



ANNEXURE "B"

TERMS AND CONDITIONS

LOMBARDY CONFERENCES

GENERAL

Rates are valid from 1 January 2015 to 31 December 2015.

A maximum of 15 % increase annually may be anticipated.

Due to unforeseen circumstances, the price of certain items may be increased without prior notification.

All quotes are subject to availability. Guests wishing to avoid disappointment should confirm their bookings as soon as possible.

Bookings will be confirmed on deposit payable.

Food on the buffet will be displayed for 3 hours only from the confirmed time of the main course.

Music to stop at 23H30 and the bar to close @ 24H00.

Conferences will commence from 07h00 and end at 17h00, Breakfast functions will commence from 06h30 and end at 12h00 noon, Lunch

functions commence from 11h30 and end at 17h00 and dinner functions commence from 17h30 and end at 24h00.

Any function wishes to continue later than normal time will be charged with an additional venue hire.

After hours charges will be charged at R900.00 per half an hour.

Children under 12 years will be charged 50 % of the agreed adult menu price and children under 6 years of age will not be charged.

No food or beverage may be brought onto the premises without written consent from Lombardy Estate Management.

No food or beverage may be removed off the premises without written consent from Lombardy Estate General Manager.

Free secure parking is available.

Any additional items requested should be supplied or hired by the client at the client's cost.

BOOKINGS

All rates quoted are inclusive of VAT and are subject to change without prior notice.

Upon receipt of a completed BOOKING FORM (hereto attached Annexure "A") our banqueting department will prepare a quotation for you.

The above quotation is subject to availability.

Clients wishing to avoid disappointment should confirm their quotation with a deposit without delay.

This quote is valid for 7 (seven) days from date of the quote.

A 50% (Fifty Percent) deposit is required to confirm a provisional reservation.

Should bookings be made within 7 (seven) days of the conference, a 100% (One Hundred Percent) deposit is required immediately.

If the deposit is not paid on or before within 7 (seven) days of quotation or on another date as agreed upon, in writing by Lombardy, the provisional booking will be automatically released without further notice or liability to the client.

PAYMENTS

A deposit of 50 % (Fifty Percent) is required within 7 (seven) days upon receipt of our quotation.

The outstanding amount of the quotation must be settled 7(seven) days before the function.

Payment by cash/credit card at the hotel or by electronic or direct transfer to our bank account.

Please note that should you wish to settle the deposit or final payment with a company credit card, 4% will be allocated towards (of the total invoice amount) Credit card commission.

Upon paying the deposit electronically, the deposit slip must be forwarded to Lombardy Estate.

Lombardy Estate's banking details are as follows and deposits slips must be faxed through on (012) 809 2351 -

Lombardy Development,

First National Bank

Lynnwood Branch

Branch No: 25 20 45;

Account No: 551 5801 4338

CANCELLATIONS POLICY

Cancellations can only be done by way of written notice.

Due to the limited space available we have adapted a strict cancellation policy.

A cancellation fee of 50% of the total quotation delivered will be charged for cancellations 10 – 21 days before the event.

A cancellation fee of 75% of the total quotation delivered will be charged for cancellations 5 – 9 days before the event.

A cancellation fee of 100% of the total quotation delivered will be charged for cancellations 0 – 4 days before the event.

DAMAGES / LOSSES

Neither Lombardy Estate nor its agents or employees shall be liable for any damages or loss which may be caused to any of the goods of the customer, its employees or invitees brought onto the premises for whatever reason, nor for any injury or loss of life of the customer or its employees howsoever caused. The customer further indemnifies and holds harmless Lombardy Estate against any claim that may be made against

Should any damages occur to the building gardens, décor, carpets or linen during the function the client shall be held responsible and billed accordingly.

Candle burns/wax damage will be charged back to the client.

No staple guns or pins are to be used when attaching décor.

Lombardy Estate will not be held liable for interruptions of services (water, electricity, sanitation).

BAR SERVICES

No spirits, beer, soft drinks or food are to be brought and consumed on the premises, without the consent of Lombardy Estate Management. A corkage fee will apply to bottles of wine & sparkling wine brought onto the premises.

All bar bills are to be settled on the night of the function.

MENU

Certain dishes served are subject to seasonal availability.

All prices quoted include VAT and all prices are subject to change without prior notification.

Specialized dietary requirements such as Halaal and Kosher meals are subject to a surcharge.

Should the actual number of persons exceed that of the guaranteed number given, billing will then be based on the actual number.

Any changes must be given in writing 1(one) week prior of function date.

All entertainers' meals should be included in the guaranteed number.

PAYMENT PROCEDURES

A booking will be confirmed and secured by payment of a 50 % deposit of the total food bill.

The outstanding amount of the total food, beverage and extras bill must be settled 7 days before the function date.

The final appointment to finalize the function procedures, final checklists, final confirmation of the menu and bar requirements, final numbers, will take place no later than 1 week prior to the function.

Should the client decide on an open bar, the limit is payable 1 week before the function.