



6 South Street, Paarl, 7646 • Tel: (021) 863 3635 • info@to-netts.co.za • www.to-netts.co.za • VAT Reg 430 025 3657

The package excludes:

- Transportation fee, Set up and a Refundable Amount
- No reductions to quantities or items allowed. Subject to availability.
- 10% Discount on the additional items - subject to increase of refundable amount.
- To-Nett's reserves the final right of interpretation of the Décor Packages.
- To-Nett's Terms and Conditions apply.

PRE-DRINKS

- 1 **Cocktail Tables** Supply Cocktail Tables
Supply holders with candles on the cocktail tables
Supply cocktail chairs
- 2 **Carpet** Supply red carpet
- 3 **Chill area** Supply one furniture combo

RECEPTION

- 4 **Guest list** Supply guest list stand with guest list
- 5 **Guest tables** Supply arrangements of seasonal flowers in suitable holders
to the value of **R750** per holder
Supply candles in holders
- 6 **Table cloths** Supply tablecloths for guest tables
Supply tablecloths for DJ table + Cake or Gift table
- 7 **Serviettes** Supply white, cream or black serviettes
- 8 **Chair covers** Supply cream, white or black chair covers
- 9 **Tiebacks** Supply tiebacks
- 10 **Underplates** Supply glass, silver, gold or red underplates
- 11 **Table numbers** Supply table number stands with plain table numbers
- 12 **Consultation** Free 1 hour consultation

I trust that you are satisfied with the above. Should you have any queries, please do not hesitate to contact me. Looking forward to hearing from you soon.

CONFIRMATION OF FUNCTION

The **indicated amount** must please be paid into the following bank account as soon as possible to confirm the date. No deposit will be accepted if the slip has not been faxed or emailed to us.

TERMS AND CONDITIONS

GENERAL:

1. This quotation is valid for **30 (thirty) days** from the date of issue.
2. This quote is accepted as final summary and cost break down. To-Nett's will work strictly according to this and will take no responsibility for changes of details and quantities. All changes must be done in writing, and confirmation thereof in writing is the responsibility of the client
3. All changes must be faxed or e-mailed to us. Changes will only be accepted/made on this quote after written confirmation and acceptance thereof by the client.
4. **Final numbers in respect of decor must be confirmed no later than 10 (ten) working days prior to the function, otherwise initial contracted numbers will be taken as fixed and will be charged accordingly.**
5. **If it was agreed upon that To-Nett's will do the setup the client to ensure that a *detailed floor plan with table layout* be made available in writing to To-Nett's at least 10 (ten) working days prior to the function.**
6. All decor, props and equipment are supplied on a hire basis only and remains the property of To-Nett's at all times, unless specified differently.
7. No equipment may be kept longer than the specified clearing date, unless it is requested in writing prior to hiring. In such cases, a daily hiring fee as well as an additional collection fee will be charged.
8. At no time may containers, decor, candles or equipment be removed from the venue where the function is taking place.
9. Any linen returned in a torn or cigarette/starlights/fireworks burned condition will be charged at the full replacement value.
10. The client agrees to utilise the goods only in the manner of which they are intended and not to tamper, modify or make repairs to the goods of whatever nature, without a written consent of To-Nett's. If such works or repairs are effected without the written consent as aforesaid To-Nett's shall be entitled to demand from the client the current replacement cost of any such goods.
11. The goods shall be at the sole risk of the client from date of receipt thereof to date of return to To-Nett's. The client shall be responsible for any missing or stolen goods or for any damage to the goods or for any damage sustained by any third party arising out of the client's possession of the goods and indemnifies To-Nett's against any such loss or damage.
12. Although To-Nett's will endeavour to accommodate any last minute changes, To-Nett's will not be held responsible if matching hiring goods or perishables are not available.

PAYMENT:

13. A **50% booking deposit** and **10% breakage deposit** (point 22-26) will confirm the order and will secure the booking at the quoted costs. (Take note of CANCELLATION, points 31-34)
14. **Proof of payment of the booking deposit and breakage deposit must be faxed to 021 863 3534 or emailed to functions@to-netts.co.za together with the reference as indicated under BANKING DETAILS.**
15. On receiving proof of **50% booking deposit** and **10% breakage deposit**, this proof will be considered as acceptance of the terms and conditions in its entirety.
16. **The balance of the quoted amount will be payable 10 working days prior to the function.**
17. If the client does not return the entire order on the specific date, the client agrees to pay half the date hire fee for the first day and the full daily charge for each day thereafter until such time as goods are returned.
18. Our terms are strictly C.O.D and all accounts outstanding longer than 5 (five) working days following the date of the function will attract interest at the bank prime rate plus 2%, calculated weekly.
19. To-Nett's shall withhold services should the **balance** and **breakage deposit** not be paid at the given dates.
20. Setup fee solely constitutes the fees charged for the setup as agreed by both parties during consultation. Any extra work not agreed upon during consultation will be charged for.

BREAKAGE DEPOSIT:

21. **A breakage deposit of 10% of the full amount must be paid**
22. This **breakage deposit** must be paid with the **50% booking deposit** payable to confirm your date. This **breakage deposit** will be paid back when all décor - linen, glassware, candles, etc. is returned to us intact. In the event of loss/breakage of any goods, the **breakage deposit** will forfeit and additional cost could be claimed to cover the loss.
23. A certificate by To-Nett's certifying such replacement cost shall be final and binding on the parties and shall be sufficient for the purpose of deducting the amount from the refundable deposit or obtaining summary or default judgement.
24. Any shortages, losses or damages will be charged at replacement cost.
25. Banking details for the **breakage deposit** to be paid back can be e-mailed or faxed to To-Nett's.

SETUP AND CLEARING:

26. Setup and delivery/clearing are additional separate costs which are specified at the bottom of each quotation. Please check the set-up and delivery times carefully as there will be additional charges if after hour's set-up or delivery on Sundays and public holidays are required.

27. **It is the client's responsibility to negotiate the setup and clearing dates and times with the venue and to supply these details to To-Nett's in writing at the latest 10 working days before the function.** The client therefore undertakes to arrange access to the venue to complete the setup within a reasonable time.
28. No liability or responsibility will be accepted in respect of late or non-delivery due to circumstance beyond the To-Nett's control.
29. To-Nett's shall be entitled access to any premises or function venue of the client for the purposes of quoting, delivery, inspecting, repairing and collecting as well as setup of any hired goods.

CANCELLATION:

30. Cancellation of any confirmed order must be submitted in writing.
31. No refund will be done should the function be cancelled within 1 month of the function date.
32. Only 50% of deposit will be refunded should a function be cancelled within 6 months of the function date.
33. Only 75% of deposit will be refunded should the function be cancelled before 6 months of the function.

CONCEPTS:

34. The creative concepts and designs of this proposal remain the property of To-Nett's and charges will be levied to anyone who uses a concept without written consent from To-Nett's.

WEATHER CONDITIONS:

35. In the event of an outdoor/marquee functions being unable to proceed due to inclement weather conditions, full payment of the contracted fee will be payable.

PERISHABLES:

36. To-Nett's undertakes that any perishables that leaves the premises of To-Nett's will be as fresh as possible but will not be held responsible for any wilting due to heat, non-watering or negligence in handling.
37. Due to Nature being unpredictable, To-Nett's cannot guarantee the availability of colours and types of flowers although we may have quoted on the specific flowers. To-Nett's will endeavour to substitute the said flowers with as close as possible match. In the event where the cost differs the client will either get a credit or will be charged accordingly.

