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## Hawksmoor House **WEDDING & FUNCTION AGREEMENT**

[www.hawksmoor.co.za](http://www.hawksmoor.co.za)

# WEDDING & FUNCTION AGREEMENT

Thank you for your booking at Hawksmoor House. We will do our utmost to make your wedding or function an unequalled success. To assist in the smooth running of the event, we would appreciate you taking the time to fully familiarize yourself with our standard Terms and Conditions listed below.

These Terms and Conditions are applicable to all functions held at Hawksmoor House and are binding on the person making the booking (the Host) upon confirmation of the reservation by payment of the specified deposit.

## 1. Booking Procedure

- i. All booking requests must be sent in writing to [reservations@hawksmoor.co.za](mailto:reservations@hawksmoor.co.za).
- ii. A quotation will be sent upon receipt of the written request should venue & accommodation be available as per the request.
- iii. Upon the date of signature, the booking shall be considered provisional for a maximum period of 14 days, wherein a deposit needs to be paid to confirm your function.

## 2. Upon the date of signature hereof the booking shall be considered provisional for a maximum period of 14 days.

If no deposit payment is received within this period, the booking will be cancelled without further notice. To confirm a booking, we require receipt of payment of the deposit, being 50% (20% of which is non-refundable), of the venue hire. The balance of the outstanding venue hire (50%) is payable in full 60 days prior to the function.

## 3. An additional refundable Breakage Deposit of R15 000 will apply per function

and will automatically be added to your quote/invoice. The Host is responsible for any loss or damages to Hawksmoor House's property, as outlined in section 11. After a full evaluation, refunds from this deposit will be done 7 days after departure. Breakages and damages by 3rd party suppliers and vendors, will be included in this policy. The R5 000 cleaning fee outlined in section 13, is included in this deposit.

## 4. Beverages

rates quoted are subject to increase at any time and without prior notice. **Hawksmoor House has a reasonably priced wine list of our own wines** for the function and should be purchased before the function. No additional Hawksmoor wines will be available during the function. Should alternative wine (including sparkling wines / MCC) be brought in, a corkage fee of R40 per bottle will apply. All fruit juices, minerals, spirits, and beers may be brought in for the function without corkage.

## 5. All function charges are subject to an:

- i. **Interest** penalty at the prime bank rate plus 2 % (two per centum) from the due date of payment until and including the actual date of payment, if payment for a function (and or any other costs) are not paid promptly in terms of the booking.
- ii. **Administrative fee** of R500 for additional administrative work caused by such late payment, which charge the undersigned acknowledges as being fair and reasonable and shall pay same on demand.

## 6. The function fee includes the use of the selected venue(s) for a specified time.

Breakfast functions must end by:

11h30 am

Lunch functions must end by:

16h00 pm

Dinner functions must end by:

02h00 am

Exclusive Use of Hawksmoor House the venues need to be cleared and returned to the original state by checkout (10h30 am).

- i. The function venue(s) at Hawksmoor House is reserved only for the times indicated. If the Host subsequently requests to use the function space for any time beyond the hours set forth in the final programme, such request shall be subject to the approval of Hawksmoor House Management and may be subject to additional fees which shall be payable on the day of the function, unless otherwise specified.
- ii. The Host should inform Hawksmoor House in writing should the event exceed the standard time as indicated above. The hotel reserves the right to re-sell the venue for more than one event on the day and requires a minimum of 2 hours to do so.
- iii. In the case of Dinner-Dance functions, Hawksmoor House reserves the right to ask the DJ or Band to lower the music volume, should it be loud enough to disturb our other guests. Any music is limited to 2:00 am at the latest.
- iv. All bar services are limited until 2:00 am latest.

## 7. Check-in & Check-out times:

Check-in is from 15h00, should guests wish to check-in earlier, this would need to be discussed with management first and it is subject to availability. Check-out is at 10h30, any late check-outs will need to be discussed with management and is subject to availability.

## 8. Hawksmoor House reserves the right to object to the employment

of any vendor or supplier by the Host or guests in relation to the function.

- 9. The Hotel reserves the right to cancel any bookings** forthwith and without liability on its part in the event of damage or destruction of the allocated venue/rooms by fire or cause, any shortage of labour or food supplies, strikes, lockdowns or industrial unrest, or any other cause beyond the control of Hawksmoor House which shall prevent it from performing its obligations in connection with any booking. Subject to the circumstances, an asserted, but reasonable effort will be made to persist with this booking.
- 10. Hawksmoor House shall not be held responsible for any loss, damage, or theft** of the guests' or hosts' belongings, including gifts, nor for any injury suffered by any individual. The host agrees to indemnify and hold the hotel harmless against any claims arising from such loss, damage, or injury.
- 11. The Host is responsible for any loss or damages to Hawksmoor House's property** and shall pay the amount due on receipt of a written request. The customer shall not be entitled to assign the booking to any third party nor utilize Hawksmoor House's facilities for any other purposes than that stated in the covering letter without the prior written approval of Hawksmoor House.
- 12. Marquee Tents:** The set-up of a marquee tent or free form tent needs to be discussed with management so as not to cause any damage to the buildings, trees, or underground water supply. The tent can be erected on the day of the function and must be removed by 10h30 on the day of departure, or on Monday should the following day be on a Sunday. Should there be an event on the Sunday, the cost of Sunday removal is at the Host's own cost.
- 13. Cleaning:** The cleaning of the property and all items used is the responsibility of the Host and needs to be completed by the time of departure. Failure to clean the property by time of departures will result in a non-negotiable cleaning fee of R5 000, which is included in the Breakage Deposit (section 3). Hawksmoor House staff are not responsible for the cleaning of dishes and function areas.
- 14. Furniture:** Hawksmoor House's furniture is not available for use during the function and must remain in its original location. Any damage to Hawksmoor House's furniture caused during the event will be assessed and included in the breakage evaluation.
- 15. Fires/Fireworks/Candles:** Due to the presence of thatched roofs and high fire risk areas, no open flames or fireworks are permitted. Additionally, open candles may only be used in outdoor areas if they are enclosed in glass (such as lanterns) or votives. Hawksmoor House maintains a non-smoking policy indoors; smoking is only permitted in designated outdoor areas where ashtrays are provided.
- 16. Generators:** In consideration of the unstable electricity supply (load shedding), the Host is responsible for providing a generator to supply power for lighting, music, field kitchen, etc., including covering all associated fuel costs.
- 17. Weather:** We take no responsibility for outdoor functions and the Host remains responsible for any extra costs involved in a radical change of weather that may affect the arrangements for the function.
- 18. Toilets:** Hawksmoor House has four "public" toilets for functions up to 160 guests. For larger events it is advisable to hire portable toilets, and the associated costs will be the responsibility of the Host.
- 19. Caterer Requirements:** Please note that caterers making use of our facilities need to be made aware of power restrictions and because of load shedding the need may arise to hire in a generator to ensure that all power needs for extra ovens, etc. are met. Should the caterers make use of Hawksmoor House's facilities, please be aware that this will attract costs for electricity and gas use. Furthermore, when setting up a field kitchen, floor surfaces need to be protected by drop sheets. Costs for hiring in field kitchen equipment is for the Host's account and set up areas need to be discussed in conjunction with Hawksmoor House management. Any staining left behind from equipment will be an additional cost to the caterers. Refuse bags must be supplied by the caterers or clients and refuse must be disposed of in our refuse area.
- 20. The water** used onsite is sourced from boreholes and is potable. Filtered water is provided for consumption by in-house guests. Any additional water requirements will be charged to the Host's account.
- 21. Set up:** The Host must advise Hawksmoor House one week prior to the event if suppliers contracted by the Host, or their event planner, require access to the property prior to the function. The Host must supply a list of suppliers and the flow of events one week prior to the event. The earliest suppliers will be able to start setup is 08h00 on the day of the event. Prior arrangements must be made with Hawksmoor House management if storage is required.
- i. Should Food Trucks be used for the function; they can only be parked on gravel or pathways not on lawn areas as they damage the grass.
  - ii. In the case of a stage being erected in the venue, care must be taken not to damage the flooring (i.e. rubber under stage)
  - iii. No holes may be drilled into the walls or nails used for draping or other decor (only freestanding)
  - iv. No adhesives e.g. Prestik may be stuck onto the walls.

- 22. Hawksmoor House reserves the right to utilise its other venues** for additional functions on the same day as the Host's function, subject to availability and capacity. This provision does not apply in cases of exclusive venue use.
- 23. No Pets:** Hawksmoor House maintains a strict no-pets policy within in premises. For the comfort and safety of all guests, pets are not permitted on the property at any time.
- 24. We regret no children under the age of 12 years are permitted at Hawksmoor House** events and accommodation. Any exceptions to this policy must be approved by Hawksmoor House management prior to the function. Should an exception be granted, the breakage deposit policy will apply to cover any damages resulting from the presence of the child(ren).
- 25. Cancellation charges** are calculated on the total cost of the function. 20% Of the total cost is non-refundable.  
 Days prior to function: 30 days prior arrival: 50%  
 14 days prior arrival: 100%  
 Within 24hours / No Shows: 100%

I acknowledge my acceptance of the above Terms and Conditions at Hawksmoor House:

Name of bride & groom/host:

Pieter Nortje, Saskia de Bok

Contact Number:

076 052 6879

Email Address:

pieter\_nortje@outlook.com

Date of wedding/function:

07/02/2026

Estimated no. of guests:

70

Venues booked:

Manor House Oak Lawns

Reflection Pond area

Blue Barn

Lemon Grove area

Name of signatories (Please print): Pieter Nortje

Person responsible for the account:

Pieter Nortje

Name & Surname:

9807025082081

ID Number:

076 052 6879

Tel:

6 Princes Square, Harfield Village, Claremont

Cellphone:

Cape Town

Physical Address:

7708

Postal Address:

pieter\_nortje@outlook.com

Email:

Signature:

Date: 20/03/2025

#### Banking Details:

Standard Bank

Account Name: Hawksmoor House – In

Account Number: 72264624

Branch 000610

Stellenbosch

VAT Number: 4730211622

SWIFT Code: SBZAZAJJ