



Terms and Conditions of booking – Conference

1. Reservations will only be confirmed upon receipt of a 50% deposit of the total cost of the booking which is required within 7 days of making a provisional booking. Once confirmation date expires , the provisional booking will be automatically released
2. Cancellation/Postponement policy:
 - a. 50% refundable if cancelled/postponed greater than 6 months from the booked date
 - b. 0% refundable if cancelled/postponed within 6 months from booked date
3. Total cost of the booking is to be settled 14 days prior to the booked function.
4. We reserve the right to charge a breakage and cleaning deposit of R 5000, payable 14 days prior to the function, which is refundable 7 days after the function, if no damage has occurred or additional cleaning required. We may also require a credit card authorisation form to be signed to cover any breakages that exceed the deposit held.
5. All prices quoted are subject to change, provided that the client is made aware prior to booking
6. The client will notify Grand Manor Gardens 14 days prior to the function of the confirmed number of guests that will be attending. Should the no. of guests exceed the agreed number, Grand Manor Gardens reserves the right to charge an additional fee per head.
7. A maximum of 400 guests will be allowed at the venue per function. Management reserves the right to close the gates and restrict further entry should this amount be exceeded. Right of admission is reserved at all times
8. Grand Manor Gardens reserves the right to cancel any booking without liability on its part in the event of any damage or destruction of the venue by fire or any other cause beyond the control of the company which shall prevent it from performing its obligation in connection with any booking in its venue.
9. The company does not accept liability for any loss or damage to any item or property of customers howsoever such loss or damage may occur
10. The company does not accept liability for injury to you or your guests on the premises due to negligence, over-indulgence or any other cause.
11. No alcohol may be brought onto the premises except for champagne.
12. Unless by prior arrangement, all activities on the property will stop by 11pm and premises vacated by 12am. An additional cost of R1 500 per hour will be charged if these times are exceeded.
13. The client is allowed to set up from 5pm the day before the function and clear up by 12pm the day after the function, provided both days are not booked. Should the day before and after be booked, the client is allowed to set up from 7am on the day of the function and must clear up before 7am the day after the function.
14. In the unlikely event of a breach of the contract, the party in breach will be liable for all legal fees

Company		Contact person	
Company Address		Contact number	

Date of function		Total price quoted	
Time of function		Breakage deposit	
Approx. no of guests		Deposit paid	

For the Client

For Grand Manor Gardens

Banking Details (please send confirmation of payment to contact@grandmanor.co.za)

Account Name: Pletho Charis
 Type: Cheque
 Branch name: Pinecrest

Bank: FNB
 Account no: 6252 5394 326
 Branch no: 251505

