

BUITENVERWACHTING RESTAURANT Terms & Conditions

Buitenverwachting 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.
Pricing is based on Adult Guests.*

Summer Months

01st November 2018 till 31st March 2019

Venue Hire for half day use of the Restaurant

(Either a Lunch or Dinner Event)

40 - 49 Guests R 20 000.00	50 - 59 Guests R 18 000.00	60 - 69 Guests R 16 000.00	70 - 79 Guests R 14 000.00	80 - 100 Guests R 13 000.00
--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	---------------------------------------

Venue Hire for full day use of the Restaurant

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
--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

Winter Months

August 2018 till 31st October 2018 or 01st April 2019 – 30th June 2019

Venue Hire for half day use of the Restaurant

(Either a Lunch or Dinner Event)

R 7 000.00

Venue Hire for full day use of the Restaurant

R 14 000.00

SEMI-EXCLUSIVE USE OF THE RESTAURANT (SECTION ONLY)

We are able to divide the Restaurant for Semi-Exclusive use for either a lunch or dinner event.

*Venue will become exclusive once over 50 Adult Guests & DJ & Dancing is allowed if the Restaurant is booked exclusively.
Pricing is based on Adult Guests.*

Summer Months

01st November 2018 till 31st March 2019

R 5 000.00

Winter Months

August 2018 till 31st October 2018
01st April 2019 – 30th June 2019

R 3 000.00

CEREMONIES

- * Should your Wedding Reception be held at Buitenverwachting Restaurant we would be able to assist you with a ceremony area for your special day at an additional cost of R3 000.00 for the selected area.
- * We are able to offer you both a lawn area (back studio lawn) or the lawns in front of the Manor House as a ceremony area.
- * In the event of bad weather, a marquee would need to be erected at your own expense.

INCLUDED & EXCLUDED IN VENUE HIRE COSTS

Included in Venue Hire Costs

- * Standard Restaurant Napkins, Tables, Chairs, 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 – **A DJ and Dance floor may ONLY be brought in if you have booked the venue exclusively**

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwachting Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwachting.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

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

- * **Please note that the Host and their guest's enter Buitenverwaching Farm Trust (Pty) Ltd property at their own risk.**
- * Terms and Conditions & no variation thereof will be accepted, unless agreed in writing with Buitenverwaching Farm Trust (Pty) Ltd.
- * Written confirmation & the Client's signature will confirm acceptance of Buitenverwaching' Terms & Conditions.
- * In these Terms & Conditions "Buitenverwaching" means Buitenverwaching Farm Trust (Pty) Ltd. & any of its Events Venues & the "Client" means the Individual Person(s), Firm or Company booking Buitenverwaching.
- * Buitenverwaching 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 Buitenverwaching Wine Farm premises.
- * The client/s hereby indemnifies Buitenverwaching 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 Buitenverwaching 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.

Option Menu 1 – R708.00 per person

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

Option Menu 2 – R708.00 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 – Price on request

- * 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.**
- * **Food Selection must be send 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 offer an alternative for your guests (Vegetarian, Vegan, Seafood allergies, etc.)**
- * **Menu ingredients are subject to change without notice due to seasonality & availability.**
- * **Final guest amounts to be confirmed 10 working days prior to the event & cancellations thereafter will be charged for in full.**
- * **Buitenverwaching cannot be held responsible for any allergic food reactions.**

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwaching Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwaching.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

FOOD TASTING OF MENU OPTIONS

- * Should you wish to sample dishes prior to making your menu selection, we are able to offer a food tasting for 2 people at request, atleast 8 weeks prior to your event.
- * The tasting will consist of 2 starters, 2 main courses and 2 desserts from our Functions Set Menu.
- * A cost of 50% of the Function Set Menu price will be charged to your account or payment can be made on the day.
- * **Buitenverwaching cannot be held responsible for any allergic food reactions.**

BEVERAGE SELECTION

- * **We DO NOT allow corkage for any event.**
- * We offer our full Restaurant Wine Menu for your beverage requirements (subject to stock availability).
- * Please be advised that all beverages consumed at the Restaurant will be charged at standard restaurant prices.
- * 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.

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 this 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.
- * Children's 2-course Menu at R195.00 per child is available.
- * Babysitting can be arranged – Please enquire regarding costs
- * **Payment is to be made in full for the babysitting services with the final payment for the food. (7 days prior)**

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwaching Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwaching.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

BILLING AND DEPOSITS

DEPOSIT

A R20 000.00 deposit is required to secure your event date reserved with us. Please note that this deposit will be deducted from your final bill on the day of your event.

We accept Cash, Credit Card (Visa or MasterCard) or EFT's as methods of payment towards your event.

PayGate Credit Card Payment Method

- * We accept both Visa and Mastercard as forms of payment and this is done through Standard Bank PayGate.
- * Standard Bank PayGate offers a secure online payment portal for all credit card transactions.
- * Should you wish to pay via Credit Card, kindly inform us so that we may send you the secure online link from PayGate for the payment.

Our banking details are below for EFT Payment Method.

Standard Bank : Constantia

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

Kindly email Proof of payment to events@buitenverwachting.com

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. Unless in the event of unforeseen circumstances, such as death or hospitalization of the person for whose benefit the booking reservation was made, then the cancellation fee may not be imposed.
- * 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.
- * We require the total amount of the food, venue hire, pre-determined beverage bill, service fee of 15% & any other costs to be settled 7 working days prior to your function & 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

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwachting Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwachting.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

EVENT INFORMATION

Name and Surname : _____

Date of Event : _____ Type of Event : _____

No of Guests : _____

Do you require a ceremony area : Yes : No

Arrival Time for Ceremony : _____

Exclusivity of Venue : : Lunch : Dinner : Full Day

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

PayGate Credit Card Payment Method

- * We accept both Visa and Mastercard as forms of payment and this is done through Standard Bank PayGate.
- * Standard Bank PayGate offers a secure online payment portal for all credit card transactions.
- * Should you wish to pay via Credit Card, kindly inform us so that we may send you the secure online link from PayGate for the payment.

Our banking details are below for EFT Payment Method.

- * Standard Bank Constantia, Account Name Buitenverwachting Restaurant, Account Number 071692487, Branch Number 025309, Swift Code / IBAN : SBZAJJ
- * Kindly email Proof of payment to events@buitenverwachting.com
- * Please note that we require the total amount of the food, venue hire, pre-determined beverage bill, service fee of 15% and any other costs to be settled 7 working days prior to your event.
- * **Any outstanding balances must be settled on the day of the function in full.**

I have read and agree to the **Terms and Conditions** set out in **Page 1 to Page 7** of this document and all detail provided on Page 5 is true, accurate & binding by the time of committing to the reservation.

Name (please print)

Signature

Date

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwachting Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwachting.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

FLOWERS & DECOR

These are the Décor Specialists we allow in the Restaurant for your event requirement.

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

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

* Should any Décor, linen & flowers be required, kindly contact the above companies directly.

* Buitenverwaching 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.

PHOTOGRAPHY

We recommend the following service providers

Warren Williams Photography	www.warrenwilliams.co.za	Phone : +27 72 665 3241
Tracey-Leigh Lawson	E) traceyleighlawson@gmail.com	Phone : +27 82 378 8856
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
Theme Creations	www.themecreations.co.za	Phone : +27 21 788 6384
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.**

Terms and Conditions Valid from 01st July 2018 till 30th June 2019

Buitenverwaching Restaurant; Klein Constantia Road; Constantia; 7806 Tel. +27 21 794 3522 Email: events@buitenverwaching.com

Customer Initials _____

BUITENVERWACHTING RESTAURANT Terms & Conditions

ELECTRICAL, AUDIO VISUAL AND SOUND

We recommend the following service providers

That DJ Guy	www.thatdjguy.co.za	Phone : +27 71 643 7330
Dream Wedding DJ's	www.dreamweddingdjs.co.za	Phone : +27 83 265 2076
Marimba Band	www.marimbass.co.za	Phone : +27 83 357 9636
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
Music in the Bubble	www.musicinthebubble.com	Phone : +27 82 480 3964
Cape Minstrels	www.gigster.co.za/artists/cape-malay-minstrels	
Sight and Sound	www.sightandsound.co.za	Phone : +27 21 510 1425
Janique Technical Services		

- * 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**

