



# Terms & Conditions

Deannie Landgoed,  
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Stellenbosch

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# DEANNIE *Landgoed* Our T's & C's

On acceptance of any Quotation issued by Deannie Landgoed, the Client accepts the terms and conditions as set out herein. Please initial each page, sign and return to: [planning@deannielandgoed.co.za](mailto:planning@deannielandgoed.co.za)

As at 20 August, 2024, this is our latest terms and terms and shall all previous T&C's be in void.

**KINDLY NOTE:** Office hours and planning are strictly Mon-Fri from 9:00-16:00  
After hours shall be billed at R595-00 per hour additional cost.

Please note: all goods supplied are subject to availability and Deannie Landgoed or the planner will advise in accordance, should you wish to hire any additional items it will be at your own cost.

## 1. CONFIRMATION

The quotation pricing is valid for 14 days from date of issue, after which the price of services rendered may be altered having regard to fluctuations in the exchange rate or any fee charged in terms of the Public Regulations.

The quotation remains valid and a binding document upon acceptance thereof.

## 2. GOODS ON HIRING

All glassware, equipment and décor are the property of Deannie Landgoed and they may not be taken or sold. The prices quoted are for rental unless clearly indicated "sale".

- We make use of our own long wooden tables (3mx900mm) should you require any other tables, linen or chairs other than supplied by Deannie Landgoed, the cost will be to your own account. All items are subject to availability, we can not guarantee the client will receive ghost or white chairs and should the need arise where we have to make use of another supplier, for specific colour not being available at our preferred supplier, the right remains ours to charge new rates to source from different suppliers.

- We do not offer a chapel on site but our ceremonies are perfect for summer outdoor weddings. Should the weather not permit the outdoor ceremony to happen as agreed upon, the cost shall be to the account of the client in terms of erecting boudin tents (see paragraph 17) The right remains Deannie Landgoed's to overrule on the day of the event and move the ceremony in accordance to health and safety.



### 3. RENTAL PERIOD

All goods hired are only guaranteed for the actual day of the event. Whilst we will try to accommodate special requirements for early delivery, we reserve the right to alter delivery and clearing times. We will ensure that this will in no way have an impact on the actual event. Late returns will be subject to additional daily return charges. Kindly refer to point 1 in regards to chair, napkin and linen hire. Any items left on site by the client after the event will result in R850-00 daily storage fee until collection. Goods uncollected within 14 days will be deemed abandoned and Deannie Landgoed reserves the right to discard of items at any without prior notice.

### 4. DELIVERY POLICY

Notwithstanding, anything to the contrary, Deannie Landgoed's obligation to supply goods on time shall in all cases be subject to the following:

Whilst delivery times are given in good faith and Deannie Landgoed will use every endeavour to comply therewith, no responsibility can be accepted for any loss or damage incurred by the Client on account of any delay in delivery arising out of circumstances beyond Deannie Landgoed's control, which circumstances will include, but in no way be limited to:

- Any delays in the supply of goods by Deannie Landgoed's Supplier which cannot be directly or indirectly attributed to them;
- **The client or Event Planner** not providing Deannie Landgoed with necessary information in order to determine the specifications of the goods required.
- The Client or his/her/its employees not providing Deannie Landgoed with the adequate information, necessary in order to ensure that the goods meet it specific requirements.
- The Company reserves the right to amend the initial quotation, should the Client's original requirements change or upon inspection by us.
- If the balance of the contract price payable on date of reservation is not paid on date of anticipated reservation to Deannie Landgoed. Additional goods not paid for in full on anticipated date of event to Deannie Landgoed or its suppliers, the right to withhold items or services are reserved for Deannie Landgoed and it's suppliers.

Deannie Landgoed will communicate unavoidable delay in the delivery directly to the client and the planner. Deannie Landgoed and it's suppliers reserve the right to directly contact the client's external suppliers & providers, not currently included in Deannie Landgoed's packages, in order to obtain necessary information required.



## 5. FINAL CONFIRMATION AND NUMBERS

We require confirmation of final numbers 14 working days prior to the function. For weddings we need final payments for venue hire and/or any additional fees outstanding paid 14 days in advance if not, no additional arrangements shall be made.

## 6. VENUE HIRE ALL-INCLUSIVE PACKAGE INCLUDES:

All planning and coordination is included in this package.

### BRIDE:

- The bridal strictly available from 10:00 AM on the day of the wedding, should you wish to make use of it earlier, a R1 000-00 per hour additional charge
- Bridal dressing room (includes 1 x sparkling wine bottle and snacks + 1 x juice)
- Hair & Make-up
- This room must be vacated at 18:00 on the evening of your wedding to ensure our checklist are completed in order to refund breakage deposit before the client departs on the day of their wedding. Should the room not be vacated by 18:00, there will be a R1 000-00 surcharge deductible from breakage deposit.

### CEREMONY:

- Ceremony area: dam, mountain view or forest
- DJ
- Wooden benches for ceremony area (any or other furniture shall be at the cost of the client)
- Setup (decor) of Arch
- Confetti (we only allow biodegradable flowers, should this not be honored, there will be a R1 000-00 penalty deducted from the breakage deposit.)

### RECEPTION:

- Tables - we make use of long wooden tables with a choice of sweetheart table
- Chairs - choice between white or clear tiffany chairs - subject to availability
- Place settings
- Underplates, napkins and cutlery - choice between silver, gold or rose gold
- All glassware and plates
- Table runners according to concept design (within quoted budget)
- Setup and breakdown
- Decor & Setup - candles, cylinders and extra décor according to budget
- DJ, speakers, mic and lights
- 3x Lawn games (weather permitting)
- Pre-drinks to the value of R2 500.00
- Cash bar, fully stocked, 2 Barman, ice, glasses and garnish
- Running staff
- Canape's or harvest table
- Main meal, served buffet style or plated (as per recommendations)
- 2 Tier wedding cake
- Photo booth (2 hours only and standard photobooth)
- 8 x hours photography only, USB and preview shall be supplied - any additional like photo books can be arranged with the photographer.



## 7. STATIONERY - ALL INCLUSIVE PACKAGE

- Save the date to be designed and only sent out 5 months prior to your wedding date. If required earlier, it will be an additional R550 for express design.
- Save the dates option of 5 choices and designs, should any out of scope work be required, we will charge R550-00 per change in design. Please ensure to compile a moodboard in advance.
- Subject to standard templates. Any out of scope alterations will be billed for per hour.
- Wedding Website from template to be created with RSVP to your email address.
- 3 months prior to your wedding date. If required earlier, will be at an additional R385pm hosting charge.
- Includes "Our Love story", "Wedding Registry", "Fine Details" as well as venue, time, dress code and countdown timer
- Please send us:
  - Short 100 to 300 words of how you met, or an introduction.
  - Wedding registry link (If you have one) – we do not create wedding registries, however, we can link your registry from <https://www.easyregistry.co.za/> or most online registries.
    - Fine Details:
    - Dress code
    - Child friendly?
    - Social media handles and #TAGS
    - 10 to 20 high resolution landscape and portrait photos required.
    - Standard template applies. We will be creating a personalized domain name for your wedding website. Please give us 2 examples for availability. Eg. [www.meyertroupe.co.za](http://www.meyertroupe.co.za) or [www.janineandtravis.co.za](http://www.janineandtravis.co.za)
    - The above links are just for purpose and non-functional websites
    - Subject to standard templates. Any out of scope alterations will be billed for R550-00 per hour.
    - Website to cease exist the day after your wedding date or billed extra per month thereafter for hosting charges.
- 1x Seating board (designed 3 weeks prior) - 5 templates available
- 2x menus per table
- Name cards for guests
- Any additional designing and printing will be billed
- Perspex table numbers according to design



## 8. ACCEPTANCE OF QUOTE

R20 000-00 deposit is required which is non-refundable on acceptance of quotation for weddings.

R5 000-00 breakage deposit is payable 2 weeks before your wedding, which will be refunded to the client in 7 working days after the event. We reserve the right to deduct any damages and or penalties from this deposit.

Corporate functions an amount of 50% deposit is required on acceptance of quotation.

The Terms & Conditions must be signed and deposit slip emailed to [accounts@deannielandgoed.co.za](mailto:accounts@deannielandgoed.co.za)

## 9. PAYMENTS

Fourteen (14) days prior to the event, the outstanding amount must be paid and proof of payment to be emailed [accounts@deannielandgoed.co.za](mailto:accounts@deannielandgoed.co.za) or 5 days prior with short notice functions.

No goods will be released without full payment reflected on bank statement or proof thereof is received. No planning shall commence without proof of payment at least 5 days prior to function. Any late payments will be charged with a 10% interest on recovery of bad debt.

## 10. DAMAGES

Any damages or losses suffered by the venue Deannie Landgoed will be charged in full to the Client.

We do charge a surcharge of R5 000-00 breaking deposit which will be paid back to the client in 7 working days if all items are accounted for.

## 11. ALCOHOL POLICY

Deannie Landgoed make use of our own Bar services and do have a valid liquor license: **WCP/044247**

- We do not allow any outside beverages - no beverages, juice or water
- We do not allow drinking out of vehicles
- We do have a wine list available, should you wish to purchase directly from us
- We do charge corkage fees of R50-00, which will be payable before a function

We also do the pre-drinks and this will be discussed with the clients to establish their needs. We do not accept special orders at our bar before the wedding.

We do have a comprehensive bar list available, should you require any special drinks to be served, we will send a bill for the item and the client can pay it to us directly.

Should any of the above regulations not be adhered to, the Bridal couple will be fined with a R5 000-00 penalty fee.



## **12. BAR SERVICES**

- no person shall be allowed behind the bar
- no special drink orders for example: specific brands of alcohol etc
- the venue reserves the right to present its bar at its own discretion, we will not in any way or form modify or remove services or products from the bar

## **13. CATERING**

All caterers must ensure to leave the kitchen in the same respectful order as found.

Kindly note - we make use of caterers, we have menus on hand which will be presented to the client and prices might differ from time to time as inflation fluctuate. We are not a restaurant style business and will always recommend the best options available.

Inhouse catering on the All-Inclusive package will commence through Deannie Landgoed. We adhere to all standards and Bylaws, and shall not be held responsible for any food poisoning or issues arising from our catered food.

We do not allow second servings as each portion is carefully curated per person attending. No Take-aways allowed.

Same rates will apply to children from the age of 6 years.

Special dietary requirements will be billed additional.

We do have menus at an upgraded price available.

## **14. DECOR, FLOWERS AND CONCEPT DESIGNING**

Mock up's are strictly Mon-Thurs during office hours. Fridays is our set up days and Saturdays we are busy with weddings. No exceptions shall be made. Kindly plan your time in accordance with a day or 2's leave schedule for planning, tastings and visualisation. Our packages includes 1 free mock design with no flowers included. We conceptualize your layout and design. We also offer the cake tasting on the same day in sample boxes.

Mock design will either take place at Deannie Landgoed or at one of our preferred suppliers in regards to decor items required.

You are welcome to add to the budget and to keep in mind every package is sold with the basics. Any out of scope work shall be billed for in accordance. We specify what will be used on the table and can add or remove to the planned quote as deemed necessary.

We are not open on Sundays and prefer planning to take place during office hours, after hours shall be billed to your final account at R595-00 per hour.



## **15. AUTHORITY AND ACCEPTANCE**

The parties whose signatures are affixed below agree to accept the terms and conditions stated in this agreement and warrant that the undersigned person/s is/are the authorized and appointed agents. Deannie Landgoed will always provide client with additional information, we have the right to communicate with the client should the need arise.

We do own the rights to dismiss any unruly guests in any way or form to protect guests, clients, staff and property of Deannie Landgoed.

## **16. WEATHER**

Deannie Landgoed takes no responsibility for outdoor events and the client remains responsible for any extra costs or insurance involved should inclement weather affect the arrangements for the function. Should the client wish to erect a boudin tent for weather inclement, this shall be charged at an extra cost, alternatively we will assist where possible to come up with solutions. Any wind above 30km/h will void the erection of any structures. Deannie Landgoed, cannot be held responsible for any bad or unforeseen weather conditions or for any other factors affecting a function. The loss of any potential erected tent shall be for the client's account.

## **17. POWER OUTAGES/LOADSHEDDING**

The venue makes use of a solar/inverter backup system to circumvent any form of a power outage (loadshedding/break in Eskom power supply). This could be affected by cloudy weather should the situation in break in power been ongoing for days, in which case we will make use of a generator. The Bridal room currently is not on solar, and therefor will run on a generator in case of power outage.

## **18. DAMAGES**

- The client shall be responsible for any damage whatsoever caused to the buildings, furnishings, improvements, utensils and any additional equipment belonging to Deannie Landgoed and / or any losses, damages caused by any act or omission by the client.
- Any damage to property or breakages caused by the client's guests, agent, employees (staff in attendance) and service providers will be charged to the client's account.
- The client will be responsible for safe keeping of, and damage caused to equipment hired by the client from external service providers.
- No fires will be allowed by any person on the property of Deannie Landgoed.
- Any damage or missing items from the bridal room shall be deducted from breakage deposit.
- This is and will always remain private property and the client shall respect our terms and conditions.
- In return, Deannie Landgoed and staff will treat each client as it's own and will ensure great service is provided.
- Deannie Landgoed will not be held liable for any loss or damage resulting from the presence of your guests, or their respective belongings on the premises of arranged by Deannie Landgoed.





- The client/s hereby indemnifies Deannie Landgoed, and any of the aforementioned companies' employees against all or any claims that might be brought against Deannie Landgoed.
- A copy of the Clients ID document will be required on confirmation of order.
- If accounts are not paid within a period of 14 days any unpaid accounts will be handed over to our attorneys – Nolte Inc. for further proceeding.

## **19. EVENT TIMES AND VENUE**

- The Client desires to temporarily rent, occupy, and make use of the Owner's venue, known as Deannie Landgoed.
- The Coordinator/planner shall have access to and use of the venue from 10:00 am to 23:30 on the day of the function for the purpose of hosting the Clients event. Should you wish to setup the previous day (if available), an hourly rate of R1500-00 will be charged.

## **20. PLANNING AND COORDINATION**

Planning and coordination strictly to commence via nominated party (Bridal couple). No 3rd Parties will be allowed to intervene with the planning and coordination of the wedding, during planning phase and or on the day of the wedding. We reserve the right to decline any 3rd party involvement. The signatures affixed to this contract shall be the client Deannie Landgoed and it's suppliers will be dealing with.

## **21. CANCELLATION**

Deposit is non-refundable on cancellation. We do not offer refunds on deposits paid. We pay all suppliers involved once the deposit is received. Cancellation of any of our services from our All-Inclusive package, or alternatively arranged items/services will result in cancellation compensation to that product/service provider/s.

- 30% overall costing within 3 months of the event.
- 50% for up to 2 months before the event.
- 100% if it falls within 31 days of the event due to payments made and income lost.

REMOVAL OF SERVICE: a modification to the all-inclusive package (on an already lowered/negotiated price) may also result in an admin fee of R350-00

Additional/outsourced companies cancellation terms and fees will be advised before cancellation and this will towards the client's account.

Cancellation on the day of the event for any reason other than An Act of God, one person of the bridal couple passing away (death certificate would be required) are the only reasons Deannie Landgoed will deem fit for a refund. Transportation, financial strain, family responsibilities or any other form of cancellation reason from the couple's side will not result in any form of a refund.

100% refund possible within 6 months of cancellation of event.

Deposit refund remains non refundable and shall not be granted. Any use of illegal substance will force us to shutdown the event and call authorities.

In case of an open air event provided such rain, windstorm, hail is of sufficient intensity or strength with the potential to cause damage to the property or persons, Deannie Landgoed reserved the right to cancel such event at own discretion.



## 22. SUPPLIERS

The venue makes use of external suppliers and no such way can be held responsible for under deliverance of services, and should be taken up with the supplier direct by the client. Although we plan and coordinate your wedding, we will always do our utmost best to ensure satisfactory service from all suppliers.

In case of any outside service providers being sourced by yourself, the client, there will be a surcharge of R1 000-00 to recover levies and rates (example: coffee barista's) but not limited to.

**VERY IMPORTANT:** Certificate of compliance (H&S - in terms of DJ, coffee or any other suppliers) should be provided before booking the venue.

**PLEASE NOTE:** No music will be allowed after 23:30 according to Stellenbosch local municipality's rules.

- The property Deannie Landgoed remains a private property and guest shall only be allowed to make use of stipulated areas. No parking or driving allowed on grass areas, and all signs must be adhered to. We shall not tolerate any misbehaviour from clients, and the right remain ours to ask the client to vacate the property. Deannie Landgoed will have all service providers supply them with adequate certification in terms of DJ and music, catering etc.
- No liquor will be sold or served to persons under the age of 18.
- No substance use shall be allowed.
- Children should be attended at all times - we do not take responsibility for any harm to underage children

### Weddings:

- Ceremonies may commence from 14:00 - 23:30
- Music will only be allowed until 23:30
- Should you wish to stay longer and enjoy the bonfire and our bar facilities, you are more than welcome, we do however charge R1 000-00 per hour extra after 23:30.
- Our venue comes standard with all the fittings as on display. Should you wish to add or remove items it will be at an additional cost.

I, the undersigned accept the terms and conditions as stipulated above.

This will be a binding contract.

- Name (Groom and Bride) \_\_\_\_\_
- Date: \_\_\_\_\_
- Wedding Date: \_\_\_\_\_
- Deannie Landgoed: \_\_\_\_\_
- Wedding planner: \_\_\_\_\_