



*Allesverloren*

## **Allesverloren Function & Conference Venue**

Wedding Packages (January 2016 – December 2016)

*Ancient oak trees and vineyards that creep up the protective Kasteelberg in the picturesque Riebeek Valley present the idyllic venue for weddings, functions and conferences.*

*Exchange vows on the oldest wine estate in the Swartland. Our beautiful bush chapel is set amongst blue gum trees, and is enhanced by vineyards, mountain views, excellent cuisine, award-winning wines and our gorgeous reception venue.*

*We can accommodate 200 guests (with a dance area) or 250 guests (without).*

### **1. VENUE FEE**

#### **Weddings:**

Minimum Tariff (100 guests and less) – R13 000.00

OR

More than 100 guests – R130.00 per person

#### **1.1 The venue fee includes the following:**

The use of the lawn and all outside areas (weather permitting)

The veranda area can be closed down to form an indoor area in case of bad weather

A wooden arch/roof and podium in the forest chapel

Fairy lights in the tree next to the venue

#### Optional Extras

At no cost - Outside umbrellas, Juice dispenser, Antique menu black board and Cake knife.

Let us know should you be interested to see our catalog with accessories for hire.

#### Venue

Our venue is fully air-conditioned for summer and winter functions

Basic set up of tables and chairs for reception

Furniture:

25 x Round tables (diameter of 3.3m) and 250 x Teak chairs with padded seats (no need for covers)

1 x Antique Menu board

32 x Wood chairs for outside area and 8 x Wood tables for outside area

2 x Outside fountains and 3 x Wine barrels for outside use

2 x Steel fire units on outside area and 1x Fire place under the veranda

#### Cutlery and Crockery

Cutlery: 250 sets for starters, mains and dessert

Basic white crockery: 250 units for starters, mains and dessert

Glasses: 250 sets for red, white and champagne



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### Staff

1 x Manager on duty for duration of event

3 x Staff members for set up only

1 x Porter from 08h00 until 12h00

1 x Parking Marshal for duration of event

3 x Waitresses to serve food and clear tables (supplied by us)

Should you require the services of additional waitresses, this can be arranged at a rate of R60.00 pp per hour, excluding travelling costs from Cape Town.

### **1.2 The venue fee does Not include the following:**

Event coordination

Linen (table cloths or serviettes)

Ice Buckets for tables

Sound & DJ services and ambient lighting

Alcohol, beverages and food

Rental of forest chapel – R1 500.00

Wooden Benches for chapel – R2 000.00

Drapes and fairy lights in venue – R2 000.00

Outside fires – R500.00

## **2. GENERAL INFORMATION**

### Bar and Beverages

Allesverloren is fully licensed and will meet and manage all your beverage requirements, please note that the bar will be managed by Allesverloren and will not be outsourced to any other person or other parties involved.

Bar Service: Set up cost of R1 000.00 includes; 1 barman until 24h00, ice and all glasses. An additional barman can be arranged at R75.00 per hour per barman.

Final bar arrangements will be required 14 days prior the wedding or function.

Allesverloren will charge a corkage fee of R80.00 per bottle for all wines to be brought onto our premises.

### Catering

All catering is done by Allesverloren FCV. We have a wide selection of menu options for you to choose from. We will compile a personalised menu that will cater to your needs and requirements. The final menu, number of guests and venue layout, for your wedding or function should reach us not later than 14 days prior your wedding/function.

Kosher and Halaal catering will be outsourced to a preferred supplier.

### Venue Times

The venue is available for setup and use during the following times:

Breakfast function: 08h00 – 17h00

Lunch function: 08h00 – 18h00

Dinner/evening function: 08h00 – 24h00

Extend your wedding or evening event to 02h00 at an additional fee of R1 500 per hour.



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#### Venue Setup

Setting up can be done the day before the event or wedding, if we do not have another function the previous day.

We will assist with the basic setting of tables, once we have received a layout from you, two days prior the function/wedding.

#### Décor

All décor and flowers must be arranged by the client or by his/her event coordinator.

Allesverloren staff cannot assist the florist or any supplier with the execution of their services at any stage.

All décor equipment must be cleared the day after the function by 10h00 and if on a Sunday, the Monday by 10h00

#### Music

Allesverloren does not supply any equipment for sound or music at the venue or forest chapel, we do supply electricity for DJ's in the forest chapel.

The cut-off time for loud music is 01h00 and from 01h00 until 02h00 only background music.

#### Safety and Security

Allesverloren FCV will take precaution for the safety of your personal items and belongings.

We cannot take responsibility for any damage or loss of any personal items and equipment.

Allesverloren FCV and its staff cannot take any responsibility for any loss or injuries due to negligence of any of our staff or guests attending the function.

#### Viewings and Site Inspections

Site inspections will only be allowed by appointment. Our office hours are from Monday to Friday from 09h00 to 13h00 and on Saturdays from 09h00 to 12h00.

Menu tastings by appointment only, no tastings or viewings will be done on Sundays.

### **3. TERMS & CONDITIONS**

All rates are subject to change without prior notice.

**To confirm a booking a copy of the signed contract and confirmation of payment of R6 000.00 must be faxed or email to Allesverloren FCV at Fax: 086 609 5730 or Email: [enquiries@allesverloren-fcv.co.za](mailto:enquiries@allesverloren-fcv.co.za)**

A deposit becomes non-refundable after 30 days from the reservation date.

The balance of the total account must be settled 14 days prior the function or wedding.

Final number of guests must be confirmed 14days prior the wedding or event.

A 2.5% credit card transaction fee will be charged for payments done by credit card.

If full payment has not received before the wedding or event, Allesverloren will not be able to host the event.



EST. 1704

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### **3.1 Banking Details**

**EFT** Payment must be made to:  
Merindol Catering Services CC  
FNB – Malmesbury  
Branch Code: 200 507  
Account Number: 621 203 97303

### **3.2 Binding Undertaking**

Please indicate your acceptance of the agreement of the above-mentioned Term and Conditions, by signing at the space provided below. Please also initial pages 1 to 3.

Bride Name & Surname \_\_\_\_\_

Groom Name & Surname \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signed at \_\_\_\_\_ on \_\_\_\_\_

Client Signature: \_\_\_\_\_

Allesverloren Representative  
Signature: \_\_\_\_\_