



# FUNCTION CONTRACT

Venue Hire agreement entered into between Haggards Hilldrop B&B cc / The Coach & Stables (*hereinafter referred to as "The Stables"*) and

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Work Tel Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Venue Price: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

(Hereinafter referred to as the "client")

Please initial each page, complete the details and return the entire document back to Haggards via **email: [info@haggards.co.za](mailto:info@haggards.co.za)** or hand it in at our Front Office Desk, together with proof of payment to secure your date.

\_\_\_\_\_  
CLIENT SIGNATURE



## A. INFORMATION SHEET

Please read and acknowledge the below mentioned information as it forms part of the agreement between "The Stables" and the "Client".

### 1. VENUE HIRE

Full Venue Hire plus the applicable retainer deposit and/or Bar deposit with your signed contract is required to secure your date.

### 2. ACCOMMODATION

- 2.1 To ensure legal compliance with the South African Immigration Act of 2004 it is necessary for group rooming lists to include the following information for individual guests, who are non-South African residents. Surname / First Name / Passport No. / Residential Status / Residential Address / Home Telephone Number / Mobile Telephone Number / Office Telephone Number / E-mail Address.
- 2.2 Rates are quoted as required and might allow for group discounts. All quotes are valid for 48 hours only.
- 2.3 Check-In is strictly 13h00 for all guests and Check-Out is 10h30.  
This might vary due to current COVID and Government Restrictions.
- 2.4 No children are allowed to be left unattended at ANY TIME.
- 2.5 Full Payment is required for any booking at the Lodge. Any extras are payable on departure at the Lodge Reception.

### 3. CATERING

- 3.1 Catering at The Stables is outsourced and is solely the responsibility of the Client to arrange all catering and equipment for the Function / Event / Conference.

### 4. BAR SERVICES

- 4.1 Self-Service Bar – Stocked as Preferred. E-mail confirmation will be required.  
No Cash – Retainer Deposit will be calculated according to the value of stock required.
- 4.2 No other beverages and/or alcohol may be brought onto the property, into the accommodation, Honesty Bar or Venue by the Client or his/her guest/s for consumption on the premises. The Client will forfeit their entire Retainer Deposit should this happen.
- 4.3 No unruly behaviour at the Lodge or Venue and immediate surroundings of both premises will be tolerated and shall be dealt with swiftly.
- 4.4 Last Round will be Called 30 minutes prior to Curfew Times. This depends on current Government and Lockdown Restrictions.  
Otherwise 23h30 during normal operating hours and/or as pre-arranged with the Client.

---

CLIENT SIGNATURE



## 5. SET UP AND CUT OFF TIMES

- 5.1 Set Up Times for the Venue will be on the same day no earlier than 07h30 am. Any other arrangements should be made in writing and confirmed via the Lodge.
- 5.2 The Stables Reserves the Right to show the Venue to potential customers during / after the set-up time of such Function.

## 6. MUSIC AND SOUND LEVELS

- 6.1 The Stables reserves the right to reduce the volume of the music. Last song to be played 15 minutes before Curfew Time.
- 6.2 Current Government Restrictions and Curfew Times are strictly to be adhered to.

## 7. FURNITURE, EQUIPMENT AND FIXTURES

- 7.1 The provision of The Stables' standard furniture and equipment is at no extra charge. Included in the hire are the Standard Tables and chairs for the Venue. (Detail hereof can be e-mailed on request)
- 7.2 Any additional items should be supplied or hired by the client at the client's cost, i.e. different shaped tables, chairs, linen, crockery, cutlery etc.
- 7.3 No fireworks will be allowed on The Coach & Stables' property at any time and no exceptions will be made.
- 7.4 No live animals will be allowed on The Coach & Stables' property at any time, unless arranged with management prior to the function.
- 7.5 Candles may not be placed directly on the tables or any surfaces. Any candle wax on the tables or any other surfaces will be charged an additional cleaning or damages fee.
- 7.6 The Stables reserves the right to remove the candles if necessary. Candle holders should be wide enough to ensure no wax damage to any surfaces.
- 7.7 No permanent alterations are allowed, including nails or hooks in the walls, roof, roof trusses or frames. Any damage to The Stables' property including the floor (laminated / removable stickers etc.) beyond reasonable wear and tear will be charged accordingly.
- 7.8 Legislation prohibits smoking in public areas. Rooms and all Function Venue areas are non-smoking. Guests are required by Law to smoke in designated smoking areas. No concessions will be made.

## 8. RISK/LOSS/DAMAGES

- 8.1 A Retainer Deposit is required and refundable 14 days after the Function/Event once all damages and lost items are subtracted. This amount will be calculated individually depending on the type of Function/Event.
- 8.2 No paper confetti, streamers, feathers, rice or any non-biodegradable items are allowed at The Stables. You are welcome to use flower petals, bird seed, popcorn or any biodegradable items.
- 8.3 While The Stables does feature emergency water tanks, we shall not be held liable for interruptions of services (water, electricity, sanitary services).
- 8.4 Whilst every precaution will be taken to ensure the safeguarding of your belongings, The Stables will not be held 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/Event.
- 8.5 Décor and props must be removed by 11.00am on the day following the Function/Event. The Client will be charged if The Stables has to remove/store anything to get the Venue ready for another Event. These items can then only be collected after arrangements have been made for collection as we won't open the Venue after hours. The Stables does not accept any liability for the loss or damage to any of these items during this period.

---

CLIENT SIGNATURE



- 8.6 The Client shall be held responsible and billed accordingly for any damage/s which may occur by the Supplier/s during the set-up or break down operations of the Function.
- 8.7 The Client shall not be entitled to: Paint, affix or attach any matter to the walls or floors of the function room. Drive into the walls, floors, partitions, trusses, doors of the function room any screws, nails or the like.
- 8.8 The Stables, its employees or any person employed at any function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- 8.9 The Stables reserves the right to refurbish and upgrade the venue from time to time.
- 8.10 The Stables, its employees and/or Agents will not be held liable for any loss of/or damage to guests' property while utilizing this facility, nor will The Stables, its Employees and/or Agents be held liable for any personal injury sustained, harm caused in whatever manner, or death caused due to personal injuries sustained, harm caused or whatever other cause resulting in death, whether the damage, injury, harm or death were occasioned by negligence, gross negligence, or otherwise on the part of The Stables, its employees and/or Agents. Minor children remain the responsibility of the parents/guardians and must at all times be accompanied by a responsible adult whilst using the Lodge/Pool area and Deck facilities.
- 8.11 The Stables 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 labour, strikes, industrial unrest, or any other cause beyond the control of The Stables, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- 8.12 The client must confirm all changes and cancellations in writing.
- 8.13 The Stables is not responsible financially, legally or in any other way in the event that a function is cancelled through an act of God or through sabotage.

## 9. RESCHEDULING OF A DATE

- 9.1 The postponement of a function is considered a cancellation. Please refer to cancellation policy.
- 9.2 The Client must confirm all changes and cancellations in writing.

## 10. CANCELLATION POLICY

- 10.1 NO Refunds for ANY Cancellations. Any Cancellation due to COVID and/or Government Restrictions will result in the Client been able to move their date to any other Available date.
- 10.2 The Client must confirm all changes and cancellations in writing.

## 11. MARKETING MATERIAL

The client hereby grants The Stables permission to use copies of the photographs and video(s) produced for your function under this service agreement including your image/s, likeness, for marketing and advertising purposes.

---

CLIENT SIGNATURE



## 12. PAYMENT REQUIREMENTS

- 12.1 The Stables accepts cash, credit card, debit card and EFT payment.  
12.2 Your Function/Event Date will be confirmed on receipt of the completed and signed contract and full payment of the venue hire.  
12.3 Any outstanding balances for the Bar/Accommodation, possible overtime costs and/or damages/breakages should be settled within 24 hours following the Function/Event. This can be done via EFT, Credit card or Cash at the Lodge Reception..  
12.4 The Client / authorised representative of the client, by his/her signature hereto, hereby confirm that he/she is duly authorised, if the information supplied is true and correct. The Client confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in The Stables General Terms and Conditions Document as referenced herein and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He/she further confirm that it was explained to him/her that he/she is entitled to this document translated into a language of his/her choice at his/her expense.

## BANKING DETAILS

Haggards Hilldrop B&B cc  
NEDBANK – Newcastle  
Account Number – 1337 164 755  
Branch Code – 13 37 24

Should you deposit money directly into our account, please use your  
Date as the reference as follows: ( year / month / day / surname )

## 13. INDEMNITY

- 13.1 RIGHT OF ADMISSION RESERVED  
All persons entering these premises do so entirely at their own risk, The Owners, Management, Contractors, Agents and Their Directors and Employees shall not be responsible or liable in any way for any injuries to or the death of any person or any harm caused to any person or for the loss or destruction of or damage to any property arising out of any incident on these premises of whatsoever nature and by whomsoever caused and by whatsoever cause arising including negligence.  
13.2 NON SMOKING  
Kindly Note that Legislation prohibits smoking in Public places other than in designated smoking areas and any person who contravenes the foregoing is guilty of an offence and liable on conviction to a fine.

## 14. JURISDICTION

- 14.1 The Stables and the client consent to the jurisdiction of the Magistrate's Court in respect of any action or proceedings which may be brought against either in connection with this agreement, notwithstanding that such action or proceeding should otherwise be beyond such jurisdiction.

## 15. WHOLE AGREEMENT

- 15.1 This constitutes the whole agreement between The Stables and the client. No alteration or variation of this Agreement will be of any force or effect unless reduced to writing and signed by both parties.

SIGNED AT:	TODAY'S DATE/YEAR:
CLIENT'S FULL NAME:	CLIENT SIGNATURE:
THE STABLES' REPRESENTATIVE:	THE STABLES' SIGNATURE
DATE:	WITNESS SIGNATURE: