

Otjiwa Safari Lodge

VENUE HIRE CONTRACT



Wedding Venue

Otjiwa Safari Lodge

1. Agreement

- 1.1 This Agreement must be fully completed.
- 1.2 Initial each page at the bottom and sign in full where indicated.
- 1.3 The completed and signed contract, together with proof of payment of the deposit must be e-mailed to marguerite@otjiwa.com.na and info@otjiwa.com.na
- 1.4 Only once all of the above have been completed and send through is your date confirmed and booked.
- 1.5 Communication and correspondence via e-mail is considered as binding and final. No communication will be dealt with via WhatsApp or text messages.
- 1.6 Viewing of venue can be made by appointment only during business hours.
- 1.7 Final guest numbers must be sent to the venue 14 days prior to the wedding date. No amendments will be made 14 days prior to the wedding date to the number of guests.
- 1.8 Guests will be charged separately for the use of rooms and any breakage in the rooms.

2. Venue Hire

2.1 Wedding Packages

Otjiwa Safari Lodge has two different ceremony venue's to be hired for a wedding:

- 2.1.1 Dam Venue – this venue overlooks the whole dam. Maximum capacity: **120 guests.**
- 2.1.2 The Lodge – this venue can be used for smaller groups. Maximum capacity: **80 guests.**

Dam Venue	The Lodge
Gold Package – N\$ 20 900	Gold Package – N\$ 20 900
Platinum Package – N\$ 27 000	Platinum Package – N\$ 27 000

2.1.3 Venue Fee for children:

- 2.1.3.1 0 – 3 years: Free of charge
- 2.1.3.2 4 – 11 years: Half price
- 2.1.3.3 12 years and older: Full price

No separate childcare facilities are provided. If needed please confirm with management for an extra fee of N\$ 300 per nanny.

2.2 Included

Please review package information for what is included in each package.

2.2.1 Should the Buffet be chosen, the following is included:

- 2.2.1.1 Tables for serving of the buffet.
- 2.2.1.2 Bay marines and serving dishes.

2.3 Excluded

- 2.3.1 Decorations and co-ordinating services (flowers, candles, decorating tables etc.)
- 2.3.2 Tablecloths, napkins, menus, cake stand and cutting knife
- 2.3.3 Any leads or 2 point plugs or any extra lighting

2.3.4 DJ services

2.4 Extra Services Offered

2.4.1 Braai for the Friday night

2.4.1.1 Rate of N\$360.00 pp. (Starter, Mains includes 3 meats, 2 salads, roasted vegetables & homemade roosterkoek/bread and dessert)

2.4.2 Pre-drinks or Canapes.

2.4.2.1 From the catering menu there is a few options for canapes to choose from. Prices will be dependent on choices.

2.4.2.1.1 Homemade Ice-tea can be offered for N\$12.00 per person.

2.4.2.1.2 Still water/sparkling water N\$15.00 per bottle.

2.4.2.1.3 Alcoholic beverages will be quoted separately.

2.4.3 Buffet for the wedding day:

2.4.3.1 Buffet prices are depending on choices from the catering menu.

2.4.3.2 Quote will also be sent separately for chosen buffet options.

2.4.3.3 Corkage fee of a N\$80.00 per bottle will be charged for wine and champagne for reception.

2.4.3.4 Waiters until 21h00, after that it would be N\$50.00 per hour per waiter. (gold package)

2.4.3.5 Barmen until 24h00, after that it would be N\$150.00 per hour per barman. (gold package)

2.4.3.6 Left over food remains the property of the venue, no food can be taken as take-away.

2.4.4 Available activities from the day before.

2.4.4.1 2 hours Game Drive at N\$480.00 pp (includes a drink)

2.4.4.2 2 hours Game walk with guide N\$200.00 pp

2.4.4.3 Swimming pool facilities (swimming towels at reception)

2.4.4.4 Spa treatments

2.4.4.5 Clay pigeon shooting – N\$ 550.00 pp

2.4.5 Waiters (only venue staff allowed)

2.4.5.1 One waiter provided for every 10 guests (costs as per clause 2.4.3.4 will be charged extra where required)

2.4.5.2 Duties of the waiters for Buffet on wedding day:

2.4.5.2.1 Assist with pre-drinks or canapes

2.4.5.2.2 Serve starter and clear tables

2.4.5.2.3 Help dish up buffet

2.4.5.2.4 Remove empty glasses on table

2.4.5.2.5 Clean up spills or breakages

2.4.6 BAR

2.4.6.1 All arrangements regarding bar must be made with Schalk Muller – schalk@otjiwa.com.na

- 2.4.6.2 Costs as per clause 2.4.3.5 will be charged extra where required
- 2.4.6.3 2 Barmen (below 100 guests). Additional bartender will be provided at an additional cost of N\$ 500 for the duration of the function where the guests are more than 120.
- 2.4.6.4 If luxury bar is required, a rental fee of N\$ 2000.00 will be charged. (gold package). This includes luxury naked bulbs.
- 2.4.6.5 Ice freely available throughout the duration for the wedding. Own ice must be provided if you bring the pre-drinks alcohol.
- 2.4.6.6 Normal ice buckets are available to rent for N\$ 50 per bucket (gold package). Luxury Ice-buckets are N\$ 300 per bucket. Your choice can be indicated on your wedding questionnaire.
- 2.4.6.7 A corkage fee is only applicable to white wine, red wine and champagne. No cold drinks, juices, non-alcoholic drinks are allowed to be brought in. No beers, ciders, brandy, whisky, vodka or any other strong liquors may be brought in, not even with a corkage charge.
- 2.4.6.8 All pre-drinks, wines on the tables, champagne, or any other drinks must be arranged with Schalk Muller 1 month prior to the wedding date. The drinks order must be confirmed 14 days prior to the wedding date when you have sight of your final guest list.
- 2.4.6.9 No guest may remove alcoholic beverages from the tables.
- 2.4.6.10 Guest can put drinks on their room numbers, but must sign before leaving for the night. Each guest will be held responsible for their room bill.
- 2.4.6.11 The bar staff have the right to ask some to leave the premises, should inappropriate behaviour be evident.
- 2.4.6.12 All beverage prices are subject to change without prior notice.
- 2.4.6.13 Should any drinks be requested by the bridal couple to be purchased that is not stocked by the venue, the bridal couple will be responsible for the purchase cost and remaining stock once event is finished is to be removed.
- 2.4.6.14 Beverage invoices are paid and finalised in advance. No refunds will be considered.
- 2.4.6.15 The set-up of the Gin bar, includes: Ice, jugs, waiters & glasses. An additional fee of **N\$ 2000.00** will be charged.
- 2.4.7 NO outside caterers allowed. Otjiwa Safari Lodge will be responsible for all catering.

3. Deposit and cancellation of wedding

- 3.1 A Deposit of 50% is payable to confirm your booking date. Cancellation fees apply.
- 3.1.1 An additional N\$ 5000 breakage fee is charged; all breakage, fines and any damage to property is recovered from this deposit. A separate invoice will be sent to you if the damages exceed N\$ 2000. If no damage occurred, this N\$ 5000 is refunded.
- 3.1.2 The breakage deposit will be refunded within 2 weeks after the wedding, subject to no damages or loss to property.
- 3.2 The total invoiced amount for the venue hire including any extra costs, must be paid in full 2 weeks prior to the wedding. The wedding function cannot continue without full settlement of ALL expenses.
- 3.3 No deposit will be refunded in case of cancellation of the wedding. Please see cancellation period below.
- 3.4 You remain responsible for the following minimum payment should the wedding be cancelled:

3.4.1	6 months prior to wedding date	50 % of full invoice
3.4.2	5 months prior to wedding date	75 % of full invoice

3.4.3 4 month prior to wedding date	100 % of full invoice
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- 3.5 Only in case of humanitarian considerations (death and proof of death) can alternative arrangements be considered by mutual agreement.

4. DJ / Music / Entertainment

- 4.1 This is the responsibility of the bridal couple. The following applies:
- 4.1.1 The DJ can visit the venue prior to the wedding date (by appointment) to determine what equipment is needed. Own equipment, leads, cables, two point plugs, batteries for the microphone etc. must be provided by the DJ.
 - 4.1.2 Emergency back-up equipment is important.
 - 4.1.3 No equipment may be moved on the floor surface.
 - 4.1.4 Permission is required to tape any power lines onto the floor.
 - 4.1.5 The venue will under no circumstances carry any responsibility for damage to any equipment.
 - 4.1.6 DJ must be set up 90 minutes prior to the start of the wedding function.
 - 4.1.7 Maximum noise levels may not exceed 90db.
 - 4.1.8 The DJ to announce the closing round at the bar 15 minutes before the end of the function.
 - 4.1.9 Last song to be played 10 minutes before the end of the function.
 - 4.1.10 Volume to be adjusted down should the function continue after 24:00 arranged in advance.
 - 4.1.11 30 minutes is allocated to the DJ to pack up after the function. The venue will then close.

5. Other providers (Décor, light, furniture, florists, wedding cake, photographer, videographer)

- 5.1 Report to Marquerite Muller.
- 5.2 ALL extension cords (leads), scissors, knives etc must be provided by the bridal couple or service provider.
- 5.3 The venue will not, under any circumstances, accept responsibility or liability for loss or damage of any suppliers or their personnel safety and equipment.
- 5.4 NO objects may be moved on the floor surface.
- 5.5 Painting, gluing, pasting or the use of a glue gun must be done outside the wedding venue building.
- 5.6 Nothing may be pressed or glued to the walls. No permanent fixtures are permitted.
- 5.7 Any flower arrangements required on the day of the wedding must be completed by 12h00 on the day of the function.
- 5.8 All décor and personal items must be removed from the venue by 12:00pm on the day after the wedding, in order for us to clean the venue.

6. Responsibilities of the venue

- 6.1 Only 1 wedding function will be hosted per weekend.
- 6.2 Morning weddings and functions; venue is only available until 17:00.
- 6.3 Afternoon evening weddings functions: venue is available to 24:00. A fee of N\$ 1000.00 will be charged after 24:00.
- 6.4 The venue takes no responsibility for anything (including drinks) that remains on the site and is not removed or collected within 24 hours after the function.
- 6.5 The venue takes no responsibility for lost or damaged items. No staff will take responsibility of personal items of the wedding attire.

7. Additional information and responsibility of bridal couple

- 7.1 All decor, flowers, candles, tablecloths, napkins, table plan, name cards are the responsibility of the bridal couple or wedding planner.
 - 7.2 Tablecloth sizes - ensure to specification. Tablecloths that hang nicely enhances feel of your wedding venue.
 - 7.3 The bride must communicate with Marquerite on the number of tables that is required: buffet tables, coffee table and canapés.
 - 7.4 Remember to include tablecloths for your gift table and your DJ
 - 7.5 Any draping's or lights hanging from the roof - MUST be completed by 17h00 on the previous day.
 - 7.6 NOTE - All tablecloths and under plates must be delivered to the venue by 17:00 on the previous day prior to the wedding date.
 - 7.7 INFORM FINAL NUMBER OF GUESTS (including DJ, photographer and Videographer) to the venue, 14 days prior to your wedding date. Note: You will still be liable to cover the costs of guests (venue hire and food cost per head) should guests decline or cancel within the 2 week period ahead of the wedding weekend.
 - 7.8 Send a sketch of the layout of the tables in the reception hall of the venue. (At least 2 weeks before your wedding) Please indicate the following:
 - 7.8.1 How many guests will be seated at which table?
 - 7.8.2 Where your wedding cake should be?
 - 7.8.3 Location of your DJ.
 - 7.8.4 Location of your gift table?
 - 7.9 Send your wedding program to the venue at least 1 week before your wedding.
 - 7.10 The safety of the wedding gifts is the responsibility of the bridal couple. Please arrange with someone to take care of your gifts.
 - 7.11 Note – The venue will be locked at 12pm on a Sunday. Anything that is not removed by then can be collected on an arranged time in the following week. The Venue does not take responsibility for any loss or damages.
- 8. Strictly forbidden**
- 8.1 Only environmentally friendly confetti will be permitted. This to avoid pollution and to eliminate difficulties with cleaning the premises. No streamers will be allowed.
 - 8.2 Eco-friendly confetti is permitted at both ceremony areas.
 - 8.3 No fresh petals (eg rose petals) may be thrown on the floor in the hall. The colour of the petals causes stains to the floors.
 - 8.4 No flour, rubber or something similar may be scattered on dance floor. If so a fine of N\$ 1000 will be charged and deducted from your deposit.
 - 8.5 NO aerosol like cans, spraying streamers, may be used for spraying. It stains our floors.
 - 8.6 Sparklers in the hall is strictly prohibited. It may be used outside the venue.
 - 8.7 SMOKING IN THE BUILDING IS STRICTLY PROHIBITED
 - 8.8 A fine of N\$ 1000 will be invoiced to the bridal couple's account should any guests smoke inside the building. (Smoking is permitted outside the building and bins are provided for cigarette butts!)
 - 8.9 No other guests will be permitted to stand on chairs. Dragging of guests on chairs is strictly forbidden. Dancing on tables and chairs not permitted.
 - 8.10 Any costs of damage to the seats or cushions of the chairs will be deducted from the deposit.

9. Packages

9.1 Gold Package – N\$ 20 900 (This package is deal for small to large weddings)

9.1.1 What is included?

- 9.1.1.1 Cleaning of ceremony area
- 9.1.1.2 Ceremony Area
- 9.1.1.3 Seating for ceremony area
- 9.1.1.4 Dining Hall
- 9.1.1.5 Large tables x 8
- 9.1.1.6 Smaller tables x 6
- 9.1.1.7 Red chairs
- 9.1.1.8 Waiters until 21;00pm
- 9.1.1.9 Barman until lock up.
- 9.1.1.10 Cutlery, crockery & glassware
- 9.1.1.11 Silver under plates
- 9.1.1.12 Venue manager
- 9.1.1.13 Honeymoon suite for one night

9.1.2 Add on (not included)

Silver candlesticks	-	N\$ 150 each
Pre-drinks Furniture	-	N\$ 4000
Pre-drinks glasses	-	N\$ 15 each
Cooling facilities	-	N\$ 500
Cross back chairs	-	N\$ 40 each

9.2 Platinum Package – N\$ 27 000 (This package is ideal for large weddings upto 120 pax)

9.2.1 What is included?

- 9.2.1.1 Cleaning of ceremony area
- 9.2.1.2 Ceremony Area
- 9.2.1.3 Seating for ceremony area
- 9.2.1.4 Pre-drinks furniture
- 9.2.1.5 Pre-drinks glasses
- 9.2.1.6 Dining Hall
- 9.2.1.7 Large tables x 8
- 9.2.1.8 Smaller tables x 6
- 9.2.1.9 Cross back chairs
- 9.2.1.10 Waiters until after buffet is served.
- 9.2.1.11 Barman until lock up
- 9.2.1.12 Cutlery, crockery & glassware
- 9.2.1.13 Silver or gold under-plates
- 9.2.1.14 Silver candelabras
- 9.2.1.15 Venue Manager
- 9.2.1.16 Cooling facilities for your alcohol & flowers
- 9.2.1.17 Honeymoon suite for one night

Name of Bride:

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Name of Groom:

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Signature:

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Wedding date:

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Package:

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Date:

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