

African Footprints Lodge and Conference Centre

Terms and Conditions

The words 'conference', 'meeting' 'function' and 'team-building' are collectively described as 'event'
The words 'Conference Centre', 'Training Room', 'Lounge' and 'Lawns' are collectively described as 'venue'

- 1.1. Right of admission is reserved.
- 1.2. Viewing of the venue is by appointment only.
- 1.3. All venues and services quoted are subject to availability at the time of the enquiry and booking. A quotation, provisional reservation, pro-forma invoice and/or invoice is not equivalent to a booking and bookings will only be confirmed upon 1) receipt of a 50% (fifty percent) deposit 2) proof of payment (POP) e-mailed to conference@africanfootprints.co.za and 3) the client's receipt of a 'confirmation of reservation' document. The balance of payment is due at least 7 (seven) days before the event. If enquiries are made less than 7 (seven) days before the event, the booking will only be confirmed upon 1) 100% payment 2) POP e-mailed through to conference@africanfootprints.co.za and 3) the client's receipt of a 'confirmation of reservation' document.
- 1.4. A signed Terms and Conditions document is required before the commencement of any event (by the duly authorised representative or booking party).
- 1.5. Full day use of the venue is 9:00 – 17:00 (Full day venue hire of 8 hours). Should alternative times or hours be required, this needs to be requested in writing and African Footprints will confirm or deny in writing. Should an event exceed an agreed-upon time allocation, an additional charge of R2 000 (Two Thousand Rand) per hour will be levied.
- 1.6. Certain venues can be hired at an hourly rate; this is at the discretion of African Footprints.
- 1.7. Should the client wish to use pre-function areas, rain-plan venues, breakaway rooms, lounges or gardens for any reason, the client shall pay for the associated venue hire costs.
- 1.8. All areas other than the Conference Centre and Training Rooms are communal areas and will thus not necessarily be for the client's exclusive use.
- 1.9. The grass is not to be used for parking (unless otherwise instructed); parking bays must be utilised.
- 1.10. The duly authorised representative or booking party is required to produce a valid form of identification upon arrival, as per South African Law (Driver's License, ID, Passport or Residency Card are accepted, provided that they have a photograph).
- 1.11. All items intended for exhibition, signage and displays need to be approved by African Footprints in writing. External entertainment/props/vendors (including, but not limited to, inflatables, dancers, waiters, sound equipment, lighting equipment, décor, catering etc) also need to be approved by African Footprints in writing. Only approved suppliers are allowed to work in the venues and need to adhere to all Health, Safety and Security regulations.
- 1.12. FIREWORKS ARE PROHIBITED.
- 1.13. All banners must be free-standing; no items are allowed to be attached to the walls in any way or affixed to buildings or lawns in any way.
- 1.14. In the event of any damage to venues, the property or related assets in whatsoever form or way, the client will be held accountable for all replacement or maintenance cost.
- 1.15. All equipment, décor or structures belonging to the client or their suppliers must be removed directly after the event, unless otherwise agreed by African Footprints. African Footprints reserves the right to remove any such goods at its sole discretion without liability in case of loss, theft or damage resulting thereof.
- 1.16. All goods belonging to clients or their suppliers that were stored with the consent of African Footprints and are not removed from the venue within 7 (seven) days after the event shall become the property of African Footprints and may be disposed of as seen fit, without any liability resulting from this act.
- 1.17. African Footprints reserves the right to cancel an event should the client not be upfront regarding their activities on the premises, and should these activities be deemed a threat to security and the African Footprints rules and regulations.
- 1.18. The associated guest house caters predominantly for executives and students and as such African Footprints imposes a noise curfew of 22:00 where no disturbing noise or behaviours will be tolerated. African Footprints also lies in a residential zone and as such, disturbing noise or behaviours are in fact illegal after 22:00.

Disturbing noise and behaviour includes, but is not limited to, music, car stereos and hooting, wheel-spinning, laughing, crying, shouting etc. African Footprints has the authority to instruct the client/technicians to lower the DB sound levels in all areas at all times.

- 1.19. Disrespectful behaviour towards staff members and/or other guests will not be tolerated. Disrespectful behaviour includes, but is not limited to, shouting, swearing, threats, fights, scuffles etc.
- 1.20. If African Footprint's code of conduct is not adhered to, clients (and their parties) will be given a verbal warning to correct their behaviour. If the behaviour is not remedied, clients (and their parties) will be asked to leave the premises. If clients and/or their parties refuse to leave the premises, security and/or the South African Police Service will be called and will escort them off the premises, in whatever manner is necessary in accordance with their behaviour.
- 1.21. All food and beverages are fixed. We cannot cater for any special dietary requirements.
- 1.22. No external catering (foodstuffs or refreshments) may be brought onto the premises without prior arrangement and written consent from African Footprints.
- 1.23. African Footprints does not currently hold a restaurant liquor license. Therefore, if alcohol is required for an event, clients are invited to supply their own alcohol, for which a bar-equipment fee will be charged. The alcohol supply needs to be dropped off at African Footprints the day before the event and African Footprints reserves the right to remove the alcohol to the storeroom upon the event's allocated closing time. Clients are welcome to collect left-over alcohol 1 (one) to 7 (seven) days after the event.
- 1.24. In the event of performance being frustrated or delayed by strikes, riots, lock-outs, disputes, weather, major Acts of God, load-shedding, and/or any other service provider difficulties or any other cause not within the control of African Footprints, it is agreed that African Footprints shall not be held liable for any loss of trade or profit consequent upon such cause.
- 1.25. African Footprints provides clients with presentation tips and guidelines and takes no liability for presentations that have been incorrectly prepared and/or are non-operational. African Footprints provides information on how to embed video/audio, and takes no liability for video/audio that cannot be played due to Wi-Fi problems (eg power outages). Refunds will not be provided.
- 1.26. African Footprints takes every precaution to ensure that conferencing technology is in good working order and do not take any liability for technological problems out of our control. Refunds will not be provided.

Cancellation Policy: Conference Centre, Boardroom, Functions and Team-Building

- 1.1. In the event of a cancellation, the following rules shall apply:
If the cancellation is made more than 30 (thirty) days prior to event, a 5% (five percent) cancellation fee will be levied. If the cancellation is made between 3 (three) and 29 (twenty-nine) days prior to event, a 50% (fifty percent) cancellation fee will be levied. If a cancellation is made less than 2 (two) days/ 48 (forty-eight) hours prior to event, a 100% (one hundred percent) cancellation fee will be levied.

Indemnity: Conference Centre, Boardroom, Functions and Team-Building

- 1.1 By agreeing to utilise the venue/s at African Footprints the client, together with all members of their party, absolve African Footprints, its owners, operators and staff ('the establishment') from any liability to anybody (whether jointly or individually) from any cause whatsoever or based on any ground of liability whatsoever, whether such liability is strictly imposed (i.e. liability without fault being established), arises as a result of breach of contract on the establishment's part or is due to the negligent or reckless conduct of the establishment or as a result of any of the already mentioned conduct, theft or illegal act on the part of the establishment's employees, or any other persons for whose actions it may be held liable as a result of their employment with the establishment.

No Waiver

- 1.1 No extension of time or other relaxation or indulgence granted by African Footprints to the client shall operate or be deemed to be a waiver by African Footprints of any of its rights under this agreement or a notation of any terms and conditions herein.

Agreement to Terms and Conditions:

Name: _____ Name of Witness: _____

Date: _____ Date: _____

Signature: _____ Signature: _____