



Oakfield Farm Terms & Conditions

****The terms & conditions set out in this document is not adjustable or negotiable****

A: PAYMENTS

*Please note that this agreement constitutes a non-refundable booking fee based on the terms & conditions and does **NOT** form part of the total amount due for your function, the booking fee is an addition to the total cost due for your function. This fee is to cover the actual administration costs incurred regarding your booking.*

1. Payment of the R5 000.00 booking fee and signing & returning of the terms & conditions reserves the date and facilities.
 - a. Bookings are confirmed only at such time that the booking fee is reflected in our First National Bank account, not by the receipt of a proof of payment.
 - b. Payments are confirmed only at such time that the payment is reflected in our First National Bank account, not by the receipt of a proof of payment.
 - c. The above booking fee of R5 000.00 is only refundable under the following conditions.
 - I. 100% of the booking fee is refunded in full within 7 days from the provisional reservation has been made.
 - II. 80% of the booking fee is refunded for an additional 14 days from the provisional reservation has been made.
 - III. No refund of the booking fee will be considered 21 days from the provisional reservation has been made.
 - IV. No refunds will be made to credit cards.
2. Credit card payments are accepted for all payments. We do not accept cash payments. We are unable to process ***American Express and Diners Club*** cards.
3. Should payments not reflect on our bank statements within 24 hours of the due date,
 - I. The function will revert to a Provisional Booking for 7 days, after which time the function will be moved to an off-peak period at Oakfield Farms discretion and the original date will be released for rebooking.
 - II. 5% penalty on the **full outstanding** amount will be added to the account.
 - III. The Final Appointment will be postponed until full payments are reflected in our bank account.
4. Oakfield Farm reserves the right to use the beverage budget to settle any outstanding amount prior to the function date, in which case beverages must be paid for at the function prior to it being served.
5. No services will be provided until all outstanding payments have been paid in full 14 days prior to the date of the function.
6. Outstanding accounts will be handed over to our legal representatives for collection and the client will be held liable for all collection costs incurred.
7. A breakage deposit of **R 3 500.00** is to be paid by the client and will be refunded no more than 14 days after the function. This is already included in the total amount due for your function

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Physical Address: Cnr Beyers Naude Drive & Oakfield Farm Road | Honeydew Ext. | JHB

Oakfield Wedding Venue (Pty) Ltd. | Reg.: 2017/155210/07 | VAT No.: 4900281231

Directors: AC Visser

B: CANCELLATIONS AND POSTPONEMENTS

1. Cancellations and /or Postponements must be notified in writing before the date can be released for rebooking.
2. In the event of cancellation, refunds are subject to the terms and conditions below.
 - a. The R5 000.00 booking fee is not refundable after 21 days of the provisional booking date.
 - b. **Immediate cancellation:** Refunds will be calculated based on a graduated scale of forfeiture in percentage, based on the total amount paid in advanced, less the booking fee, as directed by the CPA Section 17(4). This is based on the probability of rebooking the date, acting diligently on our part to do so. This is calculated from the time the cancellation is received in writing until the cancelled date.

Between 0 - 3 Months prior	100% of total monies paid forfeited	Unlikely that a booking will be taken
Between 4 - 6 Months prior	60% of total monies paid forfeited	Potentially short term & discounted bookings
Between 7 - 9 Months prior	30% of total monies paid forfeited	Average booking period for a wedding is 9 - 12 months prior
Between 10 - 12 Months and beyond prior	0% of total monies paid forfeited	Most likely to rebook the date. Booking fee is forfeited after 21 days from the provisional booking date.

- c. **Cancelations based on rebooking:** Should the date be rebooked, the refund will be calculated based on the total value of the cancelled booking, less the total value of the new booking. The difference will be considering a loss due to the reduced income for the cancelled date. This will only be calculated once a new booking has been paid and the refund will be process after the 1st payment of the new booking made.
 - d. No refunds will be made to credit cards.
3. In the event of postponements.
 - a. The R5 000.00 booking fee for the booking **reservation date** is not refundable after 21 days of the provisional booking date.
 - b. A new booking fee will apply when booking a new date. **No exceptions.**
 - c. Payments made will only be transferred to the new function date if,
 - I. The postponed date is rebooked by a third party, all monies paid, less the booking fee, will be transferred to the new date selected, on the conditions that a booking fee has been paid for the new date.
 - II. Should the postponed date not be rebooked, monies transferred will be calculated based on a graduated scale of forfeiture in percentage, based on the total amount paid in advanced, less the booking fee, as directed by the CPA Section 17(4). This is based on the probability of rebooking the date, acting diligently on our part to do so. This is calculated from the time the postponement is received in writing until the postponed date.

Between 0 - 3 Months prior	0% of total monies paid will be transferred	Unlikely that a booking will be taken
Between 4 - 6 Months prior	30% of total monies paid will be transferred	Potentially short term & discounted bookings
Between 7 - 9 Months prior	60% of total monies paid will be transferred	Average booking period for a wedding is 9 - 12 months prior
Between 10 - 12 Months and beyond prior	100% of total monies paid will be transferred	Most likely to rebook the date. Booking fee is forfeited after 21 days from the provisional booking date.

- III. Discounted or short-term discounts applied will be forfeited as the new date will be subject to a new quote.
4. The new date once booked cannot be postponed again.

5. The original quote is no longer valid for the new date and must be re-quoted.
6. We reserve the right to release any booking without prior notice and without compensation if the terms & conditions are not met.

C: CATERING

1. The per person rate is not set and is subject to change if anything is adjusted on the quote. The only constant is the venue hire charge, everything else adjusts if the guest number is changes or if items are added or removed.
2. Menus start at a minimum spend for both buffet & plated menus. An inflation beater is built into the estimated quotation to accommodate food price increases at 1% for each month prior to the function date. The inflation amount will be no less than 10%.
3. Buffet menus consist of a compulsory 4 courses: starters, entrée, mains & dessert. Plated menus consist of a compulsory 5 course: canapes, starters, entrée, mains & dessert. Both menus can be adjusted by adding items, but not substituted or have courses removed.
4. Chefs choice menus are designed per season and cannot be adjusted in any way, but additions can be made.
5. Each season has its own menu selector which will be made available prior to the function date for the season in which your function falls in. This is the selector on which your function menu must be selected. As part of your estimate, you would have received a menu selector. This will change prior to your function date.
6. No changes to the menu or prices can be made within 14 days prior to the function or after the final appointment, whichever comes first.
7. Children are catered for based on their age and provided with a party box at the applicable charge. 10 or more children will receive a special menu based on your requirements and be served in lieu of a party box to a children's table. A party box can be added at the applicable charge above special menus.
8. Special dietaries are catered for which includes Vegan, Vegetarian, Pescatarian and Dairy/Gluten/Wheat intolerant, at an applicable charge or surcharge which replaces or is added to the menu charge selected for the rest of your guest. Halaal & Kosher meals are specially ordered in from a certified kitchen and charged accordingly. A delivery fee for Kosher & Halaal meals will be added to your estimated quotation.
9. No facilities are available for storage of **ANY** items including, but not limited to cakes, flowers, or confectioneries. Please ensure this is communicated with your suppliers.
10. No menu will be confirmed until all payments have been received in full 14 days prior to the function.
11. Should you wish to bring in a traditional dish, there will be a surcharge applicable per dish per person brought in. Should the dish replace any item on your selected menu the surcharge will be the cost of the replaced dish. An additional charge is applicable should the traditional dish require heating. All serving dishes, utensils, chafing dishes and warmers must be provided, no equipment will be made available from Oakfield Farm. **Guests must be informed that any dish brought in is not catered for by Oakfield Farm.**
12. Should you wish to bring in canapes, you are able to do so, only if it does not substitute your selected menu. An additional surcharge is applicable per item per person brought in. Should the dish replace any item on your selected menu the surcharge will be the cost of the replaced dish. **Guests must be informed that any dish brought in is not catered for by Oakfield Farm.**
13. Special request like doughnut walls, popcorn machines, ice cream machines etc will be subject to a surcharge, charged per item per person brought in based on how this is added to your menu. The equipment must be manned by a competent operator provided by the client.
14. Specialists contracted by the client and their assistants must be added to the seating list and are charged in full. **No exception will be allowed.**
15. No refunds are given for guests who fail to arrive or for guests who cancel within 14 days prior to the function or after the final appointment, when the final numbers have been confirmed with Oakfield Farm. Should additional guests arrive at the function without prior notification

the full menu cost will be debited to your account if there has not been a cancellation of another guest and should Oakfield Farm be able to cater for them.

16. The Department of Environmental Health does not advise food to be taken away having been left out in uncontrolled temperatures for an extended period. The threat of food poisoning is too great. Food having been kept out for an extended period cannot be reheated. The Department of Environmental Health is happy to be contacted. You can do so by calling Ms. Ricka van Heerden (011) 761 0217.

D: OUTSOURCED CATERING

1. Only trade registered caterers with valid up-to-date health certificates will be allowed to cater at Oakfield Farm, based on the regulation governing general hygiene requirements for food premises and the transportation of food - Regulation 962.
2. A surcharge is applicable based on the number of guests and includes children of all ages.
3. No ceremonies will be allowed to start before **14h00**.
4. Chapels & décor/wedding packages are not included for outsourced catering functions and can be added at an additional cost.
5. **The Conservatory can only be confirmed for outsourced catering functions on the conditions that Willow Hill Vineyard Church has allowed this.**
6. There will be **NO** open flames of any sort allowed in or around any chapel or venue, if not that of the standard equipment included in the venue, like the candelabras, fire bowls & fireplaces. This includes but is not limited to sparklers, fireworks, fire dancers or any form of pyrotechnics.
7. A meeting with the caterer is required to establish the requirements from Oakfield Farm this will not include nor be limited to equipment, storage & refrigeration.
8. Corkage is allowed on Wines & Sparkling wines not on our beverage price list. **Corkage on Spirits** is only allowed for Kosher functions and limited to items not on our beverage price list. Should items that are on our beverages price list be requested to be brought in as corkage, the selling price of these items will be charged as corkage.
9. Caterers Equipment:
 - I. **Oakfield Farm does not supply any catering equipment whatsoever.**
 - II. Caterers are welcome to bring in their own gas stoves for cooking & fridges for refrigeration.
 - III. All venues have limited preparation areas & power available. There is no 3-phase power available in any venue.
 - IV. All standard cutlery & crockery will be provided by Oakfield Farm for the guest tables. This does not include serving bowls, chaffing dishes, serving utensils, platters etc.
10. Waiters & Cleaning Staff:
 - I. All waitering & cleaning staff will be organized by Oakfield Farm, based on the needs after the function to reset for the following functions as was the case for the current function.
 - II. One waiter per two tables will be provided, but more waiters can be provided above the standard waitering requirements, at the client's request.
 - III. A staff meal must be provided by the client and catered for all staff on duty as per government agreed labour legislation. **This responsibility will remain that of the caterer and should catering not be provided an additional charge of R 100.00 per staff member will be charged to the client to ensure all staff receive a meal.**
11. The caterer should attend the final appointment to discuss the last details & confirm the menu with Oakfield Farm to schedule food serving times. At the final appointment, the following documents must be made available by the caterer:
 - I. Health Certificate
 - II. Occupational Health & Safety file as per OHASA Act 85 of 1993 containing the following,
 - Company Contact Details
 - Letter of Good Standing
 - Proof of Public Liability Insurance
 - List of Employees who will enter Oakfield Farm & certified copies of ID's

*****Oakfield Farm cannot and will not be held liable for any claims relating to problems with the food for any reason whatsoever. The client understands and agrees that Oakfield Farm's liability cover will no longer cover any claims relating to the quality of the food*****

E: VENUE HIRE

1. Venue Hire is calculated based on the day of the week and the season in which the function is hosted. There is a difference in venue hire rates for outsourced catering weddings/functions to take account of the minimal catering surcharge.
2. Public Holidays are charged at an average rate between a Friday & Sunday, this does not include public holidays that fall on a Saturday or Sunday.
3. There is no credit for items not used.
4. The venue hire charge is a collective charge for the following items, but not limited to,
 - I. The venue selected is available from 08h00 on the day of the function. Earlier setup/arrival times can be discussed with your sales coordinator. No set up or arrival will be permitted before 08h00 or after 16h00 on days where we do not have functions. We are closed on Mondays and collections and deliveries will need to be arranged around this. An authorisation letter must be obtained for all person entering the property prior to 8h00 or after 16h00. **No letter, No entry, No exception!**
 - II. It is the function hosts responsibility to notify their suppliers of the time the venue will be available. No access will be granted outside arranged hours, without an authorisation letter or without prior arrangement.
 - III. Décor items will not be stored, Oakfield Farm will not take responsibility for loss or damage of any items.
 - IV. The venue will be open for viewings on the day of your function until 12h00 or 2 hours prior to your guests' arrival time. Viewings will be accompanied by an Oakfield Farm representative.
 - V. The venue will be fully set on arrival, should all third-party items have been delivered and made available. Should this not have been the case staff will need to be arranged to ensure this is done and a charge will be raised for the functions host account. Note that Oakfield Farm makes use of outsourced staffing it is never guaranteed that staff will be available. The venue will be cleaned 2 hours prior to your guests' arrival as suppliers will still be in the venue during the day. No cleaning staff will be available until 2 hours prior to your guests' arrival time. Should the floor plan require, tables will be moved to ensure comfortable seating and adequate spacing in case of an emergency.
 - VI. Your function coordinator will meet you on your arrival and be available to you the entire day, as per the charge on the staffing - waitering service section on the estimated quotation.
 - VII. The chapel paired with your venue will be available respectively from 8h00 or 12h00 on the day of your function. Should you be using the Conservatory paired with the Summerhouse on a Sunday, Willow Hill Vineyard Church takes president due to their church service hosted in the chapel each Sunday. The chapel will be made available for you from 12h00 on these specific days.
 - VIII. **All ceremonies held in the Conservatory will be subject to the Willow Hill Vineyard church's constitution and allowances.**
 - IX. Carpets for chapels are only placed in the aisle at the arrival time of your guests. Carpets are weather dependant and will be unavailable during rain.
 - X. No confetti that is not biodegradable can be used on Oakfield Farm property. As we have animals on the property this poses a risk to them and will not be allowed.
 - XI. The venue includes the following.
 - Tables as per your selection on the estimated quotation
 - Chairs as per the standard venue paired chairs, with white seating cushions
 - All cutlery, crockery & glassware
 - Stage panels should these be required, with a black skirt
 - Podium

- Designated lounge areas in the venue - No moving of this furniture is permitted unless authorised to do so. Damage to this furniture will be for the account of the function host, this includes, but is not limited to, the burning of holes, breaking of arm rest or tearing of fabric. No furniture will be allowed to be used outside of the venue.
 - Buffet tables, chafing dishes, burners and serving utensils.
 - Designated maintained garden areas for drinks and photos.
 - Cake knife & lifter
 - Cake table
 - Gift table
 - Cream bent iron easel
 - Roof draping with crystal chandeliers
 - 1st Round of drinks - Served in the venue prior to starters and limited to local beers, the house selection of wines per glass, soft drinks, and water - **Note this is not inclusive for outsourced functions/weddings.**
 - Toast per person limited to our JC le Roux range - **Note this is not inclusive for functions, or outsourced functions/weddings.**
 - The chapel includes the following - **Note this is not inclusive for functions, or outsourced functions/weddings.**
 - Chairs as per the standard chapel paired chairs, with white seating cushions
 - Petal stands
 - Altar stands
 - Registrar table & chairs
 - Arrival drinks area with cocktail tables
5. Each venue is paired with a designated parking area and will be indicated to guests on their arrival at the gate.
 6. No open flames, fireworks, fire dancers, sparklers or any other form of ignited fuel or gas is allowed in any venue or chapel or designated garden area.
 7. Guests are not permitted outside the designated areas and the responsibility remains that of the function host to ensure.
 8. Oakfield Farm is a licensed venue and no beverages not purchased at Oakfield Farm can be consumed inside the venues, chapels, car parks or designated garden areas under any circumstances. A caution will be made and communicated with the function host. Should this not be adhered to a fine of R 1000.00 per indiscretion will be charged.
 9. Any damage caused by guests will be for the account of the function host. This will be communicated to the function host at the time of the incident or when able to do so when everyone is coherent. A breakage deposit of **R 3 500.00** is to be paid by the client and will be refunded no more than 14 days after the functions.
 10. No tents, marquees, nomadic tents can be set up in any area. Irrigation pipes damage by doing this will be charged to the clients' account.
 11. Jumping castles, slides, cars, vans, mobile bars, or any set up will be allowed on the lawns anywhere without the authorisation of management. In some cases, management reserves the right to suggest alternative areas due to impact or maintenance work on designated areas.
 12. There is no official closing time for functions, however music must be lowered after 00h00. As a farm we still have neighbours that need to be taken into consideration. Failure to do so will result in a fine of **R 5000.00.**

F: ADDITIONAL CHAPLES

1. Should you require the use of the Yellowwood Chapel or a Garden Ceremony it will be subject to an additional charge. No inclusive chapel can be substituted as the inclusive chapel will remain the weather alternative for you function date.
2. Garden ceremonies are set in designated areas, but should you require a different area, please discuss this with your sales coordinator who will enquire from management on your behalf.

3. The Yellowwood Chapel is only available to the Summerhouse should the Homestead not have booked it or subject to the Homestead ceremony time due to the proximity of the venue and chapel.
4. The Yellowwood Chapel is the only chapel that you are allowed an open flame like that of a candle flame for ceremony purposes.
5. No wedding is permitted to start earlier than 14h00.

G: WEDDING PACKAGE

1. The wedding package is only inclusive for weddings. Outsourced catering functions/ weddings and functions will be required to select individual items, as indicated on the estimated quotation, based on their specific needs
2. All items on the wedding/décor package are subject to availability.
3. As the wedding package is inclusive for weddings, there is no credit for items not used.
4. Fireballs and Fireplaces are only inclusive for winter weddings. Dates for these to be placed in the venue depends on each season and cannot be predetermined. No fireball will be permitted on lawns.
5. The Horse & Carriage is subject to the health & wellbeing of the animals. If the Horse is unavailable due to any reason whatsoever, Oakfield Farm will not substitute this service. As these are animals that remain unpredictable and as such there is no guarantee that the horse will be available on the day.
6. The wedding package includes the following:
 - Honeymoon Suite: Available for the bridal couple to get dressed in from 13h00, but no earlier than 12h00 subject to a charge and management authorisation. The suite is refreshed during the function for the couple to sleep over on the night of the function. Check out is strictly before 10h00, a late check out fee will be charged to the function host account. Breakfast can be served in the dining room, as room service or as packed breakfast. Please liaise with your function coordinator based on your needs - **Note this is not inclusive for functions, or outsourced functions/weddings.**
 - Dressing Room: Available for the bridal couple to get dressed in from 8h00. Earlier times can be arranged with your sales coordinator. An authorisation letter must be obtained for all persons entering the property prior to 8h00. **No letter, no entry, no exception - Note this is not inclusive for functions, or outsourced functions/weddings.**
 - Pre-Ceremony iced water and lemonade is served to your guests as they arrive. This cannot be substituted for serving prior to entering the venue or at any other time - **Note this is not inclusive for functions, or outsourced functions/weddings.**
 - Horse & Carriage - Subject to availability on a first booked basis. The use of the Horse & Carriage is limited to 15 minutes and should a bridal couple not be ready by the pre-arranged time the Horse & Carriage will be moved to the next bridal couple and subject to return based on bookings - **Note this is not inclusive for functions, or outsourced functions/weddings.**
 - Aisle carpet - Available in White, Red, Maroon & Pale Cream. Carpets will not be permitted to be used during rain. Carpets will only be placed out at the arrival time of your guests.
 - Silver base plates in the Dairy & Homestead and a choice of white or silver baseplates in the Summerhouse **ONLY.**
 - Silver Candelabras with oil candles - Limited to 9 in the Dairy & 18 in the Homestead.
 - Vintage Victorian Candelabra with oil candles - Limited to 15 in the Summerhouse **ONLY.**
 - Silver Candle Stick Flower Bowl - Limited to 2 per venue - Order directly with Magnifique Floral Art, located across from the Conservatory.

- Silver Candle Sticks - Order directly with Magnifique Floral Art, located across from the Conservatory.
- Silver Vintage Flowerpots - Order directly with Magnifique Floral Art, located at across from the Conservatory.
- Assorted Table Linen & Napkins - Samples are available in the office to choose from. Damage caused by candle wax, burns, stains etc will be charged to the function host account. It is not recommended to have candles directly on table linen or in containers not large enough to account for the wax runoff.
- White Pew Cushions - Should you require additional seating in the Conservatory or Forest Chapel.
- Cocktail Tables & Cocktail Tablecloths - Limited to 4 per venue with White or Black tablecloths.
- Wimbledon Chairs - For seating as guest arrive and during cocktails, served prior to entering the venue.
- Cabana Shades - Limited to 2 per venue.
- Wrought Iron Fireballs - Included in functions booked during June & July, subject to a charge outside these months.

H: GUESTHOUSE TERMS & CONDITIONS

1. Accommodation is reserved on a bed & breakfast rate only. No self-catering facilities are allowed, and no food items can be brought in.
2. Early check in & late check out fees will apply and only authorized by management. No check-in will be accommodated prior to 12h00 on the day of the booking.
3. Bookings are only confirmed once full payment has reflected in Oakfield Farms bank account and the function hosts has received a booking confirmation from Oakfield Farm.
4. We regret that all bookings cancelled within 14 days of the scheduled function date will result in forfeiting the full amount paid for the reserved accommodation facilities.
5. Guests are welcome to check in to their accommodation between 14h00 to 16h00 on the date of the function. Late arrivals can be accommodated by prior arrangement. In such instances the keys will be available from security at the entry gate.
6. Oakfield Farm does not accept any liability for loss of, or damage to any valuables or property belonging to guests or their visitors.
7. Oakfield Farm is a strictly non-smoking establishment and smoking is not allowed in any accommodation including the suites or dressing rooms or internal venue areas. A sanitation fee of R 1000.00 will be levied if this term is broken and charged to the function hosts' account. This will apply to cleaning of soiled or stained linen/carpets/soft furnishings, for any reason whatsoever.
8. It is the sole responsibility of all guests to plan for adequate insurance coverage on all valuable items prior to arrival at Oakfield Farm. This includes, but is not limited to, photographic equipment, laptops or other electronic devices, jewellery, cash, and vehicles.
9. Whilst every care has been taken by Oakfield Farm to ensure the safety of guests and their possessions while using the facilities and accommodation on the property, Oakfield Farm does not accept any liability of any loss or damage to persons or property.
10. Should Oakfield Farm suffer any loss or damage because of an act or omission by a guest or visitor of a function host, the function host who booked the accommodation will remain liable for full reimbursement of such loss or damage incurred and will be charged accordingly.
11. Oakfield Farm always reserves the full right of admission and accepts no liability for any loss or damage that may result from the legal and reasonable exercising of such rights.
12. Should Oakfield Farm at any time need to exercise this right, no reimbursements or refunds will be made in this regard.
13. In case of fire, the assembly point for the Guest House & Suites are the carpark opposite the Guest House.

I: BEVERAGES

1. Prices are subject to change without prior notice. However, prices are adjusted annually in April, subject to adjustments of government liquor levies and taxes, but not limited to this increase.
2. Should the function account not be settled in full after the final appointment, Oakfield Farm reserves the right to offset the shortfall against monies paid for beverages, if any. Should this be the case, beverages can be paid for on the function date by means of debit or credit card. Should there have been special orders included in the outstanding amount, these will not be ordered.
3. Beverages will only be supplied once paid for in full 14 days prior to the function or at the date of the final appointment.
4. Oakfield Farm is a licensed venue and no beverages not purchased at Oakfield Farm can be consumed inside the venues, chapels, car parks or designated garden areas under any circumstances. A caution will be made and communicated with the function host. Should this not be adhered to a fine of R 1000.00 per indiscretion will be charged.
5. All beverages and special orders must be confirmed and ordered 14 days prior to the function date and will remain subject to availability from Oakfield Farm suppliers. Special orders are subject to a mark-up.
6. Any special orders are paid in full and must be taken with the function host after the function. No credit will apply should this not have been authorised by Oakfield Farms supplier, that left-over stock will be accepted on return. Special orders are subject to a mark-up.
7. Corkage is allowed on Wines & Sparkling wines not on our beverage price list. **Corkage on Spirits** is only allowed for Kosher functions and limited to items not on our beverage price list. Should items that are on our beverages price list be requested to be brought in as corkage, the selling price of these items will be charged as corkage. Corkage rates can be found on our beverage price list.
8. The 1st round is inclusive in your per person cost and is limited to local beers, the house selection of wines per glass, soft drinks, and water. The serving of this round is prior to starters once all guest has entered the venue and cannot be served outside - ***Note this is not inclusive for outsourced functions/weddings.***
9. The toast is included for weddings only and not for functions, outsourced wedding/function. This is included in your per person cost and is limited to our JC le Roux range, both alcoholic and non-alcoholic varieties. Should you want to serve another sparkling wine you are welcome to do so at an additional full cost of the selected sparkling wine. **There are no credits for inclusive items not used** - ***Note this is not inclusive for functions, or outsourced functions/weddings.***
10. Mobile bars can be set up outside in lieu of wheelbarrows or garden cocktails.
11. Juice is subject to a special order as we do not house stock on hand.
12. Juice served outside on special order will be moved to the venue bar and available from there.
13. Any favours brought in, alcoholic or not will be subject to a surcharge. Should the item brought in be on our beverages list the surcharge will be the selling price of the item brought in. This does include branded water.
14. External beverage suppliers will be subject to a surcharge. Should the supplier substitute a service provided by Oakfield Farm, the charge for this will be the cost of the service substituted. In all other cases a surcharge will be applicable and authorisation by management.
15. Kosher functions are subject to the selling price of the items brought in on our beverages list, like, but not limited to Spirits, Soft Drinks and Beers.
16. Overtime is charged under the beverage account to reflect the service was rendered and paid for. Overtime is charged after 7 hours from the official starting time as arranged, of the ceremony. Overtime for functions & outsourced function is charged after 5 hours from the official arrival of guest or ceremony time. All venue overtime, waitering overtime & cleaning staff overtime will be raised on the point-of-sale system to be signed and recorded. This includes prepaid overtime to reflect to accounts that the time was indeed used.
17. Each suite, dressing room and the guest house has a mini bar stock with bottled water only. Beverages can be pre-ordered at the final appointment to be stock in the respective mini bars. No beverages can be consumed not purchased at Oakfield Farm in these areas. Special provision

is made for couples using the suite and/or dressing room in that they are allowed 1 bottle of spirits for the suite; this is not allowed to be moved from the suite to the venue or any other area and in such instance a fine of R 1000.00 will apply, and 1 bottle of sparkling wine for the dressing room; this is not allowed to be moved from the dressing room to the venue or any other area and in such instance a fine of R 1000.00 will apply.

J: BAR SERVICE ADDITIONAL TERMS

*****Guests Bars (Usually referred to as a “Cash Bar”. Please note our CASH FREE policy) *****

1. Oakfield Farm is a cash free venue. Debit and Credit cards are accepted. No American Express or Diners Club cards are accepted.
2. The 1st round of drinks as the guests enter the venue is compulsory and included in your venue hire cost - ***Note this is not inclusive for outsourced functions/weddings.***
3. A compulsory chefs coffee bar is served at dessert. Additional hot beverages will be charged on the evening as served.
4. Clients' accounts are managed by table or couple. Our senior waiters usually assist in calculating individual accounts for each table.
5. Should guests depart without settling their bills, these bills will be added to the function hosts' account.
6. All beverages are subject to availability and is charged at current prices at the time of your function date.
7. You have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm, subject to a mark-up.

*****Pre-Paid Limits*****

1. The 1st round of drinks as the guests enter the venue is compulsory and included in your venue hire cost - ***Note this is not inclusive for outsourced functions/weddings.***
2. The beverage budget builder calculates a budget for each item required. Should this budget be exceeded for any reason your Maitre'd will bring this to your attention.
3. The serving of individual drinks is managed as individual rounds confirmed each time by the Maitre'd. This allows us to keep tabs of the limit throughout the function.
4. Once the pre-paid limit has been reached, no further beverages will be served unless the bar limit is extended by prior payment, done so by credit/debit card. No American Express or Diners Club cards are accepted.
5. Alternatively, drinks will be sold to your guests own account, provided this has been pre-arranged after the pre-paid limited has been spent.
6. A compulsory chefs coffee bar is served at dessert. Additional hot beverages will be charged on the evening as served to the pre-paid limit.
7. The closing of the bar must be discussed at the final appointment, failing which the bar will only be closed 30 minutes prior to the function end time.
8. All beverages are subject to availability and is charged at current prices at the time of your function date.
9. You have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm, subject to a mark-up.

*****Full open bar*****

1. No limitations on a full open bar, meaning all charges are for the hosts' account.
2. The 1st round of drinks as the guests enter the venue is compulsory and included in your venue hire cost - ***Note this is not inclusive for outsourced functions/weddings.***

3. Guests get to order to their hearts desire and one main bill will be charged to the hosts' account.
4. You have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm subject, to a mark-up.

*****ALL BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE*****

K: OUTSOURCED WAITERING

1. Waiters & Barman are outsourced by Oakfield Farm and the client is liable for the payment of the outsourced staff.
2. Waiters are calculated at 1 waiter for every 2 tables. This can be adjusted should you require additional waiters for service purposes. It is suggested to add 1 waiter per table for plated menus.
3. Barman are calculated at 1 barman for every 60 guests.
4. A pre-paid gratuity of 5% of the total menu is inclusive in the estimated quotation for weddings & functions and tipping is therefore not expected. Should this service not be acceptable to you the gratuities will be refunded on request. Gratuity on outsourced functions & weddings is 10% of the surcharge price.
5. Waiters & Barman are paid per hour at the rate quoted based on the rate applicable for the day selected and is charged from two hours before the official ceremony/arrival time of guests, until one hour after the departure of the last guest. After midnight waiters are billed double their wage as per labour law requirements.
6. Rates differ from day to day based on labour law requirements.
7. It is recommended that plated menus & tables exceeding 12 guests are allocated one waiter per table, which can be adjusted on the estimated quotation.

L: OUTSOURCED CLEANING STAFF

1. Cleaning staff are outsourced by Oakfield Farm and the client is liable for the payment of the outsourced staff.
2. Cleaning staff are paid per hour at the rate quoted based on the rate applicable for the day selected and is charged from two hours before the official ceremony/arrival time of guests, until one hour after the departure of the last guest. After midnight cleaning staff are billed double their wage as per labour law requirements.
3. Rates differ from day to day based on labour law requirements.
4. Required staff is calculated based on the amount of guest at a function.

M: ADDITIONAL CHARGES

1. Additional charges cover items not included in the venue hire or wedding/décor package.
2. These items include, but are not limited to,
 - Public Address System & Microphone - This is not a sound system to replace that of a DJ.
 - Projector
 - Projector Screen
 - Adding or removing Fireplaces - Should you require the fireplaces outside the times they are already included in the venue there is an installation and removal charge for this, subject to management approval.

- Additional staff to assist a vendor - Should you have a décor specialist/florist that will need the assistance of carrying, placing of décor/flower etc this can be added to your estimated quotation.
- Security Service Fee - Oakfield Farm makes use of Interactive Security for all our security needs. All staff are subject to searches, breathalyser tests and vehicle searches on leaving the property, no staff are excluded, including management. Oakfield Farm makes a priority of you and your guest safety and wellbeing. The charge is not unilateral and based on the amount of guest that attend your function on the function date.
- Removal of Draping - Should the roof draping not appeal to you; we can remove this at a charge. Please note that should you require additional draping or draping that will potentially be attached to our roofs, walls, or fixtures, this is only allowed by two companies, Café Fleur, full roof draping of the Homestead roof & Events Inspirations, all other draping. NO other supplier will be allowed to hang draping or fairy lights without authorisation from management. Damage to all or part of any roof, wall or fixture will be charged to the function host account.
- Additional Draping - Additional strips of draping & fairly lights can be arranged and charged on the estimated quotation.
- Draping in the Dairy Chapel - The Dairy chapel is not inclusive of draping but can be added and charged on the estimated quotation.
- Stripping & Resetting Fee - Should you make use of your own tables and chairs, the removal of standard tables and chair and resetting of these after your function will be charged.

N: SPECIAL DISCOUNTS/ALLOWANCES

1. All seasonal & promotional discounts are allocated to this section and deducted prior to VAT being applied to the outstanding amount.
2. Seasonal & promotional discounts are not calendar booked and sales staff are not privileged to this information, thus they are not able to assist as to when a discount or promotion will be launched. Please ensure to follow our social media links for up-to-date information regarding our discounts and promotions.
3. Any discounts or allowances will be forfeited should the date be postponed as a new quote would be required for the postponed date.

O: STAFF GRATUITIES

1. A pre-paid gratuity of 5% of the total menu is inclusive in the estimated quotation for weddings & functions and tipping is therefore not expected. Should this service not be acceptable to you the gratuities will be refunded on request. Gratuity on outsourced functions & weddings is inclusive in the estimated quotation and calculated at 10% of the surcharge price.
2. Gratuities are Vat exempt and thus is not calculated in the VAT amount due.

P: VALUE ADDED TAX

1. Oakfield Farm is a VAT registered business and fall under the legislation as set out under the South African Revenue Service pertaining the payment of VAT and other taxes.
2. Your function remains a proforma invoice, after the booking fee has been paid, until the date of your function when the function is processed and invoiced for services rendered and goods received.

3. VAT forms part of your estimated quotation to allow you to budget accordingly.
4. Should VAT increase by government instruction and your function date falls after the increase your proforma invoice will be subject to the adjustment of the new VAT rate as the tax invoice will be processed and raised on the function date.
5. Invoices **WILL NOT** be made out to businesses for the purpose of claiming back the VAT for private functions. We will unfortunately not be able to assist in this regard.

Q: PAYMENT DATES/SCHEDULE

1. Your estimated quotation has a payment schedule broken down in 4 payment dates. 8 months, 6 months, 4 months and 1 month prior to the function date.
2. Short term bookings are subject to a 50% payment with the booking fee and 50% 1 month prior to the function date.
3. There is no adjustment allowed, to the 1 month prior to the function date payment, however other payments can be adjusted on request and authorization by the accounts department.
4. Once a payment schedule has been accepted or arranged, late payments by the set or arranged dates will be subject to a 5% penalty on the **full outstanding** amount of the proforma invoice. Reservations will be converted to provisional reservations for 7 days after which it will be moved to an off-peak date at Oakfield Farms discretion. The original date will be released for rebooking and a new deposit will apply should a new date need to be confirmed.
5. Proof of payment is not accepted. Payments will be confirmed only at such time that the funds reflect in our FNB bank account.
6. No refunds will be made to credit cards.
7. Payment after the final appointment must reflect in our bank account by the Friday following the final appointment, by our opening time when we check our bank statements and sign off the final appointments.

R: PHOTOGRAPHY/VIDEOGRAPHY

1. Function hosts their guest & suppliers are reminded to remain in their designated areas to avoid clashes with other weddings & functions that may be hosted elsewhere on the property.
2. It remains the responsibility of the function hosts/guests to avoid areas not designated to them. Should any interruption occur to another wedding/function the breakage deposit will be forfeited and reimbursed to the effected wedding/function. This includes the interruptions due to noise from guest or music.
3. The use of Drones (RPAS) is prohibited as per SACAA regulations Part 101.01.2(1) and (2), unless the Operator (Pilot) is in possession of all the legally required documents, has obtained operating permissions from the relevant air traffic control unit (in this case Lanseria ATC) as well as written permission from the **owner of the property**, not the owner of the business.
4. Should the selected photographer not have been to Oakfield Farm before, it is highly recommended that they visit the property, by appointment, to accustom themselves with the location and areas where they are permitted to photograph as well as the procedure of Oakfield Farm.

S: AGENT COMMISSIONS

1. Commissions are only paid to registered businesses whose main business' objective is the placement and or coordination of events or functions for a third party recognised by Oakfield Farm and if accompanied by a signed copy of the "Agents Contract". Documents needed in this regard is a tax clearance certificate and company registration confirmation.
2. No commissions will be payable should a client have forfeited on their payment schedule.
3. 10% of the total client's proforma invoice is payable provided that,
 - I. All correspondence was handled by the agent.
 - II. The booking fee and payments towards the function was made and handle by the agent.
 - III. The agent must manage the booking with Oakfield Farm in its entirety attending all meetings, the set-up of the function and be in attendance on the function date.
 - IV. It remains the responsibility of the agent that the client is fully aware of the terms & conditions of Oakfield Farm.
4. 5% of the total client's proforma invoice is payable provided that,
 - I. The agent refers the client to Oakfield Farm with proof of such referral being made available to Oakfield Farm.
5. All payments of commission are done only at such time as the function has been reconciled in full.
6. The agent would need to render a tax invoice for the amount due, provided by Oakfield Farm, to enable Oakfield Farm to make payment of the commission due.

T: GENERAL TERMS & LIABILITIES

1. These Terms & Conditions represent the entire agreement and understanding between the parties and Oakfield Wedding Venue t/a Oakfield Farm. Any other understandings, agreements, warranties, conditions, terms, or representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms & Conditions.
2. **Jurisdiction - The Applicant hereby consents, notwithstanding the amount of the claim, to the jurisdiction of the Magistrates Court.**
3. Should the client be dissatisfied with any item that does not meet their satisfaction after the function, a 10% refund on the item or part thereof will be credited as full and final settlement. This does not include the gratuities that is refunded in full.
4. Neither Oakfield Farm nor its employees, permanent or outsourced, will be held liable for any loss or injury to persons or property due to negligence or any other cause whatsoever.
5. The Horse & Carriage is used at the client's own risk. Please note that animals are unpredictable, and Oakfield Farm accepts no liability whatsoever for any injury to persons or damage to property. This includes the availability of the horse and carriage.
6. Functions at Oakfield Farm are private, and the client is liable for any damage or loss to property caused by any guest, invited or otherwise associated with the client. In this case the cost of replacement and/or repair will be charged to the function hosts' account.
7. The client is fully liable for the actions of all service providers and their employees employed by the client, should they in any way damage or remove property.
8. Should the client, the clients' guests and/or service providers employed by the client in any way interrupt or disturb any other function, Oakfield Farm reserves the right to withhold the breakage deposit paid subject to such monies being used exclusively for the compensation of clients whose function has been compromised for such disturbance.
9. Oakfield Farm shall not be held liable for the interruption of services such as electricity, water and sanitary services at the venue or occurrence that may affect the provision of such services. We have made every provision to have two working generators, however this is no guarantee that services will not be interrupted.

10. Should Oakfield Farm not be able to hold the function on our premises, all payments received will be credited as full and final settlement. We reserve the right however, to accommodate the client in alternative facilities or on future dates, on the property. Oakfield Farm 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, industrial unrest, or any other cause beyond our control that prevents us from performing its obligations. Oakfield Farm is not liable for additional costs incurred by the client.
11. Changes not limited to the venues, chapels, gardens, and accommodation will be made from time to time based on the owners' discretion. These changes will always be improvement or upgrade to the overall property.
12. Security at Oakfield Farm is outsourced and all guests, visitors, staff employed or outsourced, suppliers, contractors are subject to the conditions of the security company and must adhere to instructions at all time.
13. Evacuation points in case of fire has been assigned in relevant carpark away from venues, gardens, or other potential hazards. Please ensure that you are familiar with these points, which in the case of emergency will be pointed out by staff.
14. Oakfield Farm is not responsible to monitor guest who are not invited, should not attend a function or who has reasons to disrupt a function. This remains the sole responsibility of the function host and a designated person to be at the gate for arrivals. Should there for any reason be a need to remove guests off the property this will be done by the security company.
15. No weapons concealed or otherwise, narcotics, illegal items are permitted on Oakfield Farm. The immediate removal of persons found to be in possession of these items will be enforced by the security company.

U: FORCE MAJEURE

1. Neither party to this agreement will have any responsibility to the other nor may any party to this agreement be deemed to be in breach of this agreement or otherwise liable to the other because of any delay or failure in the performance of any obligation/s in terms of this agreement if and to the extent that such delay or failure is due to any cause beyond its reasonable control or is caused by force majeure (as defined below). The time for fulfilment of the relevant obligation/s will in that event be extended accordingly should fulfilment of the relevant obligation/s still be possible.
- 1.2 "Force majeure" means all acts or events that are neither controllable nor predictable and therefore independent of the will of any party or of its subcontractors, especially but not limited to any act of God, Fire, National Disaster, Quarantine, Theft, Explosion, War, Riot, Revolution, Strike or other industrial action, Earthquake, Tidal wave, Essential supply difficulties, Political turmoil, and Irremediable non-performance by a third party.
- 1.3 A party whose performance of its obligations under this agreement is delayed or prevented as set out in clause 1:
 - 1.3.1 Must immediately notify the other party of the nature, extent, effect, and likely duration of the circumstances constituting the force majeure.
 - 1.3.2 Must use all reasonable endeavours to minimise the effect of the force majeure on the performance of its obligations under this agreement; and
 - 1.3.3 Must (subject to clause 1.4), immediately after the force majeure event has ended, notify the other party, and resume full performance of its obligations under this agreement.
- 1.4 If any force majeure delays or prevents the performance of any of the obligations of either party for a continuous period more than (specify period), the party not so affected will be entitled to give notice to the affected party to terminate this agreement specifying the date (which may not be less than seven days after the date on which the notice is given) on which termination will take effect. It is recorded that the incapacity of either party to act due to force majeure circumstances will not be construed as a breach of this agreement.

V: CONFIDENTIALITY

Oakfield Wedding Venue t/a Oakfield Farm will:

1. Treat your personal information as strictly confidential.
2. Take appropriate technical and organizational measures to ensure that your personal information is kept secure and is protected against unauthorized or unlawful processing, accidental loss, destruction or damage, alteration, disclosure, or access.
3. Promptly notify you if we become aware of any unauthorized use, disclosure, or processing of your personal information.

W: INDEMNITY

Although every precaution necessary will be taken to prevent accidents, neither Oakfield Farm nor any of its employees, agents, guests, facilitators, representatives, or anyone acting on its behalf shall be held liable for any injury. Injury including any physical, emotional, or psychological or howsoever caused to the couple/guests whilst under the control of Oakfield Farm be it because of gross negligence or otherwise. Oakfield Farm shall further be indemnified and held harmless by the Applicant against any claim of whatsoever nature and howsoever arising whether in contract or delict, which may be brought against Oakfield Farm, its members, employees, agents, guests, facilitators by any other third party. Should the Applicant's patient or client be transported by Oakfield Farm for whatever reason needed, it will be at the Applicant's and patients own risk. Oakfield Farm (including all its employees and or any person acting on behalf of Oakfield Farm shall not be liable in respect of any injury sustained or damage suffered by the couple or their guests.

Please note Oakfield Farm is an owner managed & run property and it goes without saying that we insist on the respect for staff and property on your function date or leading up to your function date. As we are blessed to be a popular venue, we ask that all parties on the property be considerate of the fact that a function will be hosted after your function date and to allow them to receive the facilities in the same maintained and kept manner