

Jessica's Events

TERMS &
CONDITIONS
2022

Jessica's Events

ESTATE & COUNTRY CLUB RULES

- No permanent alterations, nails, hooks or Prestik are permitted on the walls or ceilings.
- All décor and draping must be free standing.
- Candelabras or Candle Stands will require drip trays or mats to prevent damage to linen and carpets.
- any loss or damage to property including linen, beyond reasonable wear and tear will be charged for accordingly.
- No fireworks, sky lanterns or helium balloons are allowed to be released from Eagle Canyon Golf and Lifestyle Estate.
- Decibel level cannot exceed 80 decibels in the conference venue and 70 decibel on the balcony, Speakers must be kept inside the venue at all time and not facing the golf course ON COURSE.
- All Health & Safety Protocols will be taken at all times e.g COVID Rules: social distancing, wearing of masks, regular sanitising, etc.

FOOD TS & CS

- Menu prices remain subject to change due to economic factors during the course of the year.
- Kosher and Halaal catering can be provided on request. These must be specified and ordered a minimum of 5 working days prior to the Event. Kosher and Halaal will carry a surcharge of:
 - R85 per person for Halaal catering - Dinner meals
- Children under the age of 12 years will be charged 50% of the agreed adult menu price.
- No outside catering is allowed at Eagle Canyon Country Club. Food may not be brought onto the premises and food may not be removed from the premises.
- Please note that your entire invited seated guest amount must be catered for.
- The final number of guests as discussed at the final appointment will be the number charged for unless attendance is greater as detailed above.
- Final confirmation of catering numbers is required 10 working days prior to the function. Any numbers that are changed less than 48 hours prior to the function will not be accepted – the full amount will be charged as the food materials would already have been purchased.

BAR FACILITIES

Eagle Canyon Golf and Lifestyle Estate is fully licensed and offers an extensive wine, champagne and bar option. We will require a detailed brief on Full Bar requirements for the FUNCTION prior to the date.

- No Alcohol may be brought onto the venue nor may any alcohol be removed from the venue.
- We offer Cash Bar or a Bar Limit service.
- Regular updates on Bar Totals can be passed on to a designated person during the event.
- No Beverages (Spirits, Beers or Soft Drinks) may be brought onto the Premises. Should we not stock anything specific required by yourself, we will gladly order this in for you at an additional charge.
- Corkage fee of R65 per bottle of wine, no hard liquor.
- Any changes to Bar Requirements must be done in writing.
- Eagle Canyon Country Club retains the right to close the bar service if it deems necessary.
- The bar bill will be settled in full at the end of the golf day, on the day.
- All Breakages will be charged for accordingly.
- No alcoholic gifts may be brought into the venue or placed on the tables for guests to consume.

WAITERS & BARMEN

- Waiters and Barmen will need to be supplied by Jessence Trading Pty Ltd as these staff have been vetted and have access to the facility
- Waiters and Barmen are excluded from menu costs and will need to be quoted accordingly
- Waiters and Barmen are booked for a minimum of 6 hours
- Waiters R50 per hour
- Barmen R50 per hour
- Events booked on public holidays will need to be re-quoted due to increased labour costs
- To ensure the guest's relaxation and comfort during any function, waitrons are employed to attend to their every need 1 waiter serving 2 tables and 1 barman for every 50 guests
- Should waiters work longer than six hours, Jessence Trading Pty Ltd reserves the right to bill the Client a standard rate per hour per waiter

How many waiters do we need?

- Buffet - 1 Waiter PER 10 PEOPLE
- Plated - 1 Waiter PER 10 PEOPLE
- Cocktail - 1 Waiter PER 20 PEOPLE
- Barmen - 1 Barman PER 50 PEOPLE

WHAT THE VENUE INCLUDES

- 10 round banquet tables
- 100 cushioned conference chairs
- basic black linen
- standard cutlery, crockery & glassware
- buffet station setup
- basic setup of tables, chairs, linen, cutlery & crockery
- basic audio & visual equipment (suitable for speeches light background music)
- ample secure parking with security
- back-up generator
- use of venue for 6-hour period from time of arrival
- events coordinator
- strict cut off time is 24:00/midnight
- over time at the rate of R1500 per hour which needs to be arranged with the coordinator prior to the date
- Additional tables and chairs can be rented in at an additional cost to client

SETUP OF VENUE

- Setup times for Venues will be during office hours 08h00 – 17h00. Should you require the venue a day in advance for the setup of your event, venue hire will be charged for setup day
- All external event gear that is brought into the venue must be removed straight after the event. We are here to assist wherever we can, please arrange with the events manager should items need to be kept overnight in the facility
- Should any event gear remain overnight in the facility Eagle Canyon will not be held responsible for any loss or damage that may occur
- Eagle Canyon takes no responsibility for any décor and additional hiring supplied by the client
- All delivery and collection of event gear must be arranged with the events manager to ensure that this occurs at a suitable time
- Please note our coordinators and waiters are not responsible for assisting with flower arrangements, décor set up, etc.

RISK/LOSS/DAMAGES

- Eagle Canyon Country Club shall not be held liable for interruptions of services such as (water, electricity, sanitary services).
- While every precaution is taken to ensure the safeguarding of your belongings, Eagle Canyon Country Club will not be liable for loss or damage to any property whatsoever.
- Décor and props must be removed by 09h00 on the day following the function / event. Any items not removed within 7 days of being placed in storage will be discarded.
- Should Eagle Canyon Club's building, surrounding gardens, décor or napery be damaged by the client or clients' suppliers during the set-up or break down operations of the function, the client shall be held responsible and will be billed accordingly.
- Eagle Canyon Country Club, its employees or any person employed at any event will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- Eagle Canyon Country Club 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, labour strikes, industrial unrest, or any other cause beyond the control of the Club, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- In the event the final account is not settled all legal fees including attorney and client costs will be for the account of the debtor.

FURNITURE/EQUIPMENT/VENUE

- The provision of standard furniture and equipment is at no extra charge. Please ensure that the equipment supplied is satisfactory in advance of your function / event. Any additional items can be supplied or hired by the client at the client's cost.
- Kindly note that the Supervisor on duty on the day of your event will have basic knowledge to assist you with AV & sound requirements. Our staff are not specialist in the AV field and it is therefore recommended to subcontract a Technician for your event
- Alternatively, clients are welcome to bring their own supplier on site for assistance
- Any sound and / or lighting equipment set up in the venue may not cumulatively draw more than 1000W
- No fireworks will be allowed on the property
- No live animals will be allowed on the property without prior written permission
- Hooting and loud music will not be permitted in the drive way and parking areas
- Legislation prohibits smoking in public areas. Rooms and all Function Venues are non- smoking. Guests are required by Law to smoke in designated Smoking areas

COUNTRY CLUB TS & CS

The client authorized representative of the client, by his / her signature hereto, hereby confirms that he / she is duly authorized and 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 these as set out in the Terms and Conditions Document as referenced below and hereby binds himself / herself in their personal capacity as surety for all monies owing, arising from this agreement. The client further confirms that it was explained that he / she is entitled to have this document translated into a language of his / her choice at his / her expense.

Your booking will be confirmed on receipt of the signed contract and payment of deposits.

PAYMENT REQUIREMENT

- Bookings are secured by payment as stipulated on the Pro-forma Invoice. Only once a deposit payment is received is the event booking confirmed.
- The full balance of account must be settled within 14 calendar days of the event.

CANCELLATION POLICY

- The postponement of a function is considered a cancellation
- Should your Event be cancelled 30 days prior to your event for whatever reason once the deposit has been paid, any refund will only be made once the date has been rebooked by another Event
- Any discounts passed onto the new booking will be deducted from the potential refund. The refund will be made less at 20% handling fee.
- Should the venue not be rebooked the full payment received will be forfeited
- In the event of non-payment of the fees within the time specified, Eagle Canyon Country Club shall be entitled to cancel a booking after giving the client written notice giving them seven days to rectify

EVENT CONTRACT

PERSONAL / COMPANY DETAILS

DATE OF EVENT : _____

FULL NAMES : _____

COMPANY NAME : _____

CLIENT ID NUMBER : _____

VAT NUMBER : _____

RESIDENT ____ GOLF MEMBER ____ NON-RESIDENT ____

PHYSICAL ADDRESS : _____

POSTAL ADDRESS : _____

PROOF OF RESIDENCE RECEIVED: YES NO

CONTACT INFORMATION

TEL NUMBER WORK : _____

MOBILE NUMBER : _____

EMAIL : _____

FUNCTION DETAILS

VENUE : _____

NUMBER OF GUESTS : _____

TYPE OF EVENT : _____

HALAAL REQUIREMENTS ____ KOSHER REQUIREMENTS ____

I hereby understand and agree to the above Terms and Conditions

SIGNATURE

INITIAL & SURNAME

DATE

PAYMENT DETAILS – OFFICE USE

Deposit Amount _____

Date of Deposit _____

Final Payment _____

Date of Final _____

Method of Payment _____

OPERATIONS MANAGER SIGN OFF _____