

THE TOKAI STONE CHAPEL CONFIRMATION SHEET

Contact Details:

Bride		Groom	
Full Name		Full Name	
Work No.		Work No.	
Cell No.		Cell No.	
Home No.		Home No.	
Physical Address		Physical Address	

Venue Details			
Required Date		Setup Time	
Ceremony Time		Departure Time	

Method of payment: Cash Cheque EFT Receipt Number :

Special Requests :

Terms and Conditions:

1. The Range Restaurant and Function Venue is the management company of the Tokai Stone Chapel.
2. A non-refundable deposit/booking fee of R1 000.00 (One Thousand Rand) is required to secure your booking date for usage of the chapel for three hours only on the day. A 100% deposit will only be refunded if the cancellation occurs three months before the date booked above. Any cancellations made within three months before the date booked above will forfeit 100% of their deposit.
3. Provisional bookings are only kept for 7 days from the date of the booking and will automatically be cancelled if a 100% deposit has not been made and confirmed.
4. Payments are to be made out to the "Tokai Stone Chapel" by either cheque or cash and paid into the following account: **Tokai Stone Chapel, First National Bank, Tokai, Branch No 200409 Acc. No 62030110019**
5. We do not accept any form of credit card payment to secure your booking of the chapel.
6. The Range cannot be held liable for any injury to persons, damage to or loss of personal goods.
7. The management reserves the right to charge for pilferage from, damage to the building or any other property.
8. Décor can only be delivered to the Chapel two hours before the actual booking time, and must be cleared directly after the ceremony.
9. Please note that a R50.00 key deposit will be required on the day of the ceremony when collecting the chapel key. The key must be returned immediately after the ceremony, or the key deposit will fall away and will not be refunded under any circumstances.
10. **No confetti is allowed.** Rose petals may be used inside and outside of the chapel.
11. No tampering with structure i.e.: no nails, pins, etc. are allowed to be used on the structure, fittings & fixtures of the chapel.

Please acknowledge receipt of the terms and conditions as laid out above by signing the Chapel Confirmation below.

NAME :..... SIGNATURE DATE/...../.....