



Thaba Park  
Hooggelegen Road, DURBANVILLE  
Website: [www.themount.co.za](http://www.themount.co.za)

Tel: 021 975 0103  
Fax: 086 611 5251  
E-mail: [info@themount.co.za](mailto:info@themount.co.za)

Conditions for the Reservation of a Private Function at The Mount

Date of Function: \_\_\_\_\_ Function Start Time: \_\_\_\_\_ # Guests: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Name of Company / Person: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact person responsible for the function: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

1. The person responsible for the function is to remain in attendance at all times. They will be responsible for the guests' conduct while attending The Mount and will be held responsible for all damages to the allocated rooms and equipment.
2. **To confirm a reservation date:** No Date will be confirmed without this document being signed and accompanied by a non-refundable deposit of R1000.00 . The Mount reserves the right to cancel the reservation if a deposit is not received. The full amount is payable on the day of the function. Payment may be made by cash or credit card (Visa or Mastercard only). Any cheque payment must be prearranged with Peter Ahern and may be made with a Bank Guaranteed Cheque only. The bar, however, may be operated on a cash basis.
3. **Pricing:** All prices quoted for the function is for the food menu only and are exclusive of a 15% staff gratuity and any other extras that you may require such as arrival drinks, speciality cakes etc. All prices are subject to change without notice.
4. **Venue hire:** will only be charged depending on the number of guests and the venue room that is requested should you want that room for your exclusive use. Venue hire will be charged at the rate of the opportunity cost of turning guests away while the room is not fully booked. A fee of R1000.00 will be charged should you want to be married on the premises.
5. There is no **corkage** charged for the first twelve 750ml bottles of wine. Thereafter corkage of R10.00 per bottle will be charged. All other drinks are provided by the restaurant.
6. Should you have any **special hiring** requirements, such as florists, décor, tables and any other hiring services, these may be arranged for your account.
7. The function's **schedule of events** must be checked with The Mount beforehand.



Thaba Park  
Hooggelegen Road, DURBANVILLE  
Website: www.themount.co.za

Tel: 021 975 0103  
Fax: 086 611 5251  
E-mail: info@themount.co.za

8. We require a **final number of guests to be provided one week prior to the function date**. Please remember to include in you guest count any photographer, videographer etc, should they be dining with you.  
**IMPORTANT:** The number of guests provided to us will be the amount catered and charged for.
9. **No discos will be allowed. Any music arrangements must first be discussed and approved by Peter Ahern.**
10. A list of all items that is to be collected the day following the function is to be presented to Peter or Angela Ahern at least 3 days in advance of your function date.
11. The Mount does not accept any responsibility for the loss or damage to any property, death or bodily harm of any person or their guests entering its premises.
12. Should you hire an **outside contractor** for lighting, décor or any other specialised equipment, they are to **meet with Angela or Peter one week prior to the function** to allow for décor arrangements. On the function date, they are to announce their arrival to Peter or Angela and the installation of the equipment is to be monitored. The Mount will not be held responsible for any loss or damage of equipment.
13. All bar facilities will close at 01h00. This will also apply to any music arrangements that have been put in place.
14. All private functions held on Public Holidays or Sunday evenings are subject to a 15% levy.
15. The Mount reserves the right to change allocated rooms depending on demand of business.
16. All persons entering the premises of the Mount are to respect the rural settings of the area, the rural way of life, peace and tranquillity of our neighbours.

I, \_\_\_\_\_, ON BEHALF OF \_\_\_\_\_  
ACCEPT FULL RESPONSIBILITY FOR THIS FUNCTION. PARTICULARLY TO THE CONDUCT OF THE GUESTS AND THE SETTLEMENT OF THE ACCOUNT.

\_\_\_\_\_  
Name in Block Letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date