

**Lira Boutique Lodge**  
**Weddings / Events Terms & Conditions Agreement 2020**

Full names: .....  
Identity No: .....  
Physical Address: .....  
Contact No (W) & (Cell) : .....  
Email Address: .....  
Herein referred to as "the client"

Please initial each page, complete the details and return the signed agreement to Lira Boutique by email:  
*info@liraboutique.co.za* or hand it to a coordinator, together with proof of  
payment to confirm your booking.

**1. Important Information regarding the wedding / Event:**

Bride / Host Name: \_\_\_\_\_  
Identity / Passport No: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Groom / Host 2 Name: \_\_\_\_\_  
Identity / Passport No: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Day of the week: \_\_\_\_\_  
Venue / Areas required: \_\_\_\_\_  
Total Number of Guests Expected: \_\_\_\_\_  
\_\_\_\_\_

**2. Accommodation reservations**

- 2.1 Lira Boutique Lodge rates are per room per night including breakfast
- 2.2 Check in is strictly from 14h00 for all guest
- 2.3 Check out is at 11h00. A fee of R150.00 per hour will be billed for every hour after 11h00 on the checkout day
- 2.4 Full payment confirms the booking
- 2.5 Room extras (i.e. Bar Fridge, In room spa services / in room service) are payable per order
- 2.6 Wedding guests to make use of bride's reference code when booking to qualify for discounted wedding rates
- 2.7 Lira Boutique Lodge reserves the right to amend its prices at any time

Client Initials:

**2.8 Legislation prohibits smoking in public areas. Rooms and all function and wedding venues are non-smoking. Guests are required by law to smoke in designated smoking areas. No concessions will be made.**

**3. Event bookings and confirmations**

3.1 Kindly Note that all quotations are valid for 7 days

3.2 A 20% Non-Refundable deposit is required to confirm booking. The dates remain open to other bookings if not secured with a deposit

3.3 Full balance is required 4 weeks before the event

3.4 Our dedicated team will be hands on from the time your wedding / event is booked and will advise on every aspect of special day.

3.5 Damage deposit refund is refundable within 7 working days if there are no damages to products

3.6 It remains the client's responsibility to make sure all damaged items are replaced in order to secure your full deposit refund

3.7 In the event of any such loss, shortage, damages and/or breakages occurring, the replacement (as per replacement per unit) or repair value, as well as all costs incurred by Lira Boutique Lodge in replacing or repairing damage of any nature, will be subtracted from the refundable breakage /damage deposit or billed for should it exceed the deposit amount proof of such repairs may be made available to the client)

3.8 Lira Boutique Lodge reserves the right to cancel any booking and forthwith & without liability on its part in the event of any damages or distraction by fire or any other cause, non-availability of labour, strikes or industrial unrest or any causes beyond the control of the company which shall prevent it from performing its obligations in connection with any booking at Lira boutique, on the understanding that all deposits will be refunded within 30 working of such a cancellation

3.9 Any Cancellations by the client are at all times non-refundable

3.10 Kindly Note that SWIMMING / JUMPING INTO THE DAM / WALKING ON THE BANKS OF THE AM IS STRICTLY PROHIBITED ON OUR PREMISES, Any person who does so, does it at own risk

3.11 Kindly Note that our pools are fairly deep, therefore all clients to advised to ensure that their guests exercise caution at all times. Swimming on our pools will at all times remain at own risk. The Owners, Representatives, Employees and / or Agents of Lira Boutique will not be held liable / responsible for any loss or damage suffered by any, guest, visitor, employee or any person within the premises / pools.

3.12 No fireworks will be allowed on the Lira Boutique Lodge property without prior written consent

3.13 No live animals will be allowed on the Lira Boutique property at any time, unless arranged with management prior to the function

3.14 Candles may not be placed directly on the linen. Any candle wax on the table linen will be charged to the client at R350.00 per table cloth

3.15 Lira Boutique reserves the right to remove candles if necessary.

3.16 Candleholders should be wide enough to ensure no wax damage to the linen.

3.17 No permanent alterations are allowed, including nails or hooks in the walls, roof or frames. Any damage to Lira Boutique property including linen, beyond reasonable wear and tear will be charged accordingly

**3.18 Legislation prohibits smoking in public areas. Rooms and all function and wedding venues are non-smoking. Guests are required by law to smoke in designated smoking areas. No concessions will be made.**

3.19 No paper confetti, streamers, feathers, rice or any non-biodegradable items are allowed at Lira Boutique Lodge. You are welcome to use flower petals

3.20 While Lira Boutique does feature emergency water and a full backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services)

3.21 Whilst every precaution will be taken to ensure the safeguarding of your belongings, Lira Boutique Lodge will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc.) We recommend that all personal and valuable property be removed directly after the wedding

3.22 Décor and props must be removed by 11h00 on the day following the wedding. Any items not removed within 7 days of being placed in storage will be discarded.

3.23 Lira Boutique does not accept liability for loss or damage of any item during this period

Client Initials:

**3.24** Should the Lira Boutique 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

**3.25** The client shall not be entitled to: Paint, affix or attach any matter to the walls of the Lira boutique Lodge weddings and functions venues

**3.26** Lira Boutique Lodge and its employees or any person employed at any wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever

3.27 Lira Boutique Lodge reserves the right to refurbish and upgrade the venues from time

#### **4. Maximum number of guests for Events and Weddings**

4.1 The final number of guests as discussed at the final appointment will be the number charged for unless attendance is greater than the numbers confirmed. Should there be any variances above the confirmed numbers, the clients will be liable for payment of guests above the confirmed numbers.

#### **5. Menu selections**

5.1 Your guests will enjoy food exclusively prepared by our in-house Chef

5.2 Lira Boutique Lodge remains flexible on menu selections in order to accommodate your personal requirements. Quotations will be done based on personal requirements

5.3 Food tasting and a private meeting with the chef, to customize your wedding / event menu can be scheduled prior to finalising the wedding menu.

5.4 Menu prices remain subject to change due to economic factors

5.5 Children under the age of 10 years will be charged R100.00 per child. Children under the age of 2 years will not be charged.

5.6 Food may not be brought onto the premises.

5.7 Service providers (i.e DJ, Photographer etc.) contracted to work during the event will be included in the total guest quantity/selected menu for catering purposes

5.8 Should your actual number of guests on the day of your wedding exceed the number confirmed you will be charged for the additional guest at the confirmed menu price

5.9 Should your actual numbers drop below the confirmed numbers, you will be charged for the guest totals confirmed at the final appointment

5.10 Menus are confirmed 7 days prior to the event wedding and changes are not possible after your final selection.

#### **6. Special dietary requirements**

6.1 Individual Halaal and Kosher meals can be ordered from our approved suppliers for special dietary requirements. Additional cost will be for the client's account. Lira Boutique Lodge must be advised of any special dietary requirements before the final appointment.

6.2 As it is our reputation at risk, only accredited outside service providers will be used.

#### **7. Bar services**

7.1 Kindly note that we require clients to brief us regarding their requirements for the provision of a full bar, wine, malt, soft drink bar or a cash bar

7.2 Clients are welcome to set a limit on the total bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular update of the bar account during the function

7.3 Bar prices are subject to change without prior notice based on economic factors

7.4 Corkage fee is charged at R120.00 per bottle of local sparkling wine and wine and R250.00 per bottle on French Champagne, Gins and Cognacs. Corkage will only be granted on special request for items not stocked by Lira Boutique Lodge

7.5 No Non-alcoholic beverages from outside will be allowed onsite Lira Boutique Lodge

7.6 All alcoholic beverage orders need to be placed during the final consultation

7.7 Any changes to the bar / menu requirements at any stage are to be done so in writing

7.8 Food and alcohol sales are what generate Lira Boutique Lodge's revenue, thus no food or beverage may be brought onto the property, into the accommodation or into function rooms by the client or guests for consumption on the premises, unless the prior written consent of the lodge has been obtained. The same applies with bottled water

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7.9 Cash bar: should you opt to make use of a strictly cash bar option; any outstanding/unpaid accounts by your guests will be automatically transferred to the bride and grooms account

## **8. Lira Boutique Lodge Event Coordinator**

8.1 The Lira Boutique Lodge coordinator will assist you to confirm all Lira Boutique Lodge information for your wedding from the date that you confirmed your wedding up until your wedding day. They will send you payment reminders once they are due and confirm your menu with you

8.2 Your final and signed off documents will be require 4 weeks prior to the wedding as well as final bar payment.

8.3 Our coordinator will contact you to schedule the appointment to go through all the finer details for your wedding / event including:

8.3.1 Final set-up requirements

8.3.2 Floor plan

8.3.3 Full bar arrangement including pre reception drinks and sparkling wine for toasts and speeches

8.3.4 Order of events

8.3.5 Finalization of menu and food tasting

8.3.6 Final guest numbers

8.4 Please note staff employed at Lira Boutique Lodge will not be held liable for lost items left behind in the venue rooms. Please allocate a responsible person to remove your cake knife, seating plan, cake stand, vases, candles etc. From the venue at the close of the evening

8.5 The Lira Boutique Lodge coordinator will be able to assist you with a mock up table setting. Should you be supplying you own décor it is the ultimate responsibility of your supplier to ensure that you have notes and photographs should you not be able to be at the venue to assist with the set-up. We can provide full décor service and rentals. The terms and conditions for this can be discussed with your function coordinator.

## **9. Set-up and coordination**

9.1 **Lira Boutique allows the services of outsourced event and wedding planners, however, all furniture requirements are to be sourced exclusively from Lira Boutique Lodge unless it is items that are not available from the Lira Boutique Furniture and décor range**

9.2 Set up time is strictly allowed between the following hours 06h00am to 21h00pm the day prior / on the day of the event

9.3 Clients making alternative arrangements must ensure that these are documented before the final consultation.

9.4 An overtime rate of R2000.00 per hour will be charged after 12h00pm on the evening of your event or wedding. The overtime time rate includes the use of the venue a manager, a waiter and a barmen.

9.5 The service generally closes half an hour before overtime ends. Every additional hour will be communicated to the bride and groom to make the final decision

9.6 Please take note that should you decide to continue into venue overtime the venue will close at 02h00am and the bar will close at 01h30am at the latest.

9.7 **DRILLING OF WALLS, PULLING OF CHAIRS AND TABLES IS NOT ALLOWED ON OUR PREMISES AND CAN RESULT IN EXORBITANT DAMANGE CHARGES TO THE CLIENT.** All furniture must be lifted during and after setup. It remains the Client's responsibility to ensure that all their service providers are fully aware of the terms and conditions

9.8 **ANY FORM OF PAINTING / SPARY PAINTING IS NOT ALLOWED ON OUR PREMISES AND CAN RESULT IN EXORBITANT DAMANGE CHARGES TO THE CLIENT**

9.9 Overtime of R1000.00 per hour will be charged should the clients décor breakdown exceed 11h00am on the day after the wedding. Please make the necessary arrangements to avoid this expenditure

9.10 Lira Boutique Lodge reserves the right to show a venue to potential customers during the set up time of all functions

## **10. Music and sound levels**

10.1 Lira Boutique Lodge reserves the right to reduce the volume of the music after 12am.

10.2 Music may not be played after 01h30 or half an hour before closing time depending on the closing time of the venue.

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## **11. Parking**

11.1 *KINDLY NOTE THAT PARKING WILL ONLY BE ALLOWED AT DESIGNATED PARKING AREAS. We do not allow vehicles to park behind / in front of the hall and the villas.*

11.2 *Our security guards will always be available onsite to guide guests to designated parking areas. Trucks and Delivery Vehicles are not allowed on the water feature circle directly in front of the Hall.*

## **12. Rescheduling of dates**

12.1 *The postponement of a function is considered a cancellation*

12.2 *Please refer to cancellation policy. All changes and cancellations should be done in writing.*

## **13. Cancellation policy**

13.1 *Cancellations by the client are generally non-refundable, however, should the event or wedding be cancelled by the client for any reason once the deposit has been paid any refund will only be made once the date has been rebooked by another wedding / function*

13.2 *In the event of non-payment of the fees within the time specified, Lira Boutique Lodge shall be entitled to cancel a booking, after giving the client written notice giving them seven days to rectify but no later than 14 days prior to the function*

13.3 *In the event the wedding is cancelled by Lira Boutique Lodge, for any reason other than due to the default of the client of the terms of this agreement, Lira Boutique Lodge will immediately refund all amounts paid to date by the client within 30 working days.*

13.4 *The client must confirm all changes and cancellations in writing*

## **14. Marketing material**

14.1 *The client hereby grants Lira Boutique Lodge permission to use copies of the photographs and video(s) produced from their wedding / event under this service agreement, including your image/s, likeness, for marketing and advertising purposes*

## **15. Appointments and Payment requirements**

15.1 *Lira Boutique Lodge accepts Cash, Credit card, Debit card and Eft payments*

15.2 *Your booking will be confirmed on receipt of the completed and signed contract and A 30% payment of the quoted package*

15.3 *All final payments must be processed 4 weeks prior to the wedding / event.*

15.4 *BANKING DETAILS*

*LIRA GROUP HOTELS  
FIRST NATIONAL BANK  
ACCOUNT NUMBER : 627 860 963 15  
BRANCH CODE: 250 655*

*Should you deposit money directly into our account, please use your name and date as the reference as follows: (name/day/month/year i.e. Rachel010920)*

## **16. Lira Boutique Lodge Indemnity Notice:**

16.1 *Guests and their visitors, service providers / employees enter and use the Lira Boutique premises at their own Risk. The Owners, Representatives, Employees and / or Agents of Lira Boutique will not be held liable / responsible for any loss or damage suffered by any, guest, visitor, employee or any person within the premises, nor will they be held responsible for any injuries or death of any person entering the Lira Boutique Premises whether such loss or damage to property or injury or death was as a result of the negligence of the owners and or their representatives or Agents or not. Snakes can occasionally be found deep within the bushes or surrounding areas. Though we haven't seen or come across any crocodiles / hippos on the banks of the Lira Boutique Dam, kindly note that the dam is said to contain Crocodiles and Hippos and make sure to exercise caution while on the banks of the river and make sure NOT to jump into the water for a swim*

16.2 *Minor children remain the responsibility of the parents guardians and must at all times be accompanied by a responsible adult whilst using any of the Lodge/pool facilities*

16.3 *Lira Boutique 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,*

*Client Initials:*

**industrial unrest, or any other cause beyond the control Lira Boutique Lodge, which shall prevent it from performing its obligations**

**16.4 Lira Boutique Lodge will not be held responsible financially, legally or in any other way in the event that a function is cancelled through an act of god or through sabotage.**

**17. Jurisdiction**

*Lira Boutique Lodge 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*

**18. Whole agreement**

*This constitutes the whole agreement between the Lira Boutique Lodge 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.*

*The client / authorised representative of the customer, by his/her signature hereto, hereby confirm that he/she is duly authorized to.*

*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 Lira Boutique Lodge 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.*

*The client confirm that it was explained to him/her that he/she is entitled to have this document translated into a language of his/her choice at his/her expense*

Signed at: \_\_\_\_\_ on this day of: \_\_\_\_\_

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

.....

Signed at: \_\_\_\_\_ on this day of: \_\_\_\_\_

LIRA BOUTIQUE LODGE REPRESENTATIVE SIGNATURE : \_\_\_\_\_

.....

Signed at: \_\_\_\_\_ on this day of: \_\_\_\_\_

LIRA BOUTIQUE LODGE REPRESENTATIVE SIGNATURE : \_\_\_\_\_

Client Initials: