



At

The Turning Point

060 235-3509

bianca@attheturningpoint.co.za

9 Clifford Rd, Chancliff AH, Krugersdorp, 1739

REG: 2024 / 167427 / 07

Venue Hire and Services Questionnaire

Planning a wedding can feel overwhelming. Coordinating venues, decorations, catering, legal aspects, catering etc. can take all the excitement out of that special day. At The Turning Point we can offer expert guidance, digital tools, and a streamlined service to make all your wishes come true without the burden of all the arrangements. We offer a step-by-step approach to making this journey as smooth as possible.

This is only a questionnaire to assist you in making the right choices for a special event, unique to your needs. Should you require more details please contact our site manager or assigned coordinator.

Please send an email to biancac@atturningpoint.co.za to assist with the arrangement of a function or any enquiry you may have.

PARTIES

The Venue:

At The Turning Point (Pty) Ltd 2024/ 167427/07 ("The Venue") of 9 Clifford Road, Chancliff, Krugersdorp
Name of representative/ contact: Deirdre (dsteyn2206@gmail.com) or Bianca (bianca@atturningpoint.co.za)
Contact Number: +27 60 235-3509 (WhatsApp available)

Introduce Yourself:

Full Names: _____ ID nr: _____ with
(residential address) _____ Cell nr: _____
(work place details) _____ Tel nr: _____
Email: _____
Name of Hosts (if relevant) Bride: _____ Cell nr: _____
Groom: _____ Cell nr: _____

Your Vision:

(Please help our coordinator prepare) to make your vision a reality by completing the form below:

The Project:

Engagement / Wedding / Photo shoot / Family Gathering / Elopement / Date Night / Picnic / Sports activity / Team-Building / Public talk / Musical Performance / Visual arts / Party's / Walks or Parades/ Religious/ Spiritual Activities / Workshops / Training / School or sports activities / Other (please specify) _____ .

Maximum number of persons expected to attend the event: _____ pax
Preferred Date: _____ Day: _____ Time Commencing: ___h___
Hire Period: _____ (Hours) (Time expected to depart from the venue) ___h___

Project times if required for more than one day: Hire Period: _____ days
Date from: _____ Day: _____ Time Commencing: ___h___ to
Date from: _____ Day: _____ Time Finishing: ___h___
Interval: Yes / No) Times: ___h___ to ___h___ ; ___h___ to ___h___ ; ___h___ to ___h___

Is additional time required for setup or access for bump-in/ tech work prior to the commencement time:
Yes / No Duration required _____ Hours.

Access restrictions: (Insert any general access restriction including private function (block booking for the venue) noise control, more than one venue space, etc.)

Additional requirements needed from the venue: At The Turning Point – This will be relevant to the Venue requirement as well as setup, etc)

Please give us a more informed idea of what you require in an attached e-mail !!!

Do you need any of our other service providers to assist you:

Please note that our service providers may be able to offer discounted rates related to set-up, travel and supply as they are on the premises.

The Lounge – Cash bar and Beverage Provider	Yes / No
HolisticCare – Holistic Health and Wellbeing	Yes / No
Koskraal – Catering and Warm Beverage Services	Yes / No
Artistic Edge – Graphics and Stationery	Yes / No
DJ Services - DJ, Host, Equipment and Lighting	Yes / No
Rock'a'tonic – Cocktail bar and Welcome drinks	Yes / No
Hair@The Turning Point – Hairdressing services	Yes / No
Black Orchid – Events coordinating, flowers and décor service	Yes / No
Kidz Galore – Entertainment Services for Children	Yes / No
Marriage Officer – Marisa (Non-denominational)	Yes / No
Amandas Cakes – Wedding/Function cakes and cupcakes	Yes / No

Sub-Contractors:

Please give us an idea of what you require in an attached e-mail. If there is something else you require please let us know so that we can assist in sourcing it on your behalf

Additional requirements needed from the venue: Caterer - Koskraal

Menu Number Chosen - _____ Pax: _____

Dietary Requirements:

Please e-mail us a list of your requirements.

Special Requests:

Please e-mail us a list of your concerns or requisites.

Venues:

The premises situated at 9 Clifford Road, Chancliff, Krugersdorp is inclusive of:

1. Open Garden Styled Spaces – Perfect for Garden and Intimate Weddings, Engagements, Elopements, Tea parties, Lunches, Music Events, Shaded Beer Tent Area, Pool Area, Picnic Spots, Children's Parties, Sports activity/ Public talk, Musical Performance, Visual art, Party's/Walks or Parades and so much more.

2. Rustic Chapel Styled Space – This space is usually left undecorated and can be used as a multi-functional space

3. The Lounge – Offers a quiet outside relaxed bar type environment, with a small boma styled fire-pit for cold nights. Our licensed bar provides both alcoholic and non-alcoholic beverages to The Turning Point and visiting guests. Bar tabs can be prepaid and arranged prior to arrival. Special requests are catered for upon request.

Please note that should any alcohol be brought onto the property we will charge 100% corkage per bottle of the value of the item. No Beverages are allowed to be brought onto the property without authority.

4. Inside Halls - Perfect for small functions when the weather is cool or as a back-up option when raining. The one hall is an open space with a side area that can be used to set up a buffet or have a small dance floor. All our venues cater to groups under 40 people. Please arrange for our manager to show you around.

FEES

A 25% non-refundable deposit is required to secure your venue and date on acceptance of the quotation. An additional 25% is required within a month after making your booking. The final payments are expected to be completed 30 days prior to the event. We do offer our guests the option of making payments at intervals as a budget friendly alternative. Prices do not include VAT.

Security Bond:

The second 25% is held in lieu of damages. Should losses or damage exceed this amount on the day the clients will be required to make additional payments prior to leaving the venue to cover such damages/losses.

Space Hire Charges:

Are included in the venue quoted. Additional charges may be incurred if the client wishes to change the location closer to the day. This is dependent on availability.

Technical /Administrative Services:

Includes the number of hours of technical support received as part of the venue agreement at no additional cost and any conditions regarding the use of these hours prior to the event as agreed upon. This number of hours will be provided as part of the venue hire agreement at no additional cost.

Contracted Service Providers Charges:

All services are quoted and agreed to prior to the event. When The Turning Point secures the service provider, we always have service level agreements in place to secure that our clients receive only the best package deals. The Turning Point holds no responsibility towards service providers that are not affiliated with us.

Cash Bar and Catering Services:

Our licensed cash bar is available to all our clients. No liquid refreshments or food is allowed to be brought onto the property except if included and authorized as part of the package.

Staffing fees:

Are usually included in the rates but additional fees may be incurred as a result of excessive cleaning or prolonged hours of the event. This will be calculated per staff member itemized per hourly rate.

Additional fees:

Will be discussed upon quotation / booking (e.g. Personalized use of the entire venue and/or specialized services providers using our facilities)

SPECIAL CONDITIONS

Additional requirements/circumstances are to be scheduled in consultation with venue management.

CANCELLATIONS

Please refer to our cancellation policy within our contract.

GENERAL CONDITIONS

Merchandise

The Venue shall have the right to sell additional services and merchandising during all events but will ensure that this does not result in a disruption of the booked event.

Billing and Credits

The client/guests shall be billed in writing and payments can only be made into The Turning Points banking account as indicated on the invoice received. Careful consideration of the use of the required reference number is to be made to secure the correct allocation of payments.

Any credits due to the client will be processed within fourteen (14) days after the event has been finalized.

Filming

No photographs or recordings of any kind are to be taken of the venue, which may be in use by other clients at the time of your event. Your party may photograph areas pertaining to your event for private use only. The Turning Point retains the right to use any such footage video, photograph or other for the use of social media platforms unless otherwise requested by our clients. No drone footage is allowed without special permission from the owners or management.

Risk Assessment

The Turning Point requires all guest or a representative of guests to complete our indemnity waiver seven (7) days prior to the event.

Termination

If either party shall fail to perform any of its respective obligations hereunder the other party may terminate this agreement forthwith upon twenty-one (21) days' notice in writing to the other party and the party so terminating the agreement shall thereafter be relieved of its obligations hereunder, without prejudice to any rights to seek damages or other such redress as it may have at law/as per contractual agreements.

Liabilities

Please refer to our contract and waiver.

Force Majeure

In the event that the engagement or any substantial part thereof is rendered impossible by reason of flood, earthquake, war or civil strife, hurricane, industrial disturbance, strike, fire, lockout, epidemic, or other acts of God, or any law, order, decree or regulation of any Government authority or for any reason of a similar or dissimilar nature beyond the control of the parties, it is understood and agreed that this agreement shall terminate and there shall be no claim for damages by either party against the other except claims arising from negligence of the parties, their servants or agents when in use.

Occupational Health and Safety

Both parties will comply with health and safety policies and procedures that apply to the Venue and to the safe delivery of the event. Both parties will ensure that its respective employees, contractors, performers, agents or invitees working or otherwise entering the Venue during the term of this Agreement acts in accordance with and at all times complies with the Venue's "house rules" and all policies and procedures regarding health and safety, including but not limited to evacuation procedures, maximum number of persons at the Premises etc. Either party will immediately notify each other of any hazards which they observe or become aware of at the Venue.

A safe and harmonious space will be maintained at all times reflecting the highest standards of professional conduct for all parties that are engaged in any capacity on behalf of the Venue. All parties are expected to be courteous and respectful.

SIGNED BY (Full Name): _____

Insert Signature: _____

Date: _____