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info@monatelodge.com
www.monatelodge.com
S 24.74525 | E 28.66750



MONATE GAME LODGE WEDDING CONTRACT 2018/19

WEDDING AGREEMENT

BETWEEN

ASH MONATE (PTY) LTD

(Hereinafter referred to as "Monate")

And

Full names & Surname: _____

Identity Number: _____

Physical Address: _____

Postal Address: _____

Contact Numbers: (W): _____ (Cell): _____

Email address: _____

(person responsible for paying the account - hereinafter referred to as the "Client")

All parties to initial each page, complete the details and return the entire document back to Monate via email; weddings@monatelodge.com or hand it to the coordinator, together with proof of payment of the deposit to confirm your booking.

Booking will be seen as confirmed once signed contract received and deposit made.



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A. IMPORTANT INFORMATION REGARDING THE WEDDING

BRIDE:

Name: _____

Identity Number: _____

Contact Numbers: _____

GROOM:

Name: _____

Identity Number: _____

Contact Numbers: _____

FUNCTION DATE: _____

CEREMONY AREA BOOKED: _____

RECEPTION AREA BOOKED: _____

MENU OPTION CHOSEN: _____ @ RATE OF _____ PER PERSON

MINIMUM NUMBER OF GUESTS: _____

A.2 COMMUNICATION

The official communication between the Lodge and yourselves would be by email. No WhatsApp or alternative mode of communication will be accepted, and any concerns must be directed to the wedding coordinator or General Manager on the following contact details:

weddings@monatelodge.com

gm@monatelodge.com

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Please take note of the below timeline:

Meet and greet wedding coordinator	-	Sign contract and make deposit
Confirmation email from Wedding Coordinator	-	Following receipt of signed contract and deposit
Receive 'user' & 'Password' for your guests to book	-	48 hours following receipt of signed contract
Wedding checklist from Coordinator	-	7 days following receipt of signed contract
First contact to confirm function sheet	-	3 months before wedding
Final Invoice and wedding details	-	3 months before wedding
Final rooming list	-	30 days before wedding

B. INFORMATION SHEET

1. Please read the complete "Monate Rate Sheet" Document as the information and minimum numbers contained therein forms part of the agreement between "Monate" and the "Client." By signing this document, you agree that you have read and understand the contents of said document.
2. Some, but not all, of the important points are
 - 2.1 To ensure exclusive weekend use of the venue, a minimum accommodation booking of **20 rooms are required for Friday night**, and a **minimum of 40 rooms are required for a Saturday night**. The wedding date will only be confirmed once the deposit and contract are received.
3. Please ensure that all suppliers' information is provided to the Coordinator no later than 30 days before the wedding.



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C. ACCOMMODATION

1. Subject to availability and on complimentary basis; the Shingwedzi Lodge Deluxe Unit will be made available to a member of the wedding couple on the day of the wedding for their preparations.
2. Subject to availability and on complimentary basis; the Skukuza Lodge Deluxe Unit will be made available to the other member of the wedding couple on the day of the wedding for their preparations.
3. Subject to availability and on complimentary basis; the Skukuza Lodge Deluxe Unit (or another room of their choice) will be made available to the wedding couple to spend their wedding night. A free bottle of sparkling wine will be included in the room on the night of the wedding.
4. For the guest accommodation, regardless of whether the guests' book directly on the lodge website or via the wedding couple, a rooming list must be supplied by the Client no later than **30 days** before the wedding date, on the template supplied by Monate.
5. The rooms for the wedding couple will be booked by the wedding coordinator and confirmation numbers confirmed as soon as possible.
6. All individual guests joining the wedding can book their rooms on the **Monatelodge.com** website by making use of the 'Agent Log in details'. Your wedding coordinator will provide you with a 'user' & 'password' valid for your wedding only and your guests can make use of this to log into the mentioned website and to book and pay their individual rooms. (See also attached step by step guide on how to make individual reservations on our website for weddings.)
7. Terms and conditions as set out in the accommodation booking forms of Monate shall apply to this agreement and to all guests.

D. MINIMUM NUMBERS

1. In the event of your amount of guests attending your wedding fall below our minimum number for your specific date, Monate will levy a once-off premium to reach the same minimum spend. This quote will be an addendum to this contract and the spend may not be less than the quoted value which may not be decreased.
2. The final number of guests as confirmed **30 days** before the wedding date will be the number charged for unless attendance is greater as detailed above. Bearing in mind that should this variance still be below the minimum mentioned previously, clients will



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automatically be billed for the specified minimum.

E. MENU SELECTION

1. Three differently priced menu options are available to cater for your unique requirements.
2. Additional menu options or food items can be discussed and will be quoted accordingly.
3. Annual food increases will be of immediate effect in January of every year for the year ahead. Menu prices remain subject to change due to economic factors during the course of the year.
4. Children under the age of 12 will be charged 50% of the rate and children under 6 years will not be charged.
5. **No food or beverage** may be brought onto the property, into the accommodation or into the venues by the Client or his/her guests for consumption on the premises, unless the prior written consent of Monate has been obtained.
6. Please note that your entire guest amount must be catered for; applicable to all menu options available on our menu selector.
7. Suppliers (DJ, photographer, etc.) contracted to work at the Wedding Reception will be included in the total guest amount/selected menu for catering purposes. The Lodge will also not be responsible to find accommodation for these suppliers – you need to work them into your accommodation numbers or book at alternative venues.
8. You are welcome to make use of Monate's suppliers. These suppliers are well accredited by the property and knows the property very well.
9. Should your actual number of guests on the day of your wedding exceed the number confirmed you will be charged for the additional guest(s) at the confirmed menu price.
10. Should your actual numbers drop below the confirmed numbers, you will be charged for the guest totals confirmed three weeks prior.
11. Menus are confirmed **30 days** prior to your wedding and changes are not possible after your final appointment.
12. In the event that an item on the menu cannot be found it will be replaced with another option without prior notice.
13. Special dietary requirements:
 - 13.1 Individual Halaal and Kosher meals can be ordered from our approved suppliers for such dietary requirements. Any additional cost will be for the client's account.
 - 13.2 Allergies and other dietary requirements must be communicated to Monate upon confirmation of the menu 30 days prior to the wedding.



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14. No outside caterers will be allowed on the premises, apart from the meals supplied for special dietary requirement that Monate cannot cater for.

F. SERVICE FEES

1. To ensure the guests' relaxation and comfort during any function, waitrons are employed to attend to their every need. Waiters allocated are one (1) waiter per two tables & one (1) barman per 60 guests.
2. Waitron services are included in the package rate, until midnight. Thereafter a charge of R250 per waitron per hour or part thereof will be levied.
3. Barmen are included in the package rate, until midnight. Thereafter a charge of R250 per barman per hour and R250 per ranger to arrange transport for the staff staying later or part thereof will be levied.
4. The latest time any function can stay open will be until 2am in the function room. The party can move to the main bar in the restaurant should they want to continue throughout the night. The overtime rates for all staff present will still apply as explained in clause F.3.
5. We would also recommend a 10% gratuity payment to reward the staff that looked after your function for the day.

G. BAR SERVICES

1. Clients to provide Monate with a brief regarding requirements for a Full Bar, Wine, Malt, Soft Drink Bar or a Cash Bar. Clients are welcome to set a limit on the total bar expenditure for their account. To maintain control of this account we are willing to supply a regular update of the bar account during the function.
2. Bar prices are subject to change without prior notice.
3. An updated list of bar prices is available on request. Annual bar price increases can be expected in January every year and will be implemented in the month without notice.
4. Wine orders need to be placed **30 days** prior to the wedding date.
5. Any changes to the bar requirements at any stage are to be done so in writing.
6. Cash bar: Should you opt to make use of a strictly cash bar option, any outstanding/unpaid accounts will be automatically transferred to the Client's account. Should the outstanding amount be recouped, the Client will be refunded.

7. For guests staying on the premises, their cash bar purchases will be added to their room account to be settled upon check-out.
8. ***No liquor may be brought onto the property as per Monate's Liquor Licence.***

H. SET-UP, CUT OFF TIMES AND OVERTIME

1. Set-up time is during office hours of 08:00 to 17:00 prior to the wedding date in each venue. The ceremony venue will be ready/set-up 2 hours prior to the start time of the ceremony. Anyone making alternative arrangements must ensure that these are documented on the function sheet 7 days prior to the wedding date.
2. The Client will be required to assign the décor set-up and breakdown to a specific person or supplier. In the case of a supplier, Monate's coordinator will liaise directly with them to confirm their set-up and breakdown times, and will be on site during this time to oversee the process and assist where problems or questions arise. Monate's coordinator or assigned staff member will escort the designated person to the different venues to be used during the wedding. No self-drives on the reserve will be allowed.
3. In the absence of a supplier being appointed to the décor, the Client needs to assign a responsible person for the set-up and breakdown of the décor, which will be introduced to Monate's coordinator, who will be working with the assigned person directly over the course of the weekend. Monate's coordinator will be on site during this time to oversee the set-up and breakdown process and assist where problems or questions arise. Monate's coordinator or assigned staff member will escort the designated person to the different venues to be used during the wedding.
4. **Décor set-up and breakdown is not the responsibility of Monate's coordinator or any other Monate staff member. The assistance of Monate's personnel will be charged at R400 per person per hour and needs to be confirmed at least 24 hours beforehand.**
5. Monate will be responsible for laying the table with the chosen cutlery/crockery/glassware as provided by the venue and in a way as decided by the Client in cooperation with the coordinator. Should the Client not make use of linen provided by Monate, it is the responsibility of the supplier/assigned person to provide the coordinator either the day before the wedding date or before 09:00am on the day of the wedding, in order for Monate to set the tables in time for décor.



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6. Monate is also responsible for clearing the table from all the cutlery/glassware/crockery for the responsible person(s) to clear all décor and/or linen brought onto Monate. All décor must be removed from all venues used before 13:00 on the day following the venue, unless otherwise arranged with Monate's coordinator. All décor not removed by this time will become the property of Monate and the agreed rate will be charged for the labour required to breakdown the décor.
7. Monate is responsible to provide a clean venue for set-up at 08:00am the day prior to the wedding, as well as clean the venue after breakdown.
8. Monate does not have a flower storage area, therefore all deliveries and arrangements need to be made on the day of the wedding. The venue can be opened as early as need be to accommodate early set-up, subject to prior arrangement with Monate's coordinator.
9. Monate reserves the right to show a venue to potential customers during the set-up time of all functions.

I. FURNITURE, EQUIPMENT AND FIXTURES

1. The provision of Monate's standard furniture and equipment as specified in the Rate Sheet is at no extra charge. A surcharge might be valid in case of bigger numbers to cater for additional furniture and equipment.
2. Please ensure that equipment requested is satisfactory in advance of your function. Any additional items should be supplied or hire by the client at the client's cost, i.e. different shaped tables or linen other than what is supplied per venue.
3. No fireworks, balloons, Chinese lanterns, streamers, feathers, rice or other non-biodegradable confetti are allowed as it may bring harm to the animals. Only items that are natural or biodegradable such as seeds, leaves, petals or bubbles may be used as confetti.
4. No live animals will be allowed on Monate's property at any time, unless arranged with management prior to the function.
5. Candles may not be placed directly on the linen. Monate reserves the right to remove the candles if necessary. Candleholders should be wide enough to ensure no wax damage to the linen. Should there be any wax damage to the linen, a surcharge will be levied.
6. No extra draping or hanging of curtains in trees in the different venues will be allowed without pre-approval in writing from management.



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7. No permanent alterations are allowed, including nails or hooks in the walls, roof or frames. Any damage to Monate property including linen, beyond reasonable wear and tear, will be charged accordingly.
8. Legislation prohibits smoking in public areas. Rooms and all wedding venues are non-smoking. Guests are required by law to smoke in designated smoking areas. No concessions will be made.

J. RISK/LOSS/DAMAGES

1. While Monate does feature emergency water tanks and a full backup generator, we shall not be held liable for any interruptions of services (water, electricity, sanitary services).
2. Whilst every precaution will be taken to ensure the safeguarding of your belongings, Monate will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc.). We recommend that all personal and valuable property be removed directly after the wedding.
3. Should any of Monate's buildings, surrounding gardens and grounds, décor or napery be damaged by the client or clients' suppliers during the set-up or breakdown operations of the wedding, the client shall be held responsible and will be billed accordingly.
4. Monate reserves the right to refurbish and upgrade the venues from time to time.
5. Monate, its employees and/or Agents will not be held liable for any loss of/or damage to guests' property while utilising this facility, nor will Monate, its Employees and/or Agents be held liable for any personal injury sustained, harm caused in whatever manner, or death caused due to personal injuries sustained, harm caused or whatever other cause resulting in death, whether the damage, injury, harm or death were occasioned by negligence, gross negligence, or otherwise on the part of Monate, its employees and/or Agents. Minor children remain the responsibility of the parents/ guardians and must at all times be accompanied by a responsible adult whilst using the facilities.
6. Monate 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, bad weather or any other cause beyond the control of Monate, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
7. Monate is not responsible financially, legally or in any other way in the event that a function is cancelled through an act of God or through sabotage.

K. MONATE COORDINATOR

1. The duties of the wedding coordinator as set out in the Monate Rate Sheet will apply to this agreement.
2. **The Coordinator is not responsible for the placement of décor items, bonbonniere or the arranging of flowers, as discussed in section H of this document.**
3. The Coordinator will discuss, during the period after your date was confirmed up to the wedding date, your finer details such as schedule for the wedding day, set-up requirements, floor plan and venue requirements, bar arrangements, supplier coordination etc.
4. **The Coordinator will not be held responsible for the timely arrival, delivering on promises or any other agreements with suppliers which was directly sourced and contracted by the couple.**
5. **Staff employed at Monate will not be held liable for lost items left behind in the venue/rooms. Please allocate a responsible person to remove your cake knife, seating plan, cake stand, vases, candles etc. from the venue.**
6. **The Coordinator is not guaranteed to be available for your Mock Table and it is therefore advisable to liaise with and request notes from the Supplier that you will be working with. A Monate duty manager will be available to assist from the venue's perspective.**

L. RESCHEDULING AND CANCELLATION POLICY

1. Should the client wish to reschedule the wedding date, the deposit paid will be transferred to the required date, subject to availability. Only **one** rescheduling per couple will be allowed, and only if done more than one month before the wedding date.
2. A surcharge will be levied for more than one rescheduling or should the couple decide to reschedule less than one month before the original wedding date.
3. Should the Client cancel **30** days before the wedding for any reason once the deposit has been paid, there will be a refund of only 50% on the total amount paid.
4. Should the Client cancel **90** days before the wedding for any reason once the deposit has been paid, there will be a refund of only 25% on the total amount paid.
5. Should the Client cancel **29** days before the wedding for any reason, there will be **no refund** on the 50% deposit paid.

6. In the event of non-payment of the fees within the time specified, Monate shall be entitled to cancel a booking, after giving the client written notice giving them seven days to rectify but no later than 48 hours prior to the function.
7. In the event the wedding is cancelled by Monate, for any reason other than due to the default of the Client of the terms of this agreement, Monate will immediately refund all amounts paid to date by the Client.
8. The Client must confirm all changes and cancellations in writing.

M. MARKETING MATERIAL

1. The Client hereby grants Monate permission to use copies of the photographs and video(s) produced for the wedding under this service agreement, including your image/s or likeness, for marketing and advertising purposes.

N. APPOINTMENTS AND PAYMENT REQUIREMENTS

1. Monate operates on a cashless basis – only credit/debit cards and EFT will be accepted for pre payments. This form of payment reduces the risk of theft and therefore provides a much safer environment for Guests and Staff.
2. **Your booking will be confirmed on receipt of the completed and signed contract and full payment of 50% deposit.**
3. **The final 50% of the quote must be paid 21 days prior to the wedding date, upon confirmation of final numbers, menu and other requirements.**
4. Upon check-out the day after the wedding, the balance of the bar account is settled as well as any possible overtime costs and costs for damages/breakages.
5. Monate reserves the right to charge interest at prime lending rate plus 15% on any outstanding payments not settled within 5 working days from receiving the final amount.
6. A Breakages deposit will be levied to cover any breakages during the event or by your guests. Breakages deposits will be verified and refunded at least 30 x days after the event.

O. BANKING DETAILS

Account Name: A S H MONATE (PTY) LTD
Bank Name: First National Bank
Branch Name: RMB Private Bank Pretoria
Branch Code: 222-026
Account Number: 62707057429

Should you deposit the money directly into our account, please use your Quote number as the reference

2. The customer/authorised representative of the Customer, by his/her signature hereto, hereby confirm that he/she is duly authorised, if the information supplied is true and correct. The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the Monate General Terms and Conditions Document as well as the Monate Rate Sheet as referenced herein and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He/she further confirm that it was explained to him/her that he/ she is entitled to have this document translated into a language of his/her choice at his/her expense.
3. Any wedding rates exclude a referral or commission rate for Wedding coordinators. A handling fee should be negotiated between the wedding agent and wedding party. Monate will not be held responsible for any payment of commissions.

P. WHOLE AGREEMENT

This constitutes the whole agreement between Monate and the Client. No alteration or variation of this Agreement will be of any force or effect unless reduced to writing and signed by both parties.

ADDENDUMS TO THIS AGREEMENT:

- 1) Monate Rate Sheet (each page initialised)
- 2) Signed Quote on which deposit is paid (indicating minimums as per section D)



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SIGNATORIES

Signed at: _____ on this _____ Day of _____ 201_____

Client Name: _____ Client Signature: _____

On behalf of Monate:

Name: _____ Signature: _____

Witness Name: _____ Signature: _____