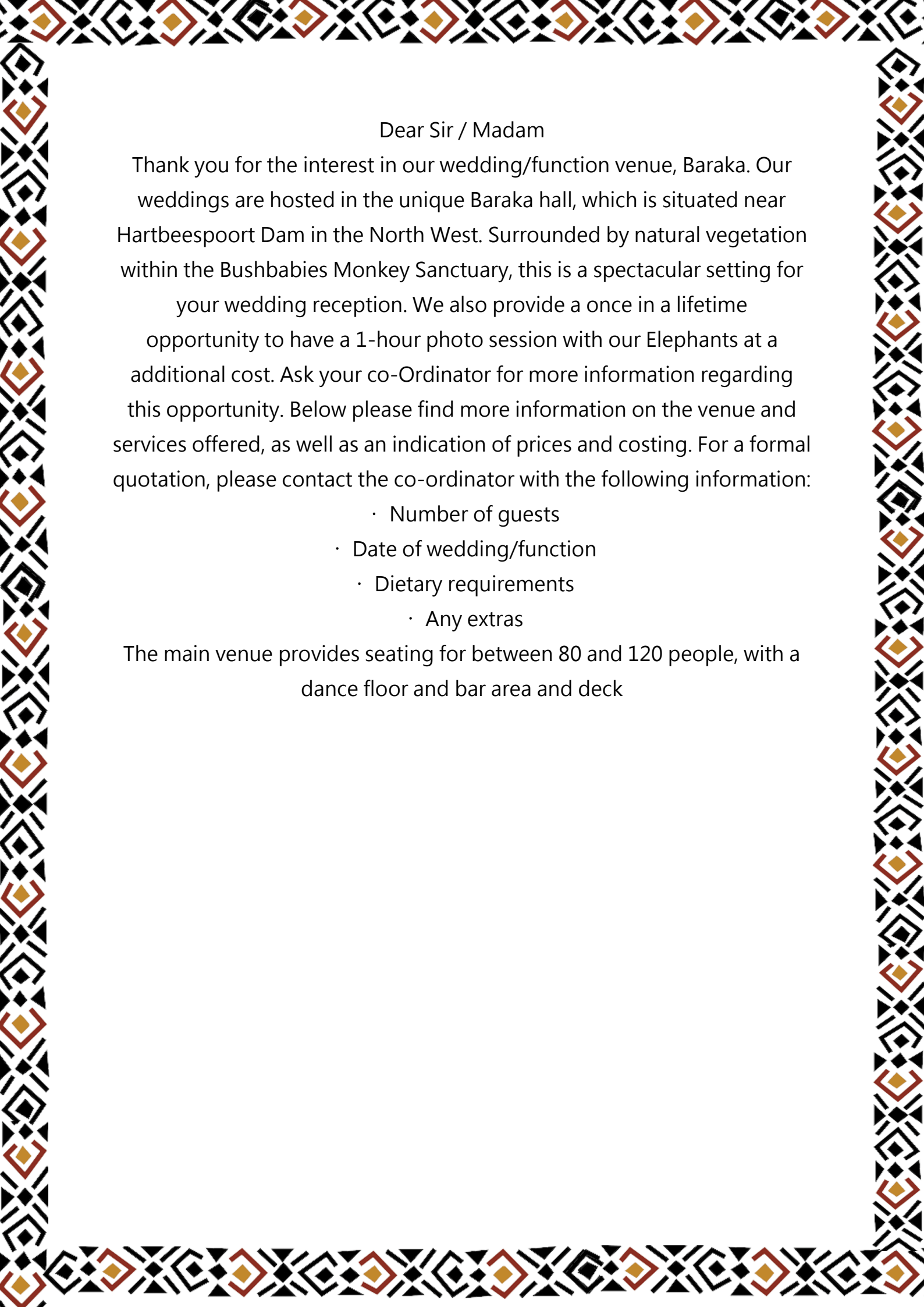




Function Information Baraka 2018





Dear Sir / Madam

Thank you for the interest in our wedding/function venue, Baraka. Our weddings are hosted in the unique Baraka hall, which is situated near Hartbeespoort Dam in the North West. Surrounded by natural vegetation within the Bushbabies Monkey Sanctuary, this is a spectacular setting for your wedding reception. We also provide a once in a lifetime opportunity to have a 1-hour photo session with our Elephants at an additional cost. Ask your co-Ordinator for more information regarding this opportunity. Below please find more information on the venue and services offered, as well as an indication of prices and costing. For a formal quotation, please contact the co-ordinator with the following information:

- Number of guests
- Date of wedding/function
- Dietary requirements
- Any extras

The main venue provides seating for between 80 and 120 people, with a dance floor and bar area and deck

VENUE HIRE AND FACILITIES

Saturdays, Sundays and Public Holidays – R 590pp (minimum 80pax)

Mondays to Fridays – R 540pp (minimum 80pax)

Less than 80 pax to be quoted separately

Venue hire includes:

- Use of the venue, cash bar, dancing area and deck for the wedding ceremony/function.
 - Round tables and chairs.
 - Standard linen (Black/White), cutlery and crockery.
 - Basic setup of tables.
 - 1x Waiter per 20 Guest & 2x Barmen
 - Venue coordinator / duty manager.
 - Welcome drinks
 - 3 course Buffet Style meal (please select from attached form)

Any additional linen, decor, cutlery or crockery besides the basics that we supply, needs to be hired in and will be for the clients own account.

CATERING AND BAR FACILITIES

Catering and Food Arrangements

We offer a three course buffet style menu. Food may not be brought onto the premises and food may not be taken off the premises.

Plated Menus – Not Available

Attached you can find the menu selection. Feel free to ask your co-ordinator and should you wish to make any changes, our co-ordinators would gladly assist you. Kindly note that amended dishes and alternatives may result in additional charges. Specialised dietary requirements such as Halaal and Kosher meals will be quoted separately.

Bar and Beverage Arrangements

Baraka is fully licensed and will meet and manage all your beverage requirements.

Please note that the bar will only be managed by Baraka and will not be outsourced to the client, caterer or any other 3rd party involved in the function.

The bar closes at precisely 24h00.

For any special wine or sparkling wine/champagne requirements we will order it for you as per your requirement. If you would like to bring in your own table wine or sparkling wine there is a R40-00 corkage charge per bottle.

Welcome drinks

We will supply basic welcome drinks for your guest with a choice of alcoholic or nonalcoholic.

For specialized welcome drinks there will be extra charges.

GENERAL INFORMATION

Décor and Flowers

Flower arrangements and décor needs must be organised by the client. Baraka cannot assist the florist, or any other supplier, with decorations, the on-site transport of material or moving of flower arrangements either during set-up, during the function or when striking the event.

The décor organiser or wedding co-ordinator may start set-up on the function date from 08h00, and all décor must be cleared from the venue on the day after the function before 09h00.



Photography

Photographers and videographers are to be organised by the client. Photographs are the bookmarks for the special moment in our lives. We offer memories as we give you the amazing opportunity to have a private photo session with a tame elephant before 17h00 at an additional cost and this is subject to availability at the Elephant Sanctuary and availability of an elephant handler. Cost subject to request.

Smoking

Legislation prohibits smoking in public areas. Rooms, all function/wedding venues and the park are non-smoking. Guests are required by law to smoke in designated smoking areas.

Safety and Security

Baraka takes every precaution to ensure the safeguarding of your belongings; however, Baraka will not be liable for any damage and/or loss of any client / suppliers property whatsoever. Clients/suppliers must take responsibility for keeping their valuables safe.

Baraka will not be held liable for loss or injury to persons due to negligence or any other causes whatsoever. Cars are parked at own risk. All damage and/or theft of Baraka property by any persons associated with your function will be charged to the bridal/master account.

Touching, attempting to touch and/or feeding the monkeys are not permitted under any circumstances. All guests/visitors/suppliers entering Baraka, and therefore the park, are required to sign an indemnity form.

ADDITIONAL INFORMATION

The following is NOT included in the venue hire. These items are to be organised and arranged for by the bridal couple and/or wedding planner.

- Specialist décor
- Podium or arch
- Overlays, tie-backs, draping, red carpet
 - Additional cutlery and crockery
 - Flowers and candles
- Custom-made menus/wine lists and name cards
 - MC for event
 - DJ/Music/Band
 - Entertainment
- Photographer/Videographer
 - Babysitter
 - Hair/Makeup
 - Guest gifts
 - Staff gratuity

No paper confetti, streamers, feathers or rice are allowed at Baraka. No live animals (e.g. doves) allowed without prior arrangements. You are welcome to use flower petals. If other confetti types are used regardless of the agreement, the client will be charged per hour for casual cleaning staff.

Accommodation

Your bridal room, is situated at Tuskers Lodge B&B next to the Elephant Sanctuary.

Rates can be arranged on request. Check in time is normally at 13h00.

Guests must be checked out by 10h30 the next morning.

Room allocation will be on a first come, first serve basis.

There are a number of guest houses/hotels in the area – a list of these venues is available on request.

Final Arrangements

An appointment for final arrangements must be made well in advance and should take place two weeks (14 days) prior to your wedding date.

During this meeting, we will finalise all arrangements, information and guest numbers for the function, as well as order of events/time schedules/bar requirements, etc. This will be your final

opportunity to ensure that everything is according to your preference. Our wedding coordinators will only be available for final arrangements from a Monday – Friday during office hours.

TERMS AND CONDITIONS

Although every precaution will be taken to ensure the smooth running of the function, Baraka shall not be held liable for interruptions of services (water, electricity, sanitary services).

Baraka does not take responsibility for any function booked outdoors not being able to carry out due to any weather conditions.

Baraka reserves the right to show perspective clients around the venue until two hours prior to the function is set to start.

Baraka, its employees or any person employed at any wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.

Baraka reserves the right to refurbish and upgrade the venues from time to time.

Baraka 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 the control of Baraka, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternative venue.

You will receive your final payable invoice 10 days before your function date.

Deposit

1. Upon acceptance of quotation, a R15 000 non-refundable deposit is payable to secure the venue hire for the date originally booked.
2. 2 weeks prior to the event the remaining balance of the invoice must be settled.


Failure to make payments as per items 1 to 2 above could lead to cancellation of the wedding.

By paying the deposit you automatically indicate your acceptance of Baraka's policies regarding cancellations, payments and postponements, as well as the terms and conditions of Baraka Events and Function Venue. R 3,000.00 breakage deposit is levied and will be refunded one week after the function should there be no breakages, or the balance thereof.

Cancellation Policy

The initial deposit is non-refundable.

If the wedding is cancelled less than 3 months prior to the wedding date, a cancellation fee of 100% of the total pro-forma wedding account will be charged, along with any other costs incurred by Baraka regarding this particular function.



All cancellations will only be acceptable in writing from the client and the cancellation period will be determined by the date the written notification is received by Baraka.

Baraka cannot credit catering charges for non-arrivals. The confirmed number of guests as indicated 14 days before the event will be catered and charged for, unless your numbers increase.

Should you have any further queries or any additional information, please do not hesitate to contact us on 012- 258 9904 / 9905.

Baraka offers a variety of functions and events including Weddings, Parties, Matric Farewells, Corporate Launches, Year Ends, Team Building, Conferences and Charity Events, and we will ensure that your function is an unforgettable one.

Please note that tours may take place on the premises at the same date and time. Baraka will take every care to make sure that the tours do not interfere with your function. Baraka is not liable for the actions of the guests of the tours that may occur simultaneously.

The venue closes at 24h00. The DJ must finish at 23h00 and the last round at the bar to be ordered at 23h30. No exceptions will be made.