury Cottages:
  - Please enquire for rates
- All rooms are non-smoking
- Breakfast is served from 7:30 – 10:00
- Check-in is from 13:00
- Check-out is at 10:30
- Additional breakfast for guests not staying at Thornbirds is charged at R95-00 per person & must be pre-booked. Breakfast includes a cup of coffee / tea or a glass of juice
- Accommodation is subject to availability & rates are subject to change without prior notice
- Accommodation bookings are secured by a 50% non-refundable deposit & the balance is payable 7 days prior to the reservation date.
- Please visit our website / enquire for a full list of room amenities.

### 16) Breakages & Damages

- Thornbirds reserves the right to charge for any breakages / loss / damage that may occur as a result of the client, his/her invitees, employees, relatives or service providers utilising the venue or any of its facilities and/or equipment, glassware, cutlery, crockery, table linen & napery etc.
- A refundable retainer of R1000-00 will be payable in case of any damages / loss of Thornbirds' property during your function.
- A representative of Thornbirds will jointly inspect all items & facilities with the client before & after the function.

### 17) Parking

- Secure parking with security guards is available on the premises for up to 150 vehicles.

### 18) Bookings

- We suggest that you view our facilities & meet with our coordinators before you pay your deposit.
- Bookings are secured by the signing of Thornbirds Tapas Bar Terms & Conditions 2013, Thornbirds Annexure A Tapas Bar Service Option 2013, a copy of ID & a 50% deposit.
- Should you book for a certain amount of guests, the final number of guests is not allowed to decrease by more than 10 guests, providing our minimum required guest numbers are still met.
- Please note that should you have less than the minimum required number of guests, a surcharge of R50-00 per person short of the minimum number of guests will apply.

- Please note that there is a minimum & maximum number of guests required on different days of the week. Refer to the clause of page 1 of this document.
- This function package forms part of Thornbirds Terms and Conditions.

### 19) Additional Security

- Should you require additional security for your function, a rate of R350-00 per guard will be charged for 5 hours.

### 20) Payment Terms

- Bookings are secured by the signing of Thornbirds Tapas Bar Terms & Conditions 2013, Thornbirds Annexure A Tapas Bar Service Option 2013, a copy of ID & a deposit as stipulated below;

1 <sup>st</sup> Payment (Upon booking)	50% + Breakage / Loss deposit	Of Client's quotation amount as received & agreed upon
2 <sup>nd</sup> Payment	50% + any additional costs (Welcoming drinks etc.)	Balance as per final break-down of costs

- In the event of non-payment of these fees within the time period as agreed upon, Thornbirds shall be entitled to cancel a booking / event without further notice or liability to the client.
- Please refer to Thornbirds Terms and Conditions for cancellation & refund policies
- Payment can be made by cash, electronic bank transfer or by credit & debit card
- A 4% bank levy will be charged for payments made by credit / debit card
- Thornbirds accepts VISA, Master Card, AMEX & Diners

### 21) Additional Items for Hire – Tapas Bar

- All rental items are subject to availability & the quantity required
  - Walkway lanterns (bamboo) @ R15-00 each
  - Walkway lanterns (metal) @ R20-00 each
  - Bonfire incl. 7 bags of wood @ R600-00
  - Wood @ R60-00 per bag
  - Fire balls incl. 2 bags of wood @ R175-00 each
  - Small paraffin lanterns @ R12-00 each
  - Big paraffin lanterns @ R15-00 each
  - Elastic cushion covers (black / white) @ R3-00 each
  - Chair covers (white) @ R10-00 each
  - Under-plates (gold / silver) @ R9-00 each
  - Under-plates – glass (pink, dark blue, red) @ R18-00 each
  - Glass vases round flat @ R30-00 each
  - T-light holder votives + T-light @ R8-00 each
- Please enquire about other items available
- Prices are subject to availability & subject to change without prior notice
- Breakage / loss / damage of the above mentioned items will be charged at full replacement rate if not repairable
- Repairs will be charged for as well

### 22) Gratuity

- Gratuity is not included
- Gratuity is payable on an open bar account or bar tab
- When having a cash bar, gratuity can be paid to waiters at your guest's own discretion
- A minimum gratuity of 10% is payable for bar tabs up to R10000-00.
- A minimum gratuity of 8% is payable for bar tabs of more than R10000-00.

### 23) General

- No loud music or hooting will be allowed in drive ways or parking areas.
- No paper, polystyrene or plastic confetti / streamers are allowed.
- Thornbirds welcomes the use of flower petals, potpourri & bubbles.
- Absolutely no fireworks / biodegradable floating lanterns are allowed on Thornbirds' property.
- Any changes made to Thornbirds Terms and Conditions, Annexure A Function Service Option or Thornbirds Tapas Bar Function Package 2013 without the written consent of Thornbirds will be seen as fraud.

## 24) Menu Selection

MENU 1	MENU 2	MENU 3	MENU 4
<b>Mediterranean Menu</b>	<b>Classic Menu</b>	<b>Winter Menu</b>	<b>Braai Menu</b>
Traditional Greek Salad	Traditional Greek Salad	Traditional Greek Salad	Traditional Greek Salad
Peri peri chicken livers with a fresh roll		Homemade pea & ham soup <b>OR</b> Chilli butternut soup <b>OR</b> Hearty bean & beef soup	Tangy beetroot salad <b>OR</b> Creamy potato salad <b>OR</b> Chilli three bean salad
Beef trinchado	Beef curry <b>OR</b> Chicken curry (with sambals)	Braised beef with mushrooms & onions	Chicken & Lamb chops <b>OR</b> Boere wors & Chicken <b>OR</b> Lamb chops & Boere wors
Roast chicken pieces	Oxtail stew	Roast chicken	
Spicy rice	Rice	Rice	Pap & gravy
Potato wedges <b>OR</b> Roast veggies		Roast potatoes <b>OR</b> Roast sweet potato	Roast potatoes <b>OR</b> Roast sweet potato
	Sweet pumpkin <b>OR</b> Creamed spinach	Glazed carrots <b>OR</b> Seasonal roast veggies	Corn on the cob <b>OR</b> Spinach, chilli & tomato
Crème caramel	Crème Brule	Malva pudding with custard <b>OR</b> Sago with apricot reduction	Fresh fruit salad with ice cream

## 25) Cancellations

In the unlikely event of a cancellation, the following will apply;

	Reimbursement amount
6 Months prior to the event	Full amount paid less a R1000-00 administration fee
3 to 6 Months prior to the event	75% of payment made
1 to 3 Months prior to the event	50% of payment made
Less than 1 month prior to the event	50% of payment made
14 Days prior to the event	0% of payment made

Reimbursements will only be made via EFT 7 working days after confirmation of cancellation.

All cancellations are to be done in writing.

## 26) Final Appointment

The final appointment will be scheduled approximately 30 days prior to the event.

You are required to;

- Confirm the detailed procedures of the function
- Final number of guests
- Final bar requirements as well as menu selection

Any changes after the final appointment are to be done in writing.

## 27) Risk / Loss / Damage

Thornbirds Conference and Wedding Centre shall not be held liable for interruptions of services such as water, electricity, gas & sanitary services.

Whilst every precaution will be taken to ensure the safeguarding of your personal belongings, Thornbirds Conference & Wedding Centre will not be liable for any loss or damages to any property whatsoever. This includes decor, valuables, props etc. We strongly advise that all personal belongings & valuables be removed immediately after your event.

Should any of the Thornbirds Conference and Wedding Centre buildings, surrounding gardens, decor, napery, furniture or food service items be damaged during setup / breakdown / during the client's event, the client will be billed accordingly. This excludes damage by Thornbirds' staff.

Thornbirds Conference and Wedding Centre reserves the right to cancel any booking forthwith & without liability on its behalf in the event of any damages and / or destruction of the venue by fire, industrial unrest, shortage of labour, strikes or any other cause whatsoever beyond the control of Thornbirds Conference and Wedding Centre which shall prevent it from fulfilling its obligations. In these circumstances every effort will be made to find an alternative venue.

**THORNBIRDS DISCLAIMER**

The Thornbirds Conference and Wedding Centre area and its facilities are used entirely at your and/or your guest's own risk and neither Thornbirds Conference and Wedding Centre, nor any of its subsidiaries, employees, managers, agents or directors shall be held liable for any form of physical injury or death to any person/s or any loss or damage to any property which may be caused by theft, fire, weather or any other causes whatsoever as a result of or in connection with the use of these facilities.

Print full name and surname \_\_\_\_\_

I.D. number \_\_\_\_\_

Physical address \_\_\_\_\_

Tel no \_\_\_\_\_ Cell no \_\_\_\_\_

Fax no \_\_\_\_\_ Email address \_\_\_\_\_

Confirm that I have read and understood the Terms and Conditions along with the Disclaimer. I hereby agree to the Terms and Conditions as set out in the Thornbirds Conference and Wedding Centre Terms and Conditions, Annexure A Service Option and the Service Option related rates package. I fully bind myself in my personal capacity as surety for all monies owing and arising from the agreement between myself (the Client) and Thornbirds Conference and Wedding Centre. I take full responsibility for all my guests attending my event, as well as their actions. I further confirm that it was explained to me that I am entitled to have the agreement documents translated into a language of my choice, at my own expense.

Written confirmation must be obtained from Thornbirds Conference and Wedding Centre for any variations to the Terms and Conditions or any other legal documents.

.....  
Client signature

.....  
Print name

.....  
Date

.....  
Date of function

.....  
Witness Signature

.....  
Thornbirds representative name in print

.....  
Signature

.....  
Date

Please note: Viewings are permitted by appointment only!

Please do not hesitate to contact us should you have any queries or wish to make an appointment to view our facilities.

**Thornbirds Conference & Wedding Centre**

T: (011)948-6001 / (010)500-1043

F: (086)636-7472

C: 082-452-3401 Michelle

C: 084-555-5558 Johnathan

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For more information, please visit: [www.thornbirdscentre.co.za](http://www.thornbirdscentre.co.za)

