



Terms and Conditions

BUITENVERWACHTING RESTAURANT

Buitenverwaching has a beautiful Restaurant that is able to host all Event Requirements.



EXCLUSIVE USE OF RESTAURANT (ENTIRE RESTAURANT)

Seats a minimum of 40 Adult Guests & maximum of 100 Adult Guests.

Venue will become exclusive once over 50 Adult Guests.

DJ & Dancing is allowed if the Restaurant is booked exclusively

Half Day Venue Hire from November till April (Lunch or Dinner Events)

Pricing is based on Adult Guests.

40 - 49 Guests R 18 000.00	50 - 59 Guests R 15 000.00	60 - 69 Guests R 14 000.00	70 - 79 Guests R 13 000.00	80 - 100 Guests R 12 000.00
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Full Day Venue Hire from November till April

Pricing is based on Adult Guests.

40 - 49 Guests R 32 000.00	50 - 59 Guests R 30 000.00	60 - 69 Guests R 28 000.00	70 - 79 Guests R 26 000.00	80 - 89 Guests R 25 000.00
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Half Day Venue Hire from May till October (Lunch or Dinner Events)

Pricing is based on Adult Guests.

R 6 000.00

SEMI-EXCLUSIVE USE OF THE RESTAURANT (SECTION ONLY)

We are able to divide the Restaurant for Semi-Exclusive use.

Venue will become exclusive once over 50 Adult Guests.

No dancing or DJ is allowed if a section is taken.

Half Day Venue Hire from November till April

Pricing is based on Adult Guests.

R5 000.00

Half Day Venue Hire from May till October

Pricing is based on Adult Guests.

R 3 000.00

INCLUDED & EXCLUDED IN VENUE HIRE COSTS

Included in Venue Hire Costs

- * Service & Bar Staff for the Event
- * Standard Restaurant Napkins, Tables and Chairs.
- * Standard Restaurant Cutlery, Crockery & Glassware

Excluded in Venue Hire Costs

- * Food and Beverage Costs
- * 15% Service Fee on all consumables
- * Décor, Linen & Flowers
- * DJ and Dance floor – If you do not have the venue booked exclusively

Contract Valid from 01st July 2017 till 30th June 2018

Buitenverwaching Restaurant; Klein Constantia Road; Constantia; 7806

Tel. +27 21 794 3522 / Fax. 086 595 9623

Email : events@buitenverwaching.com

Customer Initials _____



Terms and Conditions

TERMS & CONDITIONS OF THE RESTAURANT

All reservations for any event at Buitenverwachting Restaurant provisional or confirmed are made upon & are subject to the following:

- * Terms and Conditions & no variation thereof will be accepted unless agreed in writing with Buitenverwachting Farm Trust (Pty) Ltd.
- * Written confirmation & the Client's signature will confirm acceptance of Buitenverwachting's Terms & Conditions.
- * In these Terms & Conditions "Buitenverwachting" means Buitenverwachting Farm Trust (Pty) Ltd. & any of its Events Venues & the "Client" means the Individual Person(s), Firm or Company booking Buitenverwachting.
- * Buitenverwachting Restaurant will not be held responsible or liable for any loss &/or damage resulting from the presence of your guests, service providers &/or their respective properties on the Buitenverwachting Wine Farm premises.
- * The client/s hereby indemnifies Buitenverwachting Farm Trust (Pty) Ltd & any aforementioned companies' employees against any claim that might be brought against them.
- * We require a list of all suppliers and their contact details that will be entering the premises two weeks before the function date.
- * **Please note that it is the client's responsibility to inform ALL service providers of our set up times as well as the terms & conditions of Buitenverwachting Restaurant.**

MENU OPTIONS AVAILABLE

We are able to offer a 3 Course plated Menu with a requirement of minimum three courses from our functions menu. Subject to availability we are also able to offer Cocktail Menus - please email us for further information.

Option Menu 1 – R675.00 per person

- * Selection of 1 Starter, 1 Main and 1 Dessert from the Function Menu provided.

Option Menu 2 – R675.00 per person

- * Selection of 2 Starters, 2 Mains and 2 Desserts from the Function Menu provided.
- * Each Guest to pre-select & confirm their choice between the 2-selected dishes chosen per course.
- * You would need to confirm with us in writing the confirmed quantity of each dish 1-month prior to the event.

Option Menu 3 – Only available for 60 Guests and less

- * Selection of: 2 Starters, 2 Mains and 2 Desserts from the Function Menu provided.
- * Each Guest may select their choice between the chosen dishes on the day of the event.
- * A choice menu is only available if the venue is exclusively booked for your event.
- * Venue to be exclusive for a Choice on the Day.

FINAL CONFIRMATION ON MENU OPTIONS

- * **Please be advised that our serving time will take 2-3 hours excluding speeches.**
- * **All speeches to be done after the main course has been served. This excludes the welcome speech.**
- * Dish Selection must be sent to us via email eight weeks prior to the event date.
- * Failing to confirm your menu selection with us, we will have no other option but to select a menu on your behalf.
- * In case of any special dietary requirements, our Executive Chef Edgar Osojnik, will gladly cater towards your guest's special dietary requirements (Vegetarian, Vegan, Seafood allergies, etc.)
- * Menu ingredients are subject to change without notice due to seasonality & availability.
- * **Buitenverwachting cannot be held responsible for any allergic food reactions.**

BEVERAGE SELECTION

- * **We DO NOT allow corkage for any event.**
- * We offer an extensive Wine List for your beverage requirements.
- * Should you prefer a selection of items that is not on our list we will gladly source the items on your behalf, this will be charged at the standard restaurant price & will be charged in full to your account.
- * The items not consumed will be given to you on the day of your event.
- * Our Restaurant Maitre'd will gladly assist you with a Food & Wine Pairing for your event.
- * Wines served during the event to be charged to the Hosts account.
- * Beverage prices and vintages are subject to change throughout the year without prior notice.

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SET UP TIMES FOR THE RESTAURANT

The following times are available for setting up on the day of your event.

Lunch Events
08:00 – 11:00

Dinner Events
16:30 – 18:30

Please note that we do not allow ANY set up that will interrupt our normal a la carte guests.

FUNCTION TIMES FOR THE RESTAURANT

The following times are available for your event.

Please ensure that you arrive as per the time specified; failure to do so may result in delays in the food service.

Lunch Events
12:00 – 15:00

Bar service will close at 15.00.
Music is switched off at 15:00

Dinner Events
19:00 – 00:00

Bar services close at 00.00
Music is switched off at 00:00
Guests must vacate no later than 00:30 at which time the venues will be cleared and cleaned.

SEATING ARRANGEMENTS

- * Please enquire about our seating plan for the restaurant.
- * Tables of eight to ten are available.
- * Please confirm the layout with our Events Manager before finalizing your seating plans.

CHILDREN

- * We welcome children of all ages if the event is booked for exclusive use in the Restaurant.
- * A Children's menu is available upon request for Children under the age of 10 & a children's 2 –course Menu at R175.00 is available.
- * Babysitting can be arranged at a rate of **R175.00 per child per hour with a minimum of 3 hours & a minimum of 2 children.**
- * **Cash is to paid to the Restaurant on the day of your event for babysitting services**

FLOWERS & DECOR

We recommend the following service providers.

Puccini Creations	www.puccinicreations.co.za	Phone : +27 21 671 1916
Lush Flowers	www.lushfloral.com	Phone : +27 21 423 5503
Theme Creations	www.themecreations.co.za	Phone : +27 21 788 6384
Red Hot Events	www.redhotevents.co.za	Phone : +27 21 510 0547
Wild at Heart Projects		Phone : +27 83 273 6806
The Perfect Proposal	www.theperfectproposal.co.za	Phone : +27 72 377 0996
Petals Group	www.petalsgroup.co.za	Phone : +27 21 461 8809
Julie Killias Events	www.juliekillias.co.za	Phone : +27 21 672 1799
Elizabeth Roux Management		Phone : +27 82 442 3953
Weddings Out of Africa		Phone : +27 21 531 4887

- * Should any Décor, Linen & Flowers be required kindly contact the above companies directly .
- * Buitenverwachting will not permit the affixation of decorations to any surface nor do we allow the removal of any of our furniture, decorations, decor, curtains, sculptures, paintings, pictures etc in any of our venues.
- * Décor requirements are subject to written approval by management & our standard restaurant napkins are available for your event needs.
- * Set-up of arrangements done through your preferred florist must be communicated with us directly at least two weeks prior to the event.
- * Only designated areas can be used for preparation, within the specified time limits & need to be cleaned by the florist.

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PHOTOGRAPHY

We recommend the following service providers

Warren Williams Photography	www.warrenwilliams.co.za	Phone : +27 72 665 3241
Jilda G Potography	www.jildagphotography.co.za	Phone : +27 82 592 6750
Shantelle Visser	www.shantellevisser.com	Phone : +27 82 443 6041
Tiffany B Photography	www.tiffanyb.co.za	

- * You are welcome to use the farm for any photography except the **MANOR HOUSE** & any **PRIVATE DWELLINGS**.
- * Photos are only allowed on the premises should your event be held at Buitenverwaching.

HIRING & EQUIPMENT

We recommend the following service providers

Rosy's Hiring	www.rosys.co.za	Phone : +27 21 797 6786
Table Cloth Hiring	www.tableclothhiring.co.za	Phone : +27 21 510 3000
Stoffberg Hiring	www.stoffberghiring.co.za	Phone : +27 21 712 6717
Banks Hiring	www.banksrl.com	Phone : +27 21 510 7011
Exclusive Hiring	www.ehire.co.za	Phone : +27 21 510 0340

- * Should ANY equipment be required, kindly contact the suppliers directly for quotations.
- * Buitenverwaching will not source any equipment nor take any responsibility for such equipment and loss thereof.
- * **Suppliers are required to deliver their items the day before the event and must collect immediately after the event has ended.**

ELECTRICAL AND SOUND

We recommend the following service providers

That DG Guy	www.thatdgguy.co.za	Phone : +27 71 643 7330
Marimba Band	www.marimbaband.co.za	Phone : +27 83 357 9636
Dream Wedding DJ's	www.dreamweddingdjs.co.za	Phone : +27 83 265 2076
Music in the Bubble	www.musicinthebubble.com	Phone : +27 82 480 3964
Sterling EQ	www.sterlingeql.co.za	Phone : +27 86 011 0309
Tuxedo	www.5seasons.co.za	
Simply Strings	www.simplystrings.co.za	Phone : +27 79 528 9575
Dan Shout	www.danshout.co.za	
Cape Minstrels	www.gigster.co.za/artists/cape-malay-minstrels	

- * Buitenverwaching is not responsible for **ANY** electrical equipment.
- * Please ensure that you provide your own extension cables, plugs and sound cables for your event.
- * Buitenverwaching does **NOT** have a dance floor & one will need to be brought in at your own expense from the suppliers above.
- * We have a generator that is **ONLY** able to supply the Restaurant with power in the case of a power failure.

EXTERNAL HIRING AND SERVICE PROVIDERS

- * The Client, NOT Buitenverwaching is liable for any breakage, loss or theft of hired extras (glasses, crockery, equipment, etc).
- * Negligent breakages, losses or theft by the Client or guests of the Client of equipment will be added to your bill.
- * Equipment or any Items left behind will be disposed of as we do not have storage space; **please inform your suppliers**.
- * Buitenverwaching is not responsible for assisting, co-ordinating or helping any outsourced suppliers & or coordinators.
- * **Please note that all items brought on to Buitenverwaching are to be removed on the same day as your event**

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BILLING AND DEPOSITS

DEPOSIT

A R20 000.00 deposit is required to secure your event date reserved with us.

We accept Cash. Credit Card or EFT's as methods of payment for your deposit. Our banking details are below for EFT purposes.

Bank : Standard Bank
Branch : Constantia
Account Name : Buitenverwachting Restaurant
Account Number : 071692487
Branch Number : 025309
Swift Code/ IBAN : SBZAJJ
Reference : Function Date and Name of person as per the contract sent to us

Please confirm the NAME & DATE of your event when paying deposits as reference.
Proof of payment must be sent to events@buitenverwachting.com or 086 595 9623.

CANCELLATION

- * Cancellation 12-9 months prior to your event date we reserve the right to hold 25% of your deposit and you will be refunded the balance of 75%.
- * Cancellation 8-4 months prior to your event date we reserve the right to hold 50% of your deposit and you will be refunded the balance of 50%.
- * Cancellation 3-1 months prior to your event date we reserve the right to hold 100% of your deposit and you will not receive a refund.
- * Cancelling the event 7 days prior to your event date will result in you being charged for **ALL** food costs as well as any other expenses incurred by Buitenverwachting.
- * In the event of you are cancelling your event and we are able to book another event of a similar event size for the held date, we will refund the full deposit paid.

BILLING

- * Pricing is subject to change throughout the year without prior notice.
- * Final guest amounts to be confirmed 10 working days prior to the event & cancellations thereafter will be charged for in full.
- * We require the total amount of the food, venue hire, pre-determined beverage bill, service fee and any other costs to be settled 7 days prior to your function and any outstanding balances must be settled on the day of the function.
- * An obligatory service charge of 15% will be charged on all consumable items (food & beverage).
- * Buitenverwachting will not be responsible for split bills and accounts.
- * VAT at the current rate is included in all invoices

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Please complete this page (page 6) as well as initial pages 1 – 5 where indicated of the Terms & Conditions, and return ALL SIX PAGES to us with a PROOF OF DEPOSIT PAYMENT to events@buitenverwachting.com or fax 086 595 9623.

EVENT INFORMATION

Date of Event : _____ No of Guests : _____
Arrival Time : _____ Time Seated : _____

CLIENT INFORMATION

Name of the Client / Company : _____
Should your event be a wedding, kindly provide both bride and groom name and surname.
Local Contact No. : h) _____ w) _____ c) _____
International Contact No. : h) _____ w) _____ c) _____
Email Address : _____
Physical Address : _____
, : _____

BILLING INFORMATION

As well as your deposit paid, we require the details of a valid credit card to secure the reservation. This card will be charged in the event of an unsettled bill.

Due to the controls put in place by the Bank to safe-guard all parties regarding credit card fraud, we require a copy of the credit card along with a copy of your identity document or passport. Please note that the name on the credit card must match the name of the account holder and the expiry date on the credit card must be valid for a minimum of 3 months after your event.

Name of Card Holder : _____
Card No : _____
Expiry Date : _____
CVV No : _____

Please note that we require the total amount of the food, venue hire, pre-determined beverage bill, service fee and any other costs to be settled 7 days prior to your function.

Any outstanding balances must be settled on the day of the function in full.

FLORIST / DECOR INFORMATION

Please mark below which Event Companies you will be using for your event:

Lush Flowers Venturescape Puccini Creations Wild at Heart
 Weddings out of Africa Elizabeth Roux Red Hot Events Theme Creations
 Julie Killias The Perfect Proposal Petals Group

Contact Name at Event Company selected from above: _____

Should you wish to use an alternate supplier as what is listed above; special permission granted by Buitenverwachting Restaurant in writing needs to be obtained.

Please provide us with the Companies Name, Contact Person, Email, Land Line Number & Cell Phone Number by email to the events manager.

I have read and agree to the **Terms and Conditions** set out in **Page 1 to Page 5** of this document and all detail provided on Page 6 is true, accurate & binding by the time of committing to the reservation.

Name (please print) Signature Date

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