

## Terms and conditions:

- In order to secure the venue, we require a non-refundable deposit of **R6 000** (Six thousand), of which R1 000.00 is the breakage deposit (refundable should there be no damage/breakages). The balance of this amount (R5 000.00) will be credited to your final account.
- Your booking will only be confirmed upon receipt of the deposit;
- **Cancellations/Postponements** – you will forfeit the deposit fee. All cancellations/postponements must be made in writing.
- Please note that should you have children present at your function, they are the responsibility of their parents/guardians. They are to be supervised at all times and are not the responsibility of the venue or its staff. Please also note that we have a swimming pool (which is out of bounds at all times) and a fish pond on the property and we accept no responsibility for any injuries/accidents that may occur.
- You will be held liable for any breakages/damages incurred to the property. The amount of **R1 000** (one thousand) will only be refunded once the property has been inspected
- If additional services are requested, then a further **50% deposit** will be required upon booking
- Final numbers and payment for additional services is due **2** (two) weeks before the function
- We accept cash and electronic transfers but do not accept cheques
- Payment of the deposit will automatically confirm that all terms and conditions set out by Highfield House are noted and accepted by yourselves and the cancellation policy will be enforced.
- Our banking details as follows:

Highfield House CC
Standard Bank: Gale Place
Branch Code: 042526
Acc No: 251721213
Acc Type: Current
- Closing times are **23h30 for 00h00**. Should your function go over the time stipulated, an additional fee of **R500** (five hundred rand) per hour will be charged
- Whilst COVID restrictions are still in place the venue's operating hours will fall within the regulations.
- Please note that the venue is fully licensed and as such, no alcohol may be brought onto the premises (other than previously arranged). Should this happen, you will forfeit the amount of **R1 000** (one thousand rand).
- Please note that once the deposit has been paid all correspondence between both parties shall be in writing via email. This is to ensure that there is no miscommunications and that an accurate record is kept of all your requirements. Any decisions/discussions done in person or telephonically must be confirmed in writing. This will safeguard both parties and ensure that we have no misunderstandings.
- **All prices are subject to change.**