

The Vineyard

GUEST LODGE



Adelzicht farm

Schafli road, Chintsa

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1 January 2019

Dear Bride to be

Please find attached our quote for your reference. Prices valid for 2019

Wedding Package Prices

Making your wedding dream a reality is our aim at the Vineyard.

The Vineyard will offer you sophisticated elegance and charm together with service excellence in a warm and friendly atmosphere in a venue that opens up onto a magnificent viewing deck facing the Indian Ocean and provides access to well-manicured gardens and rolling farm land for magnificent photo opportunities.

We offer a complete in house experience that gives the bridal party the opportunity to relax and enjoy our magnificent setting for the day without the hassle of traveling between the ceremony venue and the reception.

On request, we can arrange for a spa treatment, beautician and hair dresser to visit the bridal party on the day,

Thank you for your interest and we look forward to spoiling you and your guests to the following;

Chardonnay package

The prices will be applicable to a minimum of 60 guests. We can seat up to 150.

Bar; Full cash bar that can be personalised according to your requirements with one or two barmen depending on your guest total.

Cake; Table and knife is supplied or you may utilise our floating cake display. Please ensure that your cake supplier provides you with take away boxes for your cake after the wedding. We do have a cake storage facility free of charge.

Catering; We offer a full in house catering and beverage service. Unfortunately due food, health and safety requirements we do not allow outside food items or beverage unless specifically arranged with management prior to the wedding. This does not include your wedding cake and cupcakes.

Chairs; White wooden chairs

Crockery; Standard white crockery is supplied for all courses

Cutlery; Stainless steel cutlery is supplied for all courses

Easel; Is supplied

Glassware; Standard glassware is supplied according to drink requirements

Underplates; We have two options available. Should you prefer you may bring in your own.

Table numbers; We have a standard set that you may use.

Table seating; A table seating board is provided for your use. You may choose to bring your own aswell.

Confeti holder; We have two options available for your use

Linen; Standard white linen napkins. Our Rectangular tables do not require cloths.

Isle runner; A Hessian isle runner is available for the outside chapel should you require free of charge. The covered chapel has a mosaic isle so no runner is required

Tables; Rectangular tables seating between 8 banqueting style or 12 on its own or round tables seating 10 people . A special rectangular table will be supplied for the bridal party.

Venue; You have a option between our outside venue or our inside Venue. The Venue hire includes the basic set up and clearing afterwards

Waiters; Will be supplied to serve the pre drinks and clear the tables after each coarse.

Chapel seating; We have white wooden church benches that can seat up to 4 guests. This is included.

Chapel; You have a option between our open air ceremony venue draped in white with a stunning view of the ocean and rolling hills. Seating is provided in the form of white wooden benches. a Easel is provided or our enclosed chapel with a stunning view of the ocean and rolling hills. Seating is provided in the form of white wooden benches. a Easel is provided. **R 1100.00 SET UP FEE** will be charged to assemble and dismantle the chapel .

Pre drinks; The venue provides 4 wine barrels as decor for your pre drinks. This is usually done at our special pre drink venue that boasts beautiful views and lots of shade.

Parking; Ample safe parking.

Fire pit; The fire pit is available for use to wedding guests with prior arrangement. Wood is supplied separately at a charge.

Floor manager; The venue provides a floor manager for the duration of the wedding to ensure that everything runs smoothly.

Excluded from your wedding package;

Flowers and table decorations (you may discuss your theme with the Vineyard management as we do have a **inhouse decor and flower division. Should we do the decor and flowers we shall also act as your wedding coordinator**)

You may also utilize the services of outside vendors in regards to flowers and decor or you may go DIY.

Table runners and sashes

Accommodation for wedding party and additional guests. Please see our website at www.vineyardguestlodge.co.za for a price list of our onsite accommodation.

Babysitting services.

DJ/ Musicians

Other Draping

Buffet Menu

Function Times

Morning wedding; 10h00 (for eight hours from 10h00)

Afternoon wedding; 12h00 (for eight hours from 12h00)

Late Afternoon/ Evening wedding; To start anytime from 14h00 to 16h00. The Venue is available for 8 hours from your starting time.

An additional charge of R 1500 per hour will be charged to compensate staff if you exceed the 8 hour time frame.

Children

Children of all ages are welcome at the Vineyard. Babysitting services can be arranged with management as we do have waterways and the normal farm hazards that do require adult supervision.

Cancellation policy;

All cancellations and postponements must be made in writing. On cancellation or postponement, you will forfeit your venue deposit pro rata according to the following scale.

0 – 3 months prior to the function 100%

3 – 4 months 75%

4 – 5 months 50 %

5 – 12 months 25 %

Price

Venue hire inclusive of ;

-the venue and the ceremony venue

-the abovementioned items

Saturdays, Sundays, Public Holidays and School Holidays

R 9000.00 (excl of vat) R 10 350.00 incl

Fridays

R 8000.00 (excl of vat)

Weekdays (Mondays to Thursdays)

R 7000.00 (excl vat)

Weekdays before a holiday will be seen as a Friday.

Fridays before a holiday will be seen as a Saturday.

Winter warmer (July to August)

15% discount on the above tariffs

Menu; The Buffet menu is attached for your convenience. Please discuss this with management. Should you require the menu to be plated a surcharge fee of R 200.00 per table will be charged.

A deposit of 25% is required to secure your wedding date; A further 40% is required 3 months prior to the wedding with the full balance payable 14 days prior and with confirmation of the final quest total.

Please feel free to discuss any requests with management; We truly would like to make your dream day a reality-

Breakage Deposit

Depending on your number of guests a breakage and theft deposit is payable. The minimum deposit required is R 2000.00. This is fully refundable 14days after the wedding should no breakages, theft or damages occur

Venue Rules

To ensure the safety of our guests a full set of Venue rules are available from management.

Catering

The Vineyard reserves the right to change its prices according to suppliers and the national price increases. At least 30 days notice will be provided should price increases be applicable

Bar:

Hosts are to brief the The Vineyard about its bar arrangements prior to the event eg. cash or open account

Hosts can bring in their own wine and champagne with a **corkage fee of R30** per bottle.

If you decide to bring in your own wine and champagne it is to be brought in before the day of the event not on the day and a list of exactly what you have brought in is to be given so that it can be checked prior to the event and charged corkage accordingly.

No spirits, beers or soft drinks etc are to be brought onto the premises these will be provided by the The Vineyard, please let us know if you have any preferences other than what has been provided for on the Bar List.

Decor:

The Vineyard does not handle any decor or flowers unless the venue is handling the flowers and decor. The bridal couple is more than welcome to arrange to have it done themselves or by an outside service provider.

The Vineyard will not be held responsible for any placing or removing of decor that does not belong to us. The Vineyard's staff will not be available to assist an outside service provider with the movement of any equipment or decor.

Any items that are brought onto the premises must be removed before 12h00 on the day following the function. We will not be held responsible for the damage of private/outside decor items. Should the bridal party do the flowers and decor themselves the arrangements need to be done off site as we do not have the facilities for it to be done at the venue.

Bookings:

The Vineyard works on a first come first serve basis. Provisional bookings will be held for a period of 7 days.

The booking for the venue will only be made when the deposit fee is paid into our account and your proof of payment is sent to us along with the booking contract sheet (see last page of document)

The booking fee is **non-refundable** and will be deducted from the final amount.

Changing Date Policy:

In this case the booking fee will be transferred to the new date chosen (a new booking contract sheet will need to be signed)

ancellations:

The booking fee/deposit is **NON-REFUNDABLE** in the case of a cancellation.

Payments and Confirmation:

The function fee and the total bill for catering, drinks etc is to be settled **2 x WEEKS** (14 days) before the function date.

A confirmation of the number of guests attending is to be made **2 x WEEKS** prior to the wedding day especially for catering purposes.

The Vineyard shall not be obliged to adjust to final attendance numbers if changed within 2 weeks before the wedding.

Breakages:

Any breakages that may occur during the setup, duration and cleaning up of the event will be charged accordingly.

Music:

The client is responsible for arranging their own music and sound equipment (speaker, microphones, electrical extensions etc)

Musicians and DJs are welcome to visit The Vineyard prior to the event to plan the positioning of their equipment for the event.

Musicians and DJs are responsible for their own equipment, The Vineyard will not be held responsible for and loss or damage to any equipment.

The Vineyards staff will not be available to assist an outside service provider with the movement of any equipment

Set Up

The Vineyard accepts responsibility for basic setting of tables including glassware, cutlery and crockery. If any other detail is wanted e.g. material napkins (other than our standard white), ribbons on napkins this needs to be arranged by the bridal couple/decor team.

The Vineyard does not accept any responsibility for removing any hired decor items or cleaning thereof.

Right of Admission:

Right of admission reserved.

The Vineyard management has the right to remove any person within their own discretion.

Indemnity and Injuries:

The Vineyard does not accept responsibility for the loss of any belongings and the host accordingly indemnifies The Vineyard against any claim arising due to such a loss or damage to any belongings.

This also applies to any accidents that may occur during and after such a function. The Vineyard will not be held responsible for any death, loss or injury incurred at the venue.

Children are the responsibility of their parents or caregivers when on the premises and no loss, death or injury of a child will be the responsibility of The Vineyard.

The Vineyard, its employees or any other person employed at any function will not be held responsible for any loss or injury to persons due to negligence or any other cause whatsoever.

In the event of an Eskom power failure The Vineyard will not be held responsible for any damages caused.

The Vineyard reserves the right to cancel any bookings forthwith and without liability on its part in the

event of any damage to or destruction of the venue or any other cause beyond the control of The Vineyard which shall prevent it from performing its obligations.

Damages:

Should any The Vineyard building, surrounding gardens, decor or napery be damaged during the setup, duration or dismantling of the function the client shall be held responsible and will be billed accordingly.

Candles may not be placed directly on the linen or any furniture in order to avoid wax damage or a fire hazard.

The client shall be held responsible for any damages to the property of The Vineyard.

Should the need occur for The Vineyard to take any legal action to recover outstanding money, all legal costs applicable in such an event will be aid by the client on a client own attorney scale.

Something Special

On request a tree planting ceremony can be included in your festivities so that you may return each year on your anniversary to enjoy a picnic under your tree of love.

We have a facility where the bride and groom can attach a lock to our Love gate as a sympol of them being locked togethet forever.

Thank you for considering the The Vineyard as your wedding venue, we will truly do our best to make your day as special as can be.

We look forward to hearing back from you!

CONTRACT

We have read the terms and conditions and understand the content thereof. We agree to and accept the terms and conditions of The Vineyard as set out in this document.

· Groom Name:

· Bride Name:

· Estimated Guest Total:

· Date of Function:

· Kind of Function:

· Time of Function:

Will you be getting married on our premises? YES/NO

Contact Person:

Contact Telephone no :

Domicilium citandi (Chosen Address:)

