



# EIKEHOF

## VENUE PORTFOLIO 2017/2018



| Eikehof Weddings & Functions | La Motte Road |  
| Franschhoek | 7691 | [T]021 876 2469 |  
| [www.eikehof.com](http://www.eikehof.com) |

Thank you for your enquiry.

It is our pleasure to introduce to you our Functions Venue. When planning an intimate wedding or a corporate function, Eikehof is the ideal setting for your event. Eikehof is situated in the beautiful Franschoek winelands between vineyards. We strive to meet your unique requirements and will make every function an unforgettable memory.

We look forward to hosting you and your guests and will do our most to ensure you a stress free memorable day.

**VENUE:**

There are **3 areas** included:

1. **Courtyard** - ideal for canapés/champagne
2. **Main building**, preferably for the reception (Maximum 80 guests)
3. **Outside lawn area**- canapés/champagne, outside ceremony or picnics

**EIKEHOF VENUE FEE**

Venue fee      **ZAR 16 000 until end of 2017**  
                     **ZAR 17 000 until end of 2018**

**\*Please note that the venue fee applies for a maximum of 80 guests.**

**\*Number of guests exceeding this total will be charged at an extra cost of R100 per person.**

15% discount will apply from the 1<sup>st</sup> June to 31<sup>st</sup> of August each year.

**This fee includes:**

- the main building
- spacious parking in front of the venue
- courtyard
- back lawn area
- 15 rectangular (8-seating) dining tables
- 3 rustic long wooden tables (18-seating)
- 90 white plastic chairs
- Cutlery
- Glassware

#### **Additional charges:**

- On-the-day wedding co-ordination R3 000
- Hired products (Chair covers R8 each and Table cloths white R50 each)
- Security (optional)
- Décor
- DJ

#### **Extra venue fee:**

- Wedding ceremony @ R 1000.00
- Additional shed for any extra use @ R 1000.00
- Lawn in front of main house @ R1000.00

The main building comfortably accommodates up to a maximum of 80 guests, including floor space for dancing **inside** the building but we can provide an additional dancing area at additional cost. Tents can be set up on the lawn which is not included in the venue price. The open view of the vineyard and mountains are almost touchable from this area.

#### **Once a date is provisionally booked:**

- A payment of **50% of the venue fee** is required to **secure the date**.
- The **remaining 50%** have to be **paid 2 weeks prior to the function date**.
- **In case of a cancellation no deposit will be refunded if cancellation takes place within 3 months prior to the function date.**
- The total cost for your wine and bar must also be settled on departure of the wedding couple/or person responsible on the night of the function date or within the following 48 hours if arranged beforehand.
- **All extra drinks, extra purchases or rentals must also be paid on the night of the function or within the next 48 hours after the wedding.** An invoice will be handed over accordingly.
- **Refundable deposit of R1000 is required**, this must be paid 2 weeks prior to function date.

## **SERVING MEALS:**

Your wedding meal can be served plated or buffet style. Plated meals will have additional cost for waiters.

### **Menu:**

We will cater for your function according to all your specific needs or you can make use of an external caterer.

All menu discussions/arrangements must occur between you or your wedding planner. The wedding couple is responsible for all valuable information regarding special dietary requirement and allergies. This information must be handed to the caterer in writing.

**When making use of an external caterer, the food needs to be prepared off-site and merely kept hot and served at the Eikehof Venue. An external catering fee of R50 per person is applicable. This does not include Venue staff. The cleaning up of the venue and kitchen will also be the responsibility of your caterers.**

**The kitchen sinks may only be used for washing up glasses, outside sinks must be used at all times for any other dishes or cleaning purposes.**

## **WINE AND BAR:**

Eikehof offers a range for the most perfect wine & dine experience. (Feel free to arrange for a wine tasting)

### **Red wine: @ R80.00 each per bottle**

Shiraz 2013

Merlot 2014

Cabernet Sauvignon 2012

### **White wine: @ R60.00 per bottle**

Sauvignon Blanc 2016 & Chardonnay 2016 & Rose 2016

### **Bar:** Fully Licenced

A cash bar is located in one corner of the venue and there are normally one or two helpful barmen in attendance. The bar will only be managed by the venue and will not be outsourced to the client, caterer or any other party involved. If an "open tab/capped bar" is run a cash deposit is required to cover the costs of drinks ordered by guests. The tab must be paid in full on the night of the function.

No other liquor may be brought onto Eikehof. Should you have any special bar and beverage requests, please contact Eikehof Venue.

**Wine other than Eikehof wines is charged @ R30.00 per bottle corkage. A maximum of 12 bottles of Champagne will be allowed at the wedding at no corkage. Champagne exceeding 12 bottles will be charged with a corkage fee of R 30.00 per bottle.**

### **Bar will be equipped with the following:**

- Coke, soda water, tonic water, lemonade, Dry lemon
- Brandy, Vodka, Gin, Whiskey
- Jagermeister, Tequila, Ponchos

- Castle Light, Windhoek Lager, Black Label, Hunters Dry, Savanna Light

### **BREAKAGES:**

No breakage deposit is required, however the client will be held liable for any damages and breakages (to furniture, utensils, glasses, crockery, cutlery, equipment and building) that may arise during the event.

### **DECOR:**

- You have to organize your own décor
- **Eikehof will not be held responsible for storage of goods.**
- **The venue must be cleared completely at 10h00 the day after the function date.**
- Flowers will be removed from the property the following day if no arrangements were made.
- You or your planner should be available for assistance/organising of the setup of the function a day before and also for the clearing a day after.

### **SMOKING:**

- NO smoking will be allowed inside the venue.

### **PARKING:**

- Parking is at own risk. We suggest security in case of an evening function to patrol during the course of the function.

### **MUSIC AND SOUND:**

We provide a small sound system for light background music.

No heavy sound is allowed during the course of the function.

Communication between the DJ or band and you or your planner is very important as everything needs to be approved by the owners of Eikehof. The venue owners reserve the right to control the volume of the music.

### **Functions conclude at 24h00.**

Doors will be closed at 24h00. Light background music may continue within the enclosed area as guests leave.

### **DAMAGE:**

Eikehof will not be liable for loss or damage to personal belongings, wedding gifts, vehicles, décor props, etc. Eikehof will also not be held responsible for any injury or death of any host, guest or any supplier or any other individual who attends visits or make use of any property on the Farm.

**OPERATING RULES:**

- Final number of guests, table plan, program, etc. must be confirmed no later than two weeks prior to the wedding.
- Eikehof has the right to use your wedding photos for marketing purposes.
- No paper confetti.
- No swimming in the pool.
- No sky lanterns allowed.
- No fireworks allowed.

We look forward to host your event and be a part of this amazing journey in your life.

I acknowledge that I have read the document and hereby agree to abide by the terms and conditions set out in this contract in every detail.

NAME (PRINTED)	SIGNATURE
FUNCTION DATE	TODAY'S DATE

Each page of this agreement must be initialled by the client/representative. Email back to [functions@eikehof.com](mailto:functions@eikehof.com) or fax at 021 867 2469

**Bank details for Eikehof Venue**

Acc Name: EA MALHERBE

Standard Bank Franschhoek

Branch Code 050510 SWIFT: SBZAZAJJ

Account number: 28 614 8080