



Die Boskapel

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 www.boskapel.co.za

PO Box 227
 Newlands Plaza
 Pretoria
 0049

2021/01/06

Booking Form:

Thank you for choosing *Die Boskapel* to host your most special day! Please fill in your personal details below in order to process your booking:

Wedding Date:				
Catering:	At Your Place	Y / N	Own Caterer	Y / N
Bride Details:	Name:			
	Cell:		Email:	
Groom Details:	Name:			
	Cell:		Email:	
Person Responsible for Payment:	Name:			
	Cell:		Email:	

Terms and Conditions

Deposit: R 6 000

The selected date will only be booked upon the receipt of the deposit and a signed copy of our terms and conditions. **Provisional bookings will only be valid for 7 calendar days**, if the full deposit is not received within that time we will remove the booking without further communication.

- In case of rain; any outside ceremony and/or reception will be moved to the Chapel/Lapa. **Die Boskapel will have full discretion on the inside/outside decision** and management will make the final call based on the weather forecast 24 hours before the wedding. **If there is a forecast of 75% and higher for rain the day before the wedding, it will become mandatory for the reception to be moved inside the Lapa.**
- In case of rain; any outside ceremony and/or reception's fairy lights and own décor will **not** be moved inside by Die Boskapel once it has been set up.
- If a wedding falls on a Sunday or public holiday, there will be an additional charge for labour of **R3000**.

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- Own décor may be provided; though you will be responsible for the setup and removal thereof. Die Boskapel will not accept any responsibility for any own décor. If you require Die Boskapel to setup your own décor, a setup and removal fee will be charged starting at **R1500**. Die Boskapel will not be held responsible for outside suppliers' décor left on Die Boskapel premises after conclusion of the wedding.
- If you put up signage throughout the venue or on the gravel road, you need to remove it within 24 hours after the wedding. If we need to remove your signs we will charge you **R250** for the removal thereof.
- The venue is available to you for setup and decoration from 07:00 on the day of the wedding. We **do not** guarantee availability of the venue the day before the wedding.
- No deliveries from yourself or outside suppliers (flowers, décor, etc.) may be delivered on any day other than your booked wedding day, unless specifically requested by Die Boskapel.
- Any breakages in excess of **R1000** will be billed to the wedding party after the conclusion of the wedding. All damaged goods remain the property of Die Boskapel.
- **NO SPARKLERS** will be allowed inside the Lapa, or anywhere close to guest tables or any other tables with décor or tablecloths. When sparklers are used, the wedding party need to ensure that there are buckets available for guests to deposit their hot sticks as this is a fire hazard when strewn on the ground or around the venue.
- All arrangements must be confirmed in writing by the client. Any telephonic agreements must also be confirmed in writing by the client. If the client fails to confirm any arrangement in writing, the last written record will be valid.
- Our chairs can accommodate a maximum of 130kg. If you have guests above this weight, prior arrangement needs to be made for the supply of reinforced steel chairs. If your guests break any of the standard seating due to failure of compliance with this rule, you will be held liable for the replacement cost thereof. Die Boskapel will not be held liable for injury incurred by any guests for failure to adhere to this rule. Replacement cost of Tiffany Chair =R450 each. Replacement cost of concrete seating = R600 each.
- Morning weddings may start any time from **10:00** and afternoon weddings may start any time from **15:30**. Please inform guests to arrive 30 minutes prior to the start of the ceremony.
- Cut off time is **18:30** for a morning wedding and **24:00** (midnight) for an afternoon wedding. The cut off times are fixed and will not be extended for a bride entering late. For any alternative starting time, you will have use of the venue for 8,5 hours from the start of the wedding.
- The bar will be closed from 24:00 (midnight). Strictly no alcohol will be sold after 24:00 (midnight).
- All equipment and décor items will be removed at cut off time. All outside décor must also be removed at 24:00 unless prior arrangement has been made. Die Boskapel will not accept any responsibility for the safekeeping of any possessions or décor left on the premises after conclusion of the wedding. Any décor left on the premises is done at own risk.
- All extension cords or power adaptors needed for DJ, outside or bush areas, or own décor must be supplied by you. Die Boskapel WILL NOT supply any extensions or adaptors if you fail to do so.
- We have a 100m extension cord to rent for **R450**. This is EXCLUDED from the venue hire.
- DJ's or videographers may not use any adhesive or tape to adhere extension cords to the floor. If you fail to inform your DJ or Photographer of this rule and they use adhesive tape on our flooring, we will penalise you **R500** as the tape damages our floor.

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- The wedding party is responsible for communicating Die Boskapel's terms and conditions with all outside suppliers and will be held responsible for any penalties due to the breach of these terms by any such outside supplier.
- In case of a power failure we have a backup generator to power DJ and fairy lights only. There might be a 15 min delay in case of unexpected power failures and when the generator's power kicks in.
- You are entitled to 2 venue viewings and 1 mock table setting. Any additional venue viewings or meetings will be an additional **R250** per meeting.
- If you select catering from At Your Place, they will supply all necessary dishes, cutlery, utensils needed for your wedding.
- Die Boskapel will not be responsible for the setup, handling or moving of any wedding cakes supplied by any suppliers.
- If there are any children attending the wedding, you are obligated to supply them with adequate seating and will either have to make provision for seating at guest tables or a designated children's table.
- You cannot remove any guests already paid for, but you may add guests at any time. NO REFUND will be given for guest cancellation 30 days before the wedding.
- If you select to use outside caterers, you will need to agree to and sign our Self-Catering Terms and Conditions which are not included here. These terms will be sent to you upon request or once you indicate to Die Boskapel your catering selection.
- The catering selection on the booking form submitted to Die Boskapel is final and cannot be altered after booking.
- Die Boskapel does not have a kitchen and all food is prepared on the premises of your selected caterer.
- Die Boskapel charges a corkage fee of **R50** per bottle for wine and champagne ONLY. No other drinks or alcohol may be brought onto the premises by guests or the wedding party. The wedding party will be liable to pay a penalty of R 1000 and the price of the alcohol that was brought onto the premises. Any guests that violate this rule will be asked to leave the venue immediately.
- Die Boskapel reserves the right to cancel a booking forthwith liability on its part in the event of force majeure including, but not limited to: war, civil unrest, natural disaster and any other unforeseen circumstances that may lead to the facilities not being available for functions. In such event, Die Boskapel will make an alternative date available for the hosting of the function and/or refund fees already paid by the client to Die Boskapel, less admin costs of R2,500.
- **Environment warning:** Die Boskapel is situated in an unenclosed rural area with the presence of animals, insects and rough terrain. The wedding party, their guests and children are warned not to wander into unmarked areas or to wander off the marked trails as injury could be sustained. Die Boskapel will not be held responsible for any death, loss or injury incurred at Die Boskapel venue due to failure on the part of the wedding party, their guests and children to adhere to this warning.
- Die Boskapel does not take responsibility for any death, loss or injury to children. Children are the responsibility of their parents and/ or caregivers. Supervision should be organised by the client.
- Terms and conditions are subject to change and an updated copy will be placed on line. (www.boskapel.co.za). Clients are advised to always make sure they have an updated version of the terms and conditions.

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- If the client does not adhere to all the terms & conditions stipulated in this wedding package, Die Boskapel reserves the right to cancel the function/wedding at any time, forthwith liability on its part.
- The client will be informed of the decision. The Deposit will be refunded minus the expenses that Die Boskapel may have had prior to the function / wedding date.

Payment Procedures

- To confirm & secure your booking a deposit of **R 6000** is payable immediately. This amount will be deducted from your final invoice. **By paying your deposit you agree to and accept the terms and conditions.**
- Your wedding date will only be booked once the full deposit is received together with proof of payment and a signed copy of the terms and conditions (booking form).
- Before the wedding an appointment will be arranged to finalize the menu, amount of guests and other arrangements for your wedding day. An Invoice will be sent and full payment of the Invoice is payable no less than 21 calendar days before the wedding day (non-refundable, see cancelation policy below).
- **NO CHANGES** will be allowed 24 hours before the wedding. If there are any changes up to 48 hours before the wedding, the outstanding amounts must be settled **IMMEDIATELY** via CASH or direct transfer.
- There will be **NO REFUNDS** on any fees paid.
- Die Boskapel reserves the right to cancel the wedding should all outstanding amounts not be paid timeously as indicated above.
- Payments to any outside suppliers such as the DJ or photographer are made separately and paid directly to the party in question.
- All proofs of payment can be sent to: info@boskapel.co.za

Cancelations

- All cancellations must be done in writing and within a minimum of 3 months prior to the wedding date.
- Date changes: no date changes will be allowed less than 6 months before the original wedding date. If you choose to move your wedding date less than 6 months before the original wedding date, a penalty of R6000 will be charged. Only one date change will be allowed, subject to availability.
- **Cancellation Penalty:**
 - 12+ months before the wedding = **50%** penalty
 - 8+ months before the wedding = **75%** penalty
 - 6+ months or less before the wedding = **100%** penalty
- Once an invoice has been issued, the wedding party remains liable to Die Boskapel for any amounts invoiced in terms of this agreement up to the date of cancellation, thus there will be **NO REFUNDS** on any payments made towards settlement of the invoice due to cancellation, or any other reason.
- No other reasons or complaints will otherwise justify any refunds.

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By signing this document you agree to and accept all the Terms and Conditions of Die Boskapel. Terms and conditions are subject to change and an updated copy will be placed on line. (www.boskapel.co.za). Clients are advised to always make sure they have an updated version of the terms and conditions.

Signature: _____

Name: _____

Capacity (bride/groom/person responsible for payment): _____

Signed at _____ on ____/____/2020

Initial: _____