



WEDDING AGREEMENT

Made and entered into between:

Orion Hotels & Resorts (South Africa) (Pty) Ltd
t/a Velmore Hotel & Spa

(Registration number: 2006/006562/07)

Duly authorized and represented by

Dr Antoinette Gmeiner (Executive Chairperson)

Identity Number: 611119 0012 08 7

(Herein after referred to as "**Velmore Hotel & Spa**")

Of (physical address): 96 Main Road, Mooiplaas, Erasmia, Pretoria

And

Identity Number: _____

Of (physical address): _____

Hereinafter jointly referred to as the "**Client**"

TERMS AND CONDITIONS

This agreement is entered into by and between Velmore Hotel & Spa and yourself, THE CLIENT, of which the parties' duties and obligations are set out in the following terms and conditions. The CLIENT and Velmore Hotel & Spa hereby acknowledge having read, fully understood and accepting the terms and conditions of this Agreement and their intention is indicated by their signature of this Agreement and as made below. This Agreement is legally binding and enforceable in terms of South African Law.

1. INTERPRETATION:

In this Agreement:

- 1.1 Unless the context clearly indicates otherwise, words importing natural persons shall include a reference to juristic personae and vice versa, a reference to the one gender shall include the other gender and a reference to the singular includes a reference to the plural and vice-versa;
- 1.2 Schedules and attachments to this Agreement shall be deemed to have been incorporated herein and shall form an integral part hereof. Expressions defined in this Agreement shall bear the same meanings in such schedules and / or attachments;
- 1.3 Any reference to an enactment, statute or regulation is to that enactment, statute or regulation as at the Signature Date or as amended, re-enacted or substituted from time to time;
- 1.4 Where the day on or by which anything is to be done is not a Business Day, it shall be done on or by the first Business Day thereafter;
- 1.5 When any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a Business Day, in which case, the last day shall be the next Business Day;
- 1.6 The headings appearing in this Agreement are for reference purposes only and shall not affect the interpretation hereof;
- 1.7 The rule of construction that, in the event of ambiguity, the Agreement shall be interpreted against the Party responsible for the drafting thereof, shall not apply;
- 1.8 If any provision in a definition is a substantive provision conferring rights or imposing obligations on any Party, notwithstanding that it is only in the definition's clause, effect shall be given to it as if it were a substantive provision in the body of this Agreement;
- 1.9 Where figures are referred to in numerals and words, if there is any conflict between the 2 (two), the words shall prevail;
- 1.10 The expiration or termination of this Agreement shall not affect such of the provisions of this Agreement which expressly provide that they will operate after any such expiration or termination, or which of necessity must continue to have effect after such expiration or termination, notwithstanding that the clauses themselves do not expressly provide for this;
- 1.11 If any provision requires the consent, approval or agreement of any Party, that Party may not act unreasonably in withholding or delaying any such consent, approval or agreement.

2. DEFINITIONS:

The following words and expressions shall have the following meanings assigned to them:

- 2.1 **"the/this Agreement"** – shall mean this document, together with all of its annexures, as amended from time to time;
- 2.2 **"Effective Date"** – shall mean the signature date;
- 2.3 **"Parties"** – shall mean collectively Velmore Hotel & Spa and the Client, and the term "Party" shall refer to any of them, as may be appropriate in the context;
- 2.4 **"Annexures"** - shall mean all annexures attached to this Agreement;
- 2.5 **"Signature Date"** – shall mean the date of signature of this Agreement by the Party which signs it last in time;
- 2.6 **"South Africa"** – shall mean the Republic of South Africa;
- 2.7 **"VAT"** - shall mean Value-Added Tax levied in terms of the VAT Act, currently set at the rate of 15% (fifteen percent);

2.8 **“VAT Act”** – shall mean the Value Added Tax Act, No. 89 of 1991, as amended from time to time.

3. GENERAL

3.1 All rules and regulations as contained on Velmore Hotel & Spa indemnity boards situated on the premises shall apply to all weddings / functions held on the premises and shall be deemed to be incorporated herein.

3.2 All Rates applicable to a particular wedding / function are as indicated in relevant package / quotation provided by Velmore Hotel & Spa and shall include VAT, currently set at 15% (fifteen percent).

3.3 All quotations shall only be open for acceptance for a period of 7 (seven) days of the issuing thereof.

3.4 Bookings shall only be confirmed upon receipt of the signed Agreement together with proof of payment of the required deposit. (Please forward proof of payment with your reference provided by Velmore Hotel & Spa).

3.5 Several of the venues at Velmore Hotel & Spa have fountains and water features and as such Velmore Hotel & Spa accepts no responsibility whatsoever for any misbehaviour and / or negligence of children and / or adults near to and / or in the vicinity of said fountains and / or water features.

3.6 No pets and / or any other animals are allowed onto the premises of Velmore Hotel & Spa or in its venues without express prior written consent from Velmore Hotel & Spa management.

3.7 There shall be no staples, nails or other permanent fixtures used for attaching any decorations to the walls or furniture and no confetti or streamers shall be allowed without the express prior and written consent of Velmore Hotel & Spa. Only dried flowers or petals shall be permitted. Rose petals are not to be thrown on carpets and / or bed linen and / or on the dance floor.

3.8 Velmore Hotel & Spa reserves the right to cancel any booking due to circumstances beyond its control in which case any funds already held by Velmore Hotel & Spa at the time of such cancellation will be refunded to the Client less expenses already incurred at that time by Velmore Hotel & Spa.

3.9 Children are to be supervised by their parents at all times whilst on the premises of Velmore Hotel & Spa.

4. BOOKINGS AND PAYMENT PROCEDURES

4.1 No interest whatsoever will be payable by Velmore Hotel & Spa on any monies deposited upon cancellation of the wedding / function by any party.

4.2 All changes in respect of the wedding / function must be made in writing by the Client to Velmore Hotel & Spa and by no later than 21 (twenty one) days prior to the wedding / function.

4.3 A deposit of 50% (fifty percent) that is non-refundable on the Venue hire must be paid to secure the booking. Should the deposit not be received and accompanied by Proof of Payment within 14 (fourteen days) then in that case Velmore Hotel & Spa, at their own discretion, would be under no obligation whatsoever to either reserve the date as requested, nor perform any other duties as set out in this Agreement.

4.4 Should the Client pay the required deposit as set out in clause 4.3 herein-above, it will automatically be accepted as full acknowledgement and acceptance of the terms and conditions as set out in this Agreement by the Client.

4.5 No third party is allowed to change, add on, re-quote, adjust or manipulate in any way whatsoever, the prices and rates, as well as any of the terms and conditions set by Velmore hotel & Spa and / or to this Agreement.

4.6 No later than 6 (six) months prior to the wedding / function, the rest of the outstanding amount towards the venue hire as well as an additional 50% (fifty percent) of the quoted amount in respect of food, beverage and extras must be paid. The full and final settlement of the account must reflect in the bank account of Velmore Hotel & Spa bank by not later than 30 (thirty) days prior to the wedding / function, failing to do so will result in Velmore Hotel & Spa reserving the right to cancel the wedding / function and without notice.

4.7 The client must ensure that a final meeting is arranged with the Velmore Hotel & Spa General Manager and / or the Wedding Co-ordinator on site in order to finalise the wedding / function procedures, final confirmation of the menu and bar requirements, as well as final guest count. This must be done at least 30 (thirty) days prior to the wedding / function date and final payment.

4.8 Any items that are required on the day outside of the quotation price shall be negotiated with management (General Manager of Velmore Hotel & Spa and / or the Wedding Coordinator).

- 4.9 The quoted amount shall include an amount of R 15 000.00 (fifteen thousand rand) as a “breakage deposit”. This breakage deposit will be refunded to the Client once damages (if any) have been deducted. Any refund of the breakage deposit will be processed within 30 (thirty) Business days after receipt of final invoice. The breakage deposit is in place to protect Velmore Hotel & Spa from any damages such as, similar to, but not limited to:
- 4.9.1 Permanent marks on walls, floors, linen and carpets;
 - 4.9.2 Damage to furniture by the Client, their guests and / or their suppliers;
 - 4.9.3 Breakage or loss of any glassware, crockery, cutlery etc.;
 - 4.9.4 Damage and / or breakage of any hardware on doors, windows, including, similar to, but not limited to, handles, taps, frames, hinges, shower heads mirrors and the likes;
 - 4.9.5 Damages to any room accessories;
 - 4.9.6 Damage to the exterior of the venue and / or plants;
 - 4.9.7 If any fire equipment is used / tampered with, stolen, lost or misplaced during a wedding / function, the Client will be responsible for the amount to replace such equipment back to its standard;
 - 4.9.8 Any refunds if applicable will be paid within 30 (thirty) days of date of function / wedding.
- 4.10 Prices are subject to fluctuation in product prices. Written notice will be sent to the Client and within 15 (fifteen) Business days of a fluctuation in price becoming applicable.
- 4.11 Payments are to be made by Electronic Fund Transfers (EFT). Any payments by credit card shall carry a 3% (three percent) surcharge in lieu of credit card commission that Velmore Hotel & Spa will incur.
- 4.12 **For the purpose of EFT payments, Velmore Hotel & Spa’s banking details are as confirmed as follows:**
- Account Name: Orion Hotels and Resorts (South Africa) Pty Ltd t/a Velmore Hotel & Spa**
Bank: First National Bank
Branch: Braamfontein
Branch Code: 251 905
Account number: 62885418395
- 4.13 Kindly ensure that all payments reflect as: Reference: the Client's name and wedding / function date. The Client is requested to email proof of payment to Velmore Hotel & Spa prior to the wedding / function.
- 4.14 Velmore Hotel & Spa will submit a detailed invoice to the Client the day after the wedding / function or upon “check out”, as the case may be. If wedding/function took place on a Friday or Saturday the invoice will be prepared on the first Monday after the wedding/function. This invoice will indicate the deposit and any pre-payments made by the Client, as well as any outstanding amount due and payable by the Client to Velmore Hotel & Spa, including all incidental costs and additional changes not reflected on the Quotation.
- 4.15 Payment of all and any amounts due and payable to Velmore Hotel & Spa shall be made upon presentation of the invoice to the Client, or as otherwise agreed in terms of a credit facility granted.
- 4.16 Interest shall accrue on all overdue amounts at 1.5% (one point five percent) per month.
- 4.17 A final on-site inspection will be scheduled at least 14 (fourteen) days prior to the wedding / function. In the event of non-payment of fees, the Wedding Coordinator / General Manager of Velmore Hotel & Spa will not be able to schedule this final appointment.
- 5. VENUE HIRE:**
- 5.1 All venues provided by Velmore Hotel & Spa are strictly non-smoking venues. Allocated smoking areas are available and are outside the venues.
- 5.2 Specific, stipulated venues can only be allocated and confirmed upon receipt of the signed Agreement and payment of the full deposit required.
- 5.3 “Rain plan” venue(s) at discounted prices can be discussed with the bridal couple and can be booked, subject to the availability thereof. “Rain plan” venues can however not be guaranteed on the date of the wedding / function. Confirmation on the decision to use the “Rain plan” venue(s) are to be made by no later than 6 (six) hours prior to commencement of the wedding / function.

- 5.4 Velmore Hotel & Spa reserves the right of admission with regard to any guest of the Client, which decision will be at the sole discretion of the management of Velmore Hotel & Spa.
- 5.5 A list of all venue requirements, venue operating times and closure times and safety procedures will be made available by Velmore Hotel & Spa to the Client prior to the wedding / function date.
- 5.6 All rates pertaining to venue hire are subject to annual increase. Prices may also be increased due to increases in the price of materials and / or services used and without prior notification.
- 5.7 Music to be played at half volume after 0:00. A standard wedding / function is regarded as starting at 10:00 on the day of the wedding / function and concludes at 0:00. Sunday weddings / functions will conclude at 22:00. A venue overtime surcharge applies of R3 500 (three thousand five hundred rand) (including VAT) per hour after 0:00. Velmore Hotel & Spa reserves the right to deduct the delay and / or overtime charges from the refundable breakage deposit set out in clause 4.9 herein-above.
- 5.8 The venue shall close and be locked at 02:00, and the onus rests on the Client to ensure that their guests vacate the venue timeously, failing which a penalty charge of R5 000 (five thousand rand) per hour shall be charged by virtue of retaining overtime staff in order to close the venue and late clean-up of said venue.
- 5.9 Setup of the wedding / function venue with standard linen, crockery, cutlery, glassware and furniture is included in quotations.

6. DIETARY REQUIREMENTS AND FOOD ADMINISTRATION:

- 6.1 All food and ingredients are procured by Velmore Hotel & Spa and by making use of Velmore Hotel & Spa's preferred suppliers in order to ensure the best quality and freshness. Therefore Velmore Hotel & Spa will not permit the Client to supply any of the above-mentioned. No outside catering services or food may be brought onto the premises of Velmore Hotel & Spa unless the express written approval in terms thereof is obtained from Velmore Hotel & Spa.
- 6.2 Certain dishes served are subject to seasonal availability, which is accepted and understood by the Client.
- 6.3 In the event that there are strict dietary requirements required for the wedding / function in question, e.g. Vegetarian, Vegan, Kosher, Halaal, etc. that would necessitate the use of an outside caterer, then in that event, Velmore Hotel & Spa will charge an additional fee to secure the services of such an outside specialist caterer.
- 6.4 If the Client, with the written approval of Velmore Hotel & Spa, arranges directly with any outside caterer for the special dietary catering services mentioned in clause 6.3 herein-above, then Velmore Hotel & Spa shall be entitled charge for loss of catering revenue and at 30% (thirty percent) of what the estimated catering charge for a wedding / function the size of the wedding / function in question would have generated.
- 6.5 Meals for all entertainers, photographers and videographers should be included in the guaranteed number of guests and will be billed to the Client accordingly.
- 6.6 Food tastings can be arranged prior to the Client's wedding / function, subject to the Client having paid his / her deposit, and any other fees as requested and for a maximum of 4 (four) guests. Food tastings are to be arranged at least 30 (thirty) days prior to the wedding / function date and also subject to the availability of the venue and Wedding Coordinator / General Manager of Velmore Hotel & Spa.
- 6.7 In respect of plated menus, 1 (one) menu selection shall be agreed upon by the Client. No "a la carte" ordering on the night of the wedding / function shall be allowed.
- 6.8 All leftover food remains the property of Velmore Hotel & Spa and the disposal thereof is at the full discretion of the management of Velmore Hotel & Spa. No takeaways will be allowed, with the sole exception of wedding cake.
- 6.9 Velmore Hotel & Spa must be informed at least 21 (twenty one) days prior to the Client's wedding / function of any special dietary requirements. No special meals will be made on the day of the wedding / function in the event of a failure to notify Velmore Hotel & Spa in terms hereof. This ensures top-quality and freshness of all meals provided.
- 6.10 No glassware or any property that belongs to Velmore Hotel & Spa may leave the buildings and / or venues. Any damages, breakages or losses will be for the Clients account and as set out herein-above.
- 6.11 No Food, other than wedding cake, may be taken by guests of the Client from the function venue to the Hotel rooms.

6.12 Food served on the buffet will be displayed for a maximum of 2 (two) hours from the initial agreed upon time of placement for guest consumption, unless otherwise negotiated and agreed. Velmore Hotel & Spa cannot take responsibility for food quality after a period of 1 (one) hour on display.

6.13 Children under the age of 12 (twelve) years will be charged at 50% (fifty percent) of the agreed upon adult menu price and children under the age of 6 (six) years will not be charged at all.

7. BEVERAGE ADMINISTRATION AND BAR SERVICES:

7.1 Velmore Hotel & Spa (and its venues) are a fully licensed premises and the sale of alcoholic beverages is regulated in terms of South Africa Liquor legislation. No persons under the age of 18 (eighteen) years will be allowed to purchase and / or consume alcohol on Velmore Hotel & Spa premises.

7.2 Velmore Hotel & Spa requires the full bar arrangements at least 14 (fourteen) days prior to the Client's wedding / function and during the final meeting.

7.3 Velmore Hotel & Spa reserves the right to refuse service of alcohol to any individual who appears to be intoxicated or who is unable to provide proper identification upon request.

7.4 No liquor whatsoever may be brought onto the premises of Velmore Hotel & Spa with the exception of wines and champagne and only by express prior arrangement with Velmore Hotel & Spa.

7.5 On all wines and champagne brought into the venue by the client, Velmore Hotel & Spa shall be entitled to corkage fees in the amount of R 100.00 (one hundred rand) per bottle of wine and R 350.00 (three hundred and fifty rand) per bottle of champagne. The corkage fee will be charged on the quantity brought in and not the quantity consumed.

7.6 No liquor may leave the wedding / function venue nor be taken up to a guest's room.

7.7 After last rounds are called, each guest will only be entitled to 1 (one) more drink.

7.8 If any of the guests do not pay their bar bill on the day of the wedding / function, the Client will be held responsible.

7.9 Bar prices may change at the discretion of Velmore Hotel & Spa and due to price increases. Velmore Hotel & Spa bar services are run by Velmore Hotel & Spa, using Velmore Hotel & Spa stock. No stock may be supplied. Any changes to bar requirements at any stage are to be done timeously and in writing and provided to Velmore Hotel & Spa.

7.10 Any and all alcohol brought onto the property and consumed from vehicles etc. may be confiscated by Velmore Hotel & Spa.

8. SPECIAL REQUESTS, NOTIFICATION OF GUEST NUMBERS, ACCOMODATION REQUIREMENTS AND ROOMING LISTS:

8.1 All special requests must be made at the time of the booking. Velmore Hotel & Spa shall endeavour to comply with stated special requests if and where possible and at an additional cost, however this does not guarantee that such requests will be met.

8.2 The Client shall notify Velmore Hotel & Spa of the estimated number of guests as well as the estimated accommodation requirements at the point of booking the wedding / function.

8.3 Velmore Hotel & Spa shall allow a decrease variance of no more than 5% (five percent) of the number of guests and accommodation communicated, provided further that such variance shall have been communicated to Velmore Hotel & Spa, in writing and not later than 72 (seventy two) hours before the commencement of the wedding / function. Any decrease in guest and accommodation from the numbers originally communicated exceeding 5% (five percent) will be charged to the Client.

8.4 The Client shall provide Velmore Hotel & Spa with any and all assistance which may be required by Velmore Hotel & Spa and in order to collect any amounts payable by any guest including but not limited to furnishing Velmore Hotel & Spa with the particulars of such delegates / guests.

9. SET UP, THIRD PARTY SUPPLIERS AND MARKETING MATERIAL:

9.1 Venue set-up times are scheduled during office hours of 08:00 to 17:00 on the day prior to the function in each venue, subject to venue availability. The ceremony area and / or venue will be made available 2 (two) hours prior to the starting time of the wedding / function. Any Client who wishes to make last minute alterations must ensure that same are documented on the function sheet and at the final appointment / meeting.

- 9.2 Velmore Hotel & Spa does not have a flower storage area, therefore all deliveries and arrangements in terms thereof are required to be made on the day of the wedding / function. The venue can be opened as early as need be to accommodate early set up, subject to venue availability.
- 9.3 Velmore Hotel & Spa shall not be liable for payment of any accounts of third party suppliers contracted by the Client and these accounts shall be exclusively for the account of the Client. Velmore Hotel & Spa may make referrals to the Client of certain recommended suppliers in which case the Client is obliged to advise Velmore Hotel & Spa should it make use of such a recommended supplier.
- 9.4 All third party suppliers in respect of i.e. decor, equipment, etc. will be the sole responsibility of the Client and/or Supplier. Velmore Hotel and Spa will not take any responsibility whatsoever for the storing, removal, break-down and / or the safety of third party supplier items.
- 9.5 Break-down and clearing of all third party supplier items needs to be done by 06:00 on the morning after the wedding / function. Failing to do so, Velmore Hotel & Spa reserves the right to remove and confiscate these items.
- 9.6 The Client hereby grants Velmore Hotel & Spa permission to use copies of / and or photographs and / or video(s) produced for the Client's wedding / function including the images / likeness of the bride, groom and / or bridal party for marketing and advertising purposes. The consent for the use of such images, videos, likeness etc. shall not give rise to any payment of royalties or otherwise for the said use thereof.

10. CANCELLATIONS:

- 10.1 Without derogating from any other right which Velmore Hotel & Spa may have in terms of this Agreement or in law, Velmore Hotel & Spa shall be entitled to cancel a wedding / function, including any accommodation linked thereto, in the event that the deposit, balance of payment, guarantee and / or voucher conditions are not met by the Client.
- 10.2 Should the Client decide to cancel the wedding / function the Client shall:-
- 10.2.1 Notify Velmore Hotel & Spa of such cancellation in writing; and
 - 10.2.2 Be liable to Velmore Hotel & Spa for payment of cancellation charges as follows:
 - 10.2.2.1 Cancellation of the wedding / function within 120 (one hundred and twenty) – 60 (sixty) days prior to the wedding / function date, the Client shall pay to Velmore Hotel & Spa an amount equal to 40% (forty percent) of the rates specified in the Quotation;
 - 10.2.2.2 Cancellation of the wedding / function within 60 (sixty) – 30 (thirty) days prior to the wedding / function date, the Client shall pay to Velmore Hotel & Spa an amount equal to 70% (seventy percent) of the rates specified in the Quotation;
 - 10.2.2.3 Cancellation of the wedding / function within 30 (thirty) days or less prior to the wedding / function date, the Client shall pay to Velmore Hotel & Spa an amount equal to 100% (one hundred percent) of the rates specified in the Quotation.
- 10.3 Velmore Hotel & Spa reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to and / or destruction of the venue by fire, lightning strikes and / or any other cause whatsoever that is beyond the control of Velmore Hotel & Spa, which shall prevent it from performing its obligations *vis-a-vis* the Client (*Force majeure*).

11. POSTPONEMENT:

- 11.1 In the event that the Client wants to postpone the wedding / function, the Client will notify Velmore Hotel & Spa of its intention to postpone the wedding / function in writing in which case:
- 11.1.1 Velmore Hotel & Spa will be entitled to charge a fee for the postponement, such fee will be based on a percentage of the rates quoted and confirmed in respect of the wedding / function, inclusive of accommodation, which fee will become due and payable upon date of postponement and which fee may be recovered from the deposit and / or pre-payment as follows:
 - 11.1.1.1 A postponement fee of 5% (five percent) of the estimated rates in respect of the wedding / function, including accommodation rates as on date of postponement, will be charged if the event is postponed within 30 (thirty) days or more prior to the wedding / function; or
 - 11.1.1.2 In the event of the event being postponed within less than 30 (thirty) days prior to the wedding / function date, a postponement fee of 15% (fifteen percent) of the fee as quoted will be due and payable;

- 11.1.2 In the event of a postponement of the event, Velmore Hotel & Spa will not be liable to refund any deposit and / or pre-payment which it will hold as deposit and pre-payment for such postponed date of the wedding / function;
- 11.2 Should a second postponement be required and / or should the postponed wedding / function be cancelled, the full cancellation fee as set out in clause 11.1.4 herein-above will become due and payable, irrespective of any other term or condition set out in this Agreement.

11.3 Irrespective of the above, a postponed wedding / function must re-booked for a date within 12 (twelve) months from the initial date of the booking, failing which the Client will forfeit any monies paid and any date reserved for such wedding / function.

12. RISK/LOSS/DAMAGE:

- 12.1 Velmore Hotel & Spa shall not be held liable for service interruptions (such as the supply of water, electricity, sanitary services) nor will Velmore Hotel & Spa be held liable for any loss or damage to any property whatsoever.
- 12.2 Should any of the buildings, gardens and / or decor be damaged by the Client and / or the Client's guests and / or suppliers, the Client shall be held responsible and will be charged accordingly.
- 12.3 Neither Velmore Hotel & Spa nor any of its employees or any other person employed at any wedding / function by Velmore Hotel & Spa will be held liable for any loss or injury to persons or property, due to negligence or any other cause whatsoever and the Client hereby indemnifies Velmore Hotel & Spa, its directors, employees and / or agents and holds them harmless against any claim of whatsoever nature which may be made against them resulting from the occasioned wedding / function.
- 12.4 All cars will be parked in the designated parking areas only and entirely at owners own risk.
- 12.5 Velmore Hotel & Spa cannot accept responsibility for any damage, loss and / or inconvenience caused by acts of God, i.e. rain, hail, storms, extreme heat / cold, gush winds, etc.

Signed and dated at _____ on this _____ day of _____ 20__

For: The Client
Who warrants that he/she is duly authorised hereto

As Witnesses:

- 1. _____
- 2. _____

For: Velmore Hotel & Spa
Who warrants that he/she is duly authorised hereto

As Witnesses:

- 1. _____
- 2. _____

* Note: Kindly initial each and every page, complete the details as required per the attached annexures and return the entire signed document back to Velmore Hotel & Spa by e-mail to: gm@velmorehotel.co.za or hand the completed signed document to the Wedding Coordinator / General Manager of Velmore Hotel & Spa together with proof of payment to confirm your booking.

ANNEXURE A – WEDDING / FUNCTION AND CLIENT INFORMATION

1. CLIENT INFORMATION

1.1 NAME (BRIDE): _____

CONTACT NUMBERS:

CELL: _____

WORK: _____

HOME: _____

PHYSICAL ADDRESS:

(Please note that this address will be regarded as the client's *Domicilium* address where the Client agrees to accept service of all notices, letters etc. arising out of this Agreement)

POSTAL ADDRESS:

Postal Code: _____

1.2 NAME (GROOM): _____

CONTACT NUMBERS:

CELL: _____

WORK: _____

HOME: _____

PHYSICAL ADDRESS:

(Please note that this address will be regarded as the client's *Domicilium* address where the Client agrees to accept service of all notices, letters etc. arising out of this Agreement)

POSTAL ADDRESS:

Postal Code: _____

1.3 NAME OF AUTHORISED SIGNATORY: _____

1.4 NAME (MOTHER OF BRIDE): _____

CONTACT NUMBERS:

CELL: _____

WORK: _____

HOME: _____

1.5 NAME (FATHER OF BRIDE): _____

CONTACT NUMBERS:

CELL: _____

WORK: _____

HOME: _____

2. EVENT INFORMATION

2.1 EVENT DATE: _____

2.2 ESTIMATED NUMBER OF GUESTS: _____

2.3 ESTIMATED ARRIVAL TIME: _____

2.4 FUNCTION AREA BOOKED: _____

3. SUPPLIER INFORMATION

3.1 FLOWERS: _____

CONTACT NUMBER: _____

3.2 DECOR: _____

CONTACT NUMBER: _____

3.3 PHOTOGRAPHY: _____

CONTACT NUMBER: _____

3.4 ENTERTAINMENT: _____

CONTACT NUMBER: _____

3.5 OTHER: _____

CONTACT NUMBER: _____

3.6 OTHER: _____

CONTACT NUMBER: _____

4. SUPPLIER INFORMATION

4.1 SPECIAL ARRANGEMENTS OR REQUESTS:
