



WEDDING AGREEMENT

between

LOMBARDY BOUTIQUE HOTEL

(Referred to as "Lombardy")

and

Groom Name & Surname :	
Identity Number:	
Physical Address:	

(Referred to as "Groom")

and

Bride Name & Surname :	
Identity Number:	
Physical Address:	

(Referred to as "Bride")

The parties agree to the following –

1. That Bride and Groom will be hosting their wedding ceremony and reception at Lombardy.
2. That the Bride and Groom have paid the Non Refunable Deposit as agreed upon and hence have confirmed their date.
3. That the wedding has been scheduled to take place at Lombardy on the_____.
4. That the Groom and Bride have read, understand, accept and agree to abide to the terms and conditions as explained to them and set out in the attached document marked **TERMS AND CONDITION / LOMBARDY WEDDINGS**
5. That the Groom and Bride also bind themselves as personal sureties for monies owed and due to Lombardy arising from their wedding.
6. That the Groom and Bride consent to the jurisdiction of the Magistrates Court of Pretoria and/or the North Gauteng High Court for purposes of litigation.
7. That this agreement constitutes the whole agreement between the parties as to the subject-matter hereof and no agreements, representations or warranties between the parties other than those set out in this agreement are binding on the parties.
8. That no addition to or variation, consensual cancellation or novation of this agreement and no waiver of any right arising from this agreement or its breach or termination shall be of any force or effect unless

reduced to in writing and signed by the parties or their duly appointed representatives.

SIGNED at Pretoria on the day of 20__

Witness

Groom

Witness

Bride

SIGNED at Pretoria on the day of 20__

Witness

Witness

Lombardy

TERMS AND CONDITIONS

LOMBARDY WEDDINGS

GENERAL

- Rates are valid from 1st January 2014 – 31st December 2015.
- A maximum of 15% increase yearly is expected.
- All quotations are subject to availability.
- To avoid disappointment bookings and deposits should be finalized as soon as possible. Bookings will be confirmed on deposit payable.
- The price of certain items may be increased without prior notification should circumstances deem it necessary. Clients will be informed immediately should this happen.
- Food on the buffet will be displayed for 3 hours only from the confirmed time of the main course.
- Music to be turned down to 65db at 23:00 and to be turned off at 23h30 and the bar to close at 24h00.
- Children under 12 years will be charged 50 % of the agreed adult menu price and children under 6 years will not be charged.
- After hours charges will be billed at R750.00 per half an hour.
- No food or beverages may be brought onto the premises for consumptions without written consent from Lombardy Management.
- Free secure parking is available.
- Gratuities are optional and at the discretion of the client
- Any additional items requested should be supplied or hired by the client at the client's cost.

- All prices are inclusive of VAT.
- Exclusive use of a reception venue is guaranteed on the day of the wedding.
- Outdoor themed weddings can only be accommodated on Saturdays, Sundays and Public Holidays.
- The Chapel will be available for set-up as from 8h00 on the day of the wedding.
- The Reception Venue will be available for set-up as from 8h00 on the day of the wedding.
- The Honeymoon Suite will be available as from 12h00 on the day of the wedding.
- All other accommodation booked will only be available as from 14h00 on the day of the wedding.

BOOKINGS

- Wedding date and venue bookings will only be confirmed when said requested deposit is paid.
- All changes and cancellations must be made in writing by the client.

LOSS/DAMAGE

- Neither Lombardy 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 against any claim that may be made against the Company by any third party relating to the provisions of this clause.

- 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 and wax damage will be charged back to the client.
- No staple guns or pins may be used in the venue to attach draping.
- Lombardy will not be held liable for interruptions of services (water, electricity, sanitation).

BAR SERVICE

- No spirits, beer, soft drinks or food are to be brought and consumed on the premises.
- A corkage fee of R65 per bottle will apply to bottles of wine and sparkling wine brought onto the premises.
- All beverage 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 actual numbers fall below that of the guaranteed minimum, charges would be based on the guaranteed number.
- 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 on payment of requested deposit.
- A further 50% deposit of the total food, venue (if any) and/or accommodation bill must be paid with 21 (Twenty One) days after receipt of invoice.
- The outstanding amount of the total food, beverage and extras bill must be settled 21 (Twenty One) days before the wedding and/or 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 (One) week prior to the function.
- Should the client decide on an open bar, the limit is to be payable 1 (One) week before the function

DEPOSIT

- Payment by cash/credit card at the hotel or by electronic or direct transfer to our bank account.
- All deposit slips must be forwarded to info@lombardy.co.za or faxed to **(086 516 1761)** immediately once payments are made.
- Lombardy's banking details are as follows:

Lombardy Development

First National Bank (Lynnwood Branch)

Branch No: 25 20 45

Account No: 551 5801 4338

CANCELLATION POLICY

- Cancellations can only be done by way of written notice.
- Due to the limited space available and our exclusive one wedding per day rule we have adapted a strict cancellation policy.
- If the wedding is cancelled within 24 (twenty four) calendar months of the wedding date a cancellation fee equal to R4000.00 (Four Thousand Rands) will be charged.
- If the wedding is cancelled within 12 (twelve) calendar months of the wedding date a cancellation fee, equal to 25% (Twenty Five Percent) of the total quotation delivered, agreed to and signed-off or an amount of R7 500 (Seven Thousand Five Hundred Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.
- If the wedding is cancelled within 6 (six) calendar months of the wedding date a cancellation fee equal to 50% (Fifty Percent) of the total quotation delivered, agreed to and signed-off or an amount of R10 000 (Ten Thousand Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.
- If the wedding is cancelled within 3 (three) calendar months of the wedding date a cancellation fee equal to 100% (One Hundred Percent) of the total quotation delivered, agreed to and signed-off or an amount of R15 000 (Fifteen Thousand Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.
- The above-mentioned cancellation policy is also applicable to any date or venue changes unless the General Manager of Lombardy his or her sole discretion decides otherwise in writing.