



THORNBIRDS FUNCTION PACKAGE / T'S & C'S – LAREIRA BAR – 2018
- SELF-CATERING PACKAGE – SUPPLYING YOUR OWN FOOD & BEVERAGES

Thank you for considering 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 specially designed to assist you with your planning so that you can enjoy a stress-free day.

“A four-star venue at three-star prices”

RATE PER PERSON

- Kindly note that the rate per person is dependent on your total number of guests on the relevant day during the relevant month as stipulated below
- The Lareira Bar seats a maximum of 50 guests (we recommend 40 guests) & the additional seating outside can accommodate another 20 guests. Thornbirds however does not take responsibility for unpleasant / bad weather.
- This package entitles you to bring your own beverages & food. You must supply your own ice, glassware, ice buckets, crockery, cutlery etc.

25 to 29 Guests	Jun, Jul	May, Aug	Jan, Feb	Mar, Apr, Sep	Oct, Nov, Dec	Min adult to max number of guests
Sat & Public holidays	R183	R190	R196	R202	R209	25 - 29
Friday & Sunday	R177	R183	R190	R196	R202	
Mon to Thu	R170	R177	R183	R190	R196	

30 to 34 Guests	Jun, Jul	May, Aug	Jan, Feb	Mar, Apr, Sep	Oct, Nov, Dec	Min adult to max number of guests
Sat & Public holidays	R178	R184	R191	R197	R203	30 - 34
Friday & Sunday	R172	R178	R184	R191	R197	
Mon to Thu	R166	R172	R178	R184	R191	

35 to 39 Guests	Jun, Jul	May, Aug	Jan, Feb	Mar, Apr, Sep	Oct, Nov, Dec	Min adult to max number of guests
Sat & Public holidays	R174	R180	R187	R193	R199	35 - 39
Friday & Sunday	R168	R174	R180	R187	R193	
Mon to Thu	R162	R168	R174	R180	R187	

40 to 44 Guests	Jun, Jul	May, Aug	Jan, Feb	Mar, Apr, Sep	Oct, Nov, Dec	Min adult to max number of guests
Sat & Public holidays	R171	R177	R184	R190	R196	40 – 44
Friday & Sunday	R165	R171	R177	R184	R190	
Mon to Thu	R159	R165	R171	R177	R184	

45 to 50 Guests	Jun, Jul	May, Aug	Jan, Feb	Mar, Apr, Sep	Oct, Nov, Dec	Min adult to max number of guests
Sat & Public holidays	R169	R175	R181	R187	R193	45 – 50
Friday & Sunday	R163	R169	R175	R181	R187	
Mon to Thu	R157	R163	R169	R175	R181	

INCLUDED IN THE RATE PER PERSON

Venue	Service Staff
A 5-hour event starting from guest arrival	2 Supervisors
Use of the Lareira Bar, patio & paved outside area	
Standard square / rectangular tables	Napery & Decor
Standard chairs – dependant on guest numbers	Black tablecloths
Standard setup of the venue	Plain black or white napkins
VAT	Chequered overlays
	Paraffin lanterns – inside & outside

EXCLUDED IN THE RATE PER PERSON

Bar service or bar use	Catering – all that your guests will eat	Waiters & barmen
Use of the kitchen	Cutlery & crockery	Heating & cooling facilities
Glassware & ice buckets	Ice & straws	Clearing of venue
Coordination	Cakes & canapes	Firewood
Flowers, décor & draping	DJ / Entertainment & Sound system	Gratuity
Beverages / Bar account	Photographers etc.	Extras not mentioned

SERVICE STAFF

- This option excludes service staff.
- Should you wish to add additional staff, the following rates will apply;
 - Waiters: R85-00 per waiter per hour.
 - Barman / Supervisors: R90-00 per barman / supervisor per hour. This excludes use of Thornbirds' bar.
 - Thornbirds allocates staff numbers according to guest amounts & staff numbers are not negotiable.

CHILDREN

- All children are to be supervised at ALL times.
- Thornbirds does not have separate room facilities for children & jumping castles are not permitted for safety reasons.
- Children are not allowed to explore the property & must remain within the immediate function area.
- Children 12 years and older are considered adults & are charged the full rate per person.
- Children younger than 12 years but older than 3 years will be charged the adult price less 40%.
- Children under the age of 3 years are complimentary.

SELF-CATERING

- This option unfortunately does not permit use of the kitchen or any of its equipment, fridges, freezers, utensils etc.
- You are to provide all food & beverages, cutlery, crockery, glassware, serving utensils, chafing dishes etc. There will be no option of borrowing or renting items from the venue.
- As heating facilities are not available, we suggest the use of chafing dishes with chafer fuel. Finger foods & platters are also ideal.
- Bain-maries are not permitted at Thornbirds.
- A side plate must be placed below the chafing gel container in order to prevent the buffet counter / table from burning.
- Approval for any kind of spit braai / braai must be obtained from Thornbirds in advance. The paved roofed area is usually utilised for this option.
- All electrical equipment must be 3 phase & in a good & safe condition & no plug points may be overloaded.
- Caterers are to supply all of their own cookware such as pots to dish from & utensils to dish with.
- Thornbirds staff will not wash or clean any caterer's equipment, cookware etc.
- All equipment, cookware etc. not belonging to Thornbirds must be removed on the same day as the event immediately after the event.
- General cleaning procedures such as clearing plates into dustbins before washing must be adhered to.
- Caterers are expected to work cleanly, not block walkways and respect Thornbirds' facilities. Failure to do so may result in eviction from the premises.
- All equipment brought in must be safe without any hazards. Equipment that does not meet these standards will not be allowed.
- Any electrical equipment which interferes with the power supply will not be permitted.
- All chafing dishes, serving utensils etc. must be clean before being presented to guests.
- Neither Thornbirds' staff nor chef are responsible for the serving or dishing up of food or supervising a buffet / serving area.
- The Lareira Bar is to be left in a clean & tidy manner once the function is done. Failure to do so will result in a R1000-00 cleaning fee being levied.

COORDINATION SERVICES

- Coordinators are not event / wedding planners.
- Assistance from our coordination team is available, by appointment only, to all clients throughout the planning stages of their wedding / function.
- To assist you further, our coordinators are happy to supply you with a list of preferred suppliers, or we will be happy to arrange everything from A-Z at an additional fee.
- Meetings with coordinators are strictly by appointment only & will be limited to 2 meetings after the first site inspection.

DÉCOR & EXTERNAL SERVICE PROVIDERS

- Clients are free to make their own choices regarding entertainment, DJs, decor etc. providing the supplier is reputable & professional.
- Draping suppliers are excluded from this & Thornbirds will be happy to recommend a reputable company as draping must be fire retardant & of a freestanding nature.
- External decor suppliers are responsible for the setup & clearing of your decor items. The same applies should you prefer to do your own decor.
- Thornbirds has a very dynamic & creative decor team & we will be happy to quote you according to your specific requirements.

ITEMS FOR HIRE

- Thornbirds offers a range of items for rent which include wall lanterns, walkway lanterns, vases, candelabras etc.
- All rental items are subject to availability & the quantity required due to breakages / loss / damage that may occur. Please enquire for a list of available items.
- Breakage / loss / damage of any rental items will be charged at the full replacement value if not repairable. Repairs & delivery & collection will be billed as well.
- Items are subject to change & availability & prices are subject to change without prior notice.
- An additional refundable deposit will be charged for damages / breakage / loss of rented items.

BAR SERVICES

- No alcohol will be served to and/or may be bought for any person under the legal drinking age of eighteen years.
- We require clients to brief us regarding their bar requirements.
- Absolutely no spirits, wines or any other beverages, alcohol & food may be consumed in any area other than the Lareira Bar.
- Non-compliance to this will lead to items being confiscated & may also lead to immediate dismissal / eviction from Thornbirds' premises.
- All food & beverage items must be consumed within the hired function area.
- Last rounds are called 40 minutes before your scheduled departure time. No beverages will be served after 10 minutes of announcing the last round. (Half an hour before departure time).
- No alcohol may be served after 00h00.
- Thornbirds reserves the right to close the venue at any time should there be any irregularities on the guest's behalf.
- Waiters will not pour or serve beverages not purchased from Thornbirds.
- Thornbirds' bar will be closed / off-limits to you & your guests when opting for this option.

WELCOMING BEVERAGES

- Welcoming beverages are not available when selecting this package.

FIREPLACE

- The Lareira Bar boasts an enormous fireplace which is perfect for winter. Should you wish to make use of the fireplace, a fee of R320-00 is payable which is for 4 large bags of wood. Additional wood is available at R80-00 per large bag.
- A cleaning fee of R150 will be payable should you wish to bring your own firewood.

STANDARD SETUP, SETUP & CUT-OFF TIMES

- Due to the demand for the venues, we unfortunately can't guarantee for any setup to commence the day prior to the reserved date. A date & time will be confirmed by your coordinator.
- Setup must be completed no later than 3 hours prior to your function as staff will not be available after that period to clean the venue facilities.
- All flower arrangements for your event must be brought to Thornbirds as completed as Thornbirds does not provide flower arrangement facilities. Thornbirds will not allow flower arrangements to be done on the day of the event.
- The standard setup for your event will be executed by Thornbirds. Standard setup refers to;
 - Tablecloths, overlays, runners, cutlery, crockery, glassware, base plates, any items rented from Thornbirds as well as any additional decor provided by Thornbirds.
 - Thornbirds will also assist with the setup of certain of your own decor items including non-fragile completed centrepieces, grouped name tags, complete party favours, unwrapped candles with holders, tie-backs, table numbers as well as completed napkin holders / ties. This is subject to such items being delivered at the date & time as specified by Thornbirds.
- The client / the client's commissioned decor service provider / commissioned personal coordinator / other commissioned service providers are responsible for the setup of special decor, items such as cakes, the hanging of items from trees or other platforms, draping, as well as other items not specified by Thornbirds. This includes the delegation of your order of events.
- Any items brought in must be clean & without stickers as Thornbirds will under no circumstances, wash & polish any items not belonging to Thornbirds.
- The venue will be ready with tables, tablecloths & overlays upon setup arrival time.
- Decor & props must be removed from the venue at the end of your function unless otherwise agreed to by management. Items not removed will be stored by Thornbirds for a period no longer than 4 days at the client's expense.
- Storage rates are charged at R280-00 per day & Thornbirds takes absolutely no responsibility for any loss / damage that may occur to your property as a result of having to remove & store it. Property not collected within 14 days will be sold to recover storage costs.
- Any person making alternative arrangements must ensure that these are approved by & in writing from Thornbirds.

OVERTIME

- Venue hire entitles you to a maximum of 5 hours for the duration of your event starting from guest arrival.
- This period does not include the time needed for setup.
- Venue overtime will be charged at R500-00 per hour.
- Should service staff exceed their usual 5 hour working period due to your prolonged function; the client will be charged the hourly rate per waiter, per barman, per supervisor for the additional period of time.
- Any authorised overtime must be signed off by the client & paid for in advance before the overtime period starts.
- The venue closing time is at 00h00 & no function will be permitted to continue after 00h00.
- Should guests remain in the function area after 00h00, an additional fee of R1000-00 per hour will be charged.
- Furthermore, cleaning of the venue will commence half an hour after your function time is over & no later than 00h30 regardless of guests still being present.
- It is the client's responsibility to ensure that guests depart the venue at the stipulated time as an automatic venue hire overtime will be charged & deducted from your retainer should guests remain in the function area 15 minutes or longer after the specified departure time.
- Should you only decide to go into overtime on the day of your event, a notification period of 1.5 hours prior to your scheduled departure time is required.
- Overtime fees must be prepaid and may not be offset against the retainer amount.
- Overtime will be discounted by 15% should you confirm your overtime at your final appointment & make payment along with your final payment.

MUSIC, DJs, ENTERTAINERS & OTHER SERVICE PROVIDERS

- The client must provide his / her own CD player or sound system.
- A maximum of 2 DJs are allowed per function.
- DJs / entertainers will only be permitted providing there is no wedding / function / conference taking place in the immediate surrounding function rooms.
- DJs / entertainers / other service providers etc. are to adhere to all venue rules & regulations at all times.
- DJs must be SAMRO registered & provide a copy of their certificate prior to your event taking place. A fee of R290-00 is payable to Thornbirds for non-registered DJs.
- Sound systems or speakers may not be setup in the outside Lareira Bar area.
- Volume of music must be controlled at all times, especially if there is an event taking place in one of the neighbouring function rooms.
- Music volume must be turned down after 23h00 & completely off at 00h00.
- 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 must be placed where they are not an obstacle or safety hazard for guests & staff alike. (No brown duct tape will be permitted).
- All equipment utilised must be in good working order and in line with SABS approved standards. As a safety precaution, no faulty or open-wire equipment will be permitted.
- Thornbirds does not supply any extension cords, adaptors etc.
- It is the duty of the client booking the function to communicate these rules & regulations to their DJs / entertainers / photographers etc.

ACCOMMODATION

- Thornbirds offers a range of accommodation solutions to suit your specific requirements – please enquire for rates & details.

BREAKAGES, LOSS & 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 and / or any of its facilities and / or gardens and / or equipment, cutlery, crockery glassware, table linen, napery etc.
- A refundable retainer of R1500-00 is payable when booking a wedding / function at Thornbirds in case of any damages / loss / breakages of Thornbirds' property during your function.
- No outstanding fees may be offset against the retainer fee.

- The client will be responsible for any amounts exceeding the retainer amount for any damages, breakages or loss of Thornbirds' property & such a fee would be payable on demand.
- They client / client's representative must inform Thornbirds management of any damaged or broken property noted before the event & a representative of Thornbirds will jointly inspect all items & facilities with the client after the function.

SMOKING

- Due to legislation, smoking is strictly prohibited unless in designated smoking areas. Smoking inside the Lareira Bar is strictly prohibited.

PARKING

- Secure parking is available on the premises for up to 130 vehicles.
- Parking areas may not be cordoned off for private use.
- Absolutely no drinking is permitted in the parking areas.

ADDITIONAL SECURITY

- Should you require additional security for your event, a rate of R600-00 per guard will be charged for 5 hours.

VIEWINGS & APPOINTMENTS

- Due to a number of other obligations or appointments that may take place on the day, we appreciate your punctuality.
- Viewings are strictly permitted by appointment only and no person will be seen without an appointment.
- Should you be running more than half an hour late, we advise you to contact the coordinator in advance in order to confirm whether he / she will still be able to assist you with an appointment or to rather reschedule as we can't guarantee that we are able to still meet with you at a later time.

IMPORTANT

- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Thornbirds' property and/or injury that may occur in the entire venue, kitchen or scullery area. This includes buildings, cutlery, crockery, equipment etc. This does not include damage by Thornbirds' staff.
- Thornbirds reserves the right to host other functions / conferences / weddings on the same day as your function, but in separate function rooms which do not interfere with your special event.
- No loud music or hooting will be permitted in the driveways or parking areas.
- No plants, flowers or any garden fixtures may be picked or removed at any time.
- No paper, polystyrene, rice, plastic or foil confetti or streamers are permitted.
- Sparklers are not permitted at Thornbirds. Sparklers are a fire hazard and cause damage to linen.
- Thornbirds welcomes the use of flower petals, potpourri or bubbles.
- Corkage will be charged for party favours that consist of alcoholic beverages. This will be calculated according to the total volume as well as brand.
- Thornbirds staff do not set up, move or remove cakes under any circumstances.
- Thornbirds loves animals. Absolutely no fireworks / biodegradable floating lanterns will be permitted at any time.
- The animals at Thornbirds may not be chased or antagonised at any time. Abusive behaviour towards any animal will lead to the immediate eviction from the premises and may lead to more serious consequences.
- Items are subject to availability and prices are subject to change without prior notice.
- For health reasons, food will not be brought out again after it has been served & removed or kept out for long periods of time.
- "Doggie bags" are not permitted at Thornbirds.
- Right of admission is reserved & Thornbirds reserves the right to evict any person/s at any time should there be any irregularities on the guest's behalf.
- Thornbirds reserves the right to change quoted rates accordingly should Government change the percentage level of VAT or introduce any other tax levy
- Commissionable rates available upon request.

BOOKINGS

- We suggest that you carefully read all relevant documentation & that you view our facilities & meet with our coordinators before reserving your date.
- This function package forms part of Thornbirds Terms & Conditions.
- Bookings are secured by receipt of the signed Thornbirds Terms & Conditions, the signed event package, the signed Annexure A Service Option, a copy of ID as well as proof of payment of the deposit stipulated.
- A minimum & maximum number of guests is required on different days of the week. Please refer to the venue hire clause of this document.
- The full rate per person for any number short of the minimum guest numbers will be payable should you have less than the required minimum number of guests.
- Any changes made to any Thornbirds document without the written consent of Thornbirds will be seen as fraud.

PAYMENT TERMS

- Payments are broken down into 3 dates providing your event is booked well in advance. Your payment schedule will be indicated on your Annexure A Service Option.

1 st Payment (Upon booking)	60% + Breakage / Loss deposit	Of Client's quotation amount as received & agreed upon + R1500 retainer
2 nd Payment	30%	Balance of quotation
3 rd Payment (14 days prior to event)	10% + Any additional costs (Welcoming drinks etc)	Balance as per final break-down of costs

- Please remember to use your payment reference number given to you by Thornbirds for all deposits and EFT's
- In the event of non-payment of these fees within the time period/s as agreed upon, Thornbirds shall be entitled to cancel any booking / event without further notice or liability to the client.
- Please refer to Thornbirds Terms & Conditions for cancellation & refund policies.
- Payment may be made by electronic fund transfer (EFT), direct bank deposit or by credit or debit card.
- Please note that a 4% bank levy will be charged for any payment made by credit or debit card. (7% applicable for American Express & Diners cards)
- Thornbirds accepts Visa, Master Card, Diners & American Express.
- Absolutely no cheques / cheque deposits or cash will be accepted at any time.

BANKING DETAILS

Account name:	Thornbirds
Bank:	ABSA
Branch code:	334-105 (Booysens)
Account number:	40-58-70-80-10
Account type:	Current / Cheque

CANCELLATION / POSTPONEMENTS

- In the unlikely event of a cancellation / postponement, the following cancellation percentages of monies paid will apply;

Notice Period	Percentage of quotation amount to be refunded
60 days or more notice	100%
Less than 60 days but more than 30 days	50%
30 days or less but more than 14 days	25%
14 Days or less	No refund

- All cancellations must be in writing & should be faxed or emailed to Thornbirds Conference and Wedding Centre.
- An administrative fee of R400-00 will be deducted from all cancellations regardless of the notification period.
- Once you have received written confirmation from our offices, your cancellation / date amendment will be official.
- Reimbursements will only be done via EFT 10 working days after the cancellation has been confirmed.

FINAL FUNCTION DETAILS

- Final function details are required at least 3 weeks prior to your event and the final details below must be emailed to Thornbirds
 - Final number of guests including children (with ages) & service providers
 - Menu selection as well as bar requirements

Confirmed times as well as details as requested by your coordinator

RISK / LOSS / DAMAGE

- Thornbirds Conference and Wedding Centre shall not be liable for the interruption of services. These may include water, gas, electricity, sanitary services and unfavourable weather.
- Whilst every precaution will be taken to ensure the safeguarding of your personal belongings, Thornbirds Conference and Wedding Centre will not be liable for any loss or damages to any property whatsoever. This includes décor, props, equipment, gifts, other valuables etc. Thornbirds strongly advises that all personal and valuable belongings be removed directly after your event.
- Thornbirds Conference and Wedding Centre reserves the right to charge for any damages / breakages / loss of any nature of Thornbirds property, facilities or buildings.
- Should any of the Thornbirds Conference & Wedding Centre property (buildings, gardens, furniture, décor, napery or equipment) be damaged during setup, duration or breakdown procedures of the function, the client shall be billed accordingly. This excludes damage caused by Thornbirds Conference and Wedding Centre 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 of the venue by shortage of labour, strikes, industrial unrest, fire or any other cause beyond the control of Thornbirds Conference and Wedding Centre which shall prevent it from fulfilling its obligations. In these instances, every effort will be made to find an alternative venue.

DISCLAIMER

The Thornbirds Conference and Wedding Centre area and its facilities are used entirely at your and / or your guest's own risk. Neither Thornbirds Conference and Wedding Centre, nor any of its members, employees, subsidiaries, agents, or managers shall be held liable for any form of death or physical injury to any person/s and/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 Thornbirds' facilities.

I, the undersigned, 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 Service Option and this function package, terms and conditions. I accept that any changes or variations made to Thornbirds Conference and Wedding Centre's Terms and Conditions or any other legal documents without the written consent of Thornbirds Conference and Wedding Centre will be seen as fraud.

I furthermore fully bind myself in my personal capacity as surety for all monies arising and/or owing from the agreement between myself (the Client), and Thornbirds Conference and Wedding Centre. I accept full responsibility for all my guests attending my event. This includes their actions. I further confirm that I can read and understand the English language and 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.

LEGAL COSTS

The Client shall pay to Thornbirds all expenses, costs and charges incurred by Thornbirds as a result of the default and/or breach of the Client when enforcing its rights under this agreement including any costs of tracing the Lessee, collection commission and all legal costs incurred by Thornbirds on the attorney and own client scale.

JURISDICTION

Without prejudice to the right of either party hereto to institute any action or proceedings in the High Court having jurisdiction, the parties hereby consent to the jurisdiction of the Magistrate's Court having jurisdiction in terms of Section 28 of the Magistrate's Courts Act No.32 of 1944, as amended, in respect of any action or application arising out of or in connection with their obligations under this agreement notwithstanding that the amount in issue may exceed the jurisdiction of such court.

INTERPRETATION

The headings of this lease are for convenience only and shall not be taken into account in interpreting it.

LANGUAGE & COMPREHENSION OF TERMS

The Client herewith acknowledges and confirms that: -

- He/ she / it can read & understand the English language
- He / she / it has read the provisions that relate and pertain to the specific Service Option the Client has selected
- He / she / it has read the General Terms and Conditions that apply to making use of the venue and facilities at Thornbirds Conference and Wedding Centre
- He / she / it is fully acquainted with the force and effect of the terms and conditions of both the specific Service Option and the Terms and Conditions

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

“Passionate about Professional Hospitality & Service Excellence”

Thornbirds Conference & Wedding Centre

T: 011-948-6001 - Monday to Friday excluding public holidays, 08h00 to 17h00

C: 079-526-0348 – after hours

F: 086-636-7472

E: events@thornbirds.co.za

For more information, please visit: www.thornbirds.co.za

I, the undersigned, have read, understood & agree to the terms as stated in this package.

Function date:	Function type:
Home tel:	Cell number:
Email address:	ID number:
Physical address:	
Number of adults:	Number of children younger than 12 years:
Number of children years or younger:	Total number of guests:

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Print name

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Client signature

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Date

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Witness print name

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Witness signature

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Date

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Coordinator print name

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Coordinator signature

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Date

