



KLEINE  
VALLEIJ

WELLINGTON

**KLEINEVALLEIJ TERMS AND CONDITIONS 2025/202/2027**

Dear Guest,

Thank you for choosing Kleinevalleij as your wedding venue – we look forward to sharing your celebration and special day with you!

Wedding/Event Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Email: \_\_\_\_\_

Client Contact Number: \_\_\_\_\_

Your booking will be confirmed once the signed contract and the 50% non-refundable deposit have been received. Please send all required information to Nicola Kaden | [venue@kleinevalleij.com](mailto:venue@kleinevalleij.com)

All pricing displayed in the brochure and in the contract are excluding VAT. Any quotes sent are valid for 7 days only.

Should you have any further questions, feel free to contact the venue manager.

Kind regards,

The Kleinevalleij Team.

Client Initials: \_\_\_\_\_

## **GENERAL**

### **VENUE HIRE**

The venue hire includes the following:

- o 15 x Wooden Tables
- o 150 x Ghost Chairs (used for the reception)
- o 150 x Basic crockery, cutlery, and glassware
- o 4 x White Plinths
- o 2 x Lounge Pockets (consisting of 1x Malawian Couch, 2x Malawian Chairs and a White Coffee Table)
- o 2 x White Wooden Cocktail Tables, each with 4 x White Xavier Chairs
- o 1 x DJ Booth
- o 1x Pre-drinks bar

The venue hire excludes the following:

- o Planning and Coordination Services (This can be discussed and arranged with the venue manager)
- o Bar and Staffing
- o Catering
- o Sound and Lighting
- o Entertainment
- o Décor and Floral
- o Hiring
- o Ceremony chairs
- o Generator (can be quoted on separately)

### **OUTDOOR LAWN CEREMONY/PRE DINNER-AREA**

- o Seating for the ceremony and extra pre dinner furniture needs to be supplied.
- o No fire baskets or braais are allowed on the lawn area.
- o There are plug points near the Chapel.
- o The venue cannot be held responsible for any outdoor set ups or plans that are disrupted by bad weather.

Client Initials: \_\_\_\_\_

## RECEPTION

- o 150 x items of basic white crockery (main and side plate)
- o 150 x items of silver plated cutlery (starter, main and dessert)
- o 150 x items of glassware (bubbly, red and white wine)
- o The air conditioners can be used for the duration of the reception with the venue doors closed. The venue manager will monitor the temperature of the air conditioner.
- o The venue team will set up all items that are supplied by the venue (tables, chairs, crockery, cutlery, and glassware). All other setups such as placing of stationery, gifts, folding of napkins that would be required should be communicated to the venue manager and the venue staff will assist.

## VENUE MANAGER AND STAFFING

- o The venue manager will be on duty from 08h00 – 01h00 on the day of your function. This is dependent on COVID rules and regulations.
- o Kleinevalleij staff will set up everything that is included in the venue hire. Should you require set up staff then please ask the venue manager to add this to your quote.
- o The venue manager will not coordinate your wedding; they are there to oversee the running of the venue, bar, and catering.
- o Kindly ask the venue manager to send you staffing company recommendations.

## COORDINATION:

Please note that any wedding booked at Kleinevalleij with a **guest count of 100+** requires a On the day Coordinator to be present on your wedding day. Feel free to refer to our preferred suppliers list for some recommendations.

## GENERAL INFORMATION

### SITE INSPECTIONS AND MOCKUPS

- o Site inspections, supplier meetings and mockups are by appointment only and need to be arranged with the Venue Manager beforehand.
- o Our operating hours are Monday to Friday (09h00 to 16h00) and weekends are by appointment only.

## BOOKINGS & PAYMENT

- o Quotes are valid for seven days from the date of issue. Prices are subject to change.
- o Provisional bookings can be held for 14 days, your date will then be released should a deposit payment not be made.
- o A 50% **non-refundable** deposit payment, along with a signed copy of this document, is required to secure your booking.

Client Initials: \_\_\_\_\_

- o The outstanding amount, once the deposit payment has been made, is due 14 days prior to your function date.
- o Should you wish to change your date, due to unforeseen circumstances, this will be discussed and decided upon by management.
- o Kleinevalleij will not be liable for any additional bank or credit card charges – these costs are to be carried by the client.
- o **Confirmations are to be communicated to the Venue Manager, in writing, via email – this cannot be done over whatsapp or via social media.**

#### **CANCELLATION POLICY**

- o Kleinevalleij will keep the 50% deposit payment made should the client make the decision to cancel their function, as stated – the deposit is non-refundable.
- o Full payment will be required should the client cancel within three months prior to the function date.
- o Kleinevalleij cannot be held liable for any cancellations made for reasons that are out of our control, this includes but is not limited to bad weather, COVID regulations or restrictions etc.

#### **POSTPONEMENT/CANCELLATION POLICY**

- o Should the client wish to postpone their function due to COVID then they are welcome to do so within the guidelines listed below:
  - Should you wish to postpone your function to accommodate more guests than you will need to pay in the balance of the venue fee, should you be moving to a season where the cost is higher.
  - Should you wish to cancel your function, then you will be issued with a credit note that will be valid for 12 months from cancellation date. You can use this credit note yourself or give it to family/friends to use. Should you not be using the credit note yourself; please inform us in writing and share the details of who will be using the credit note in your place.

#### **CATERING**

- All catering will be done by the Kleinevalleij inhouse catering team.
- Should the couple need to use an external caterer for religious reasons then a R15 000.00 (ex VAT) kitchen hire fee will be charged, additional to the venue hire.
- Dietary requirements must be communicated to the venue manager 2 weeks before the function takes place. This should be discussed with the caterers when initial contact is made.
- Children are welcome at Kleinevalleij and will be charged according to their age.
- All menus and final numbers must be confirmed with the caterer and venue management 2 weeks before the function date. Should numbers increase or decrease after the 2-week cut off then the client will be charged accordingly.

Client Initials: \_\_\_\_\_

## BAR

- Kleinevalleij is fully licensed and will manage all bar requirements.
- There will be a corkage fee charged for only wine and bubbly that is brought onto the property –

***R55.00 per bottle excluding VAT.***

Corkage will be charged after the wedding according to how many bottles have been opened.

These wines can be delivered to and collected from Kleinevalleij – please arrange this with the venue manager beforehand. Kleinevalleij will not be held responsible for any breakages, damages, or losses while the stock is on our property. Any alcohol found on the property, outside of what was organized with the venue manager, will be confiscated and clients will be asked to leave the property. Please ensure that this is communicated to guests beforehand.

- You are able to have the option of an open bar, capped bar or cash bar. Please confirm with the venue manager 2 weeks before your function date which option you will be proceeding with.
- Should you take the option of an open bar – the capped bar tab will be added to your final invoice and due 30 days prior to your function. There are credit card facilities on site to settle the final account at the end of the night should it exceed the capped amount (only if allowed by the bride/groom).
- We generally do not offer bar tabs to any guests, besides the bride and groom as payment at the end of the night is often forgotten and it is a struggle to then track down guests to settle their accounts after the wedding.
- Kleinevalleij has one bar unit available for a gin / beer / food station please hire these in should you wish to have more bar/food stations on the lawn or veranda.
- Kleinevalleij does not accept cheques. All rates listed in our beverage list are excluding VAT.
- Should you wish for a special selection (e.g. a specific beer or cider) of drinks to be brought in for your function, then please speak to the Venue Manager. You will be charged accordingly, depending on what is being brought in.
- We have an inhouse coffee supplier - should you wish for professional barista/coffee services for your function: [sales@monarchcoffeecartel.co.za](mailto:sales@monarchcoffeecartel.co.za)

## SOUND

- Sound can only be played outside the venue for ceremony and predinner; after that the speakers need to be moved inside.
- All music needs to be switched off at 00h00 – COVID dependent.
- The Venue Manager has the right to regulate the sound throughout the duration of day.

Client Initials: \_\_\_\_\_

## VENUE TIMES – Function, Set Up & Breakdown

*\*All times listed below are COVID regulations dependent.*

*\*Please speak to the Venue Manager with regards to the COVID protocol that is in place during the time of your function.*

- The venue will be available on the day of your function between 08h00 and 00h00 – COVID dependent. Breakdown will commence at 00h00. **All guests and suppliers will need to have left the venue by 01h00 (The venue will be locked @01h00).**
- If the venue is not booked the day before your function, then we are happy for you and your suppliers to do set up the day before. Kindly note that this will not stop us from accepting a booking the day before your function, should the opportunity arise. Please keep in mind that the venue is open from 09h00 – 16h00 on any given set up or breakdown day.
- Should we have a function booked the day after your function, then we will need your suppliers to clear out the venue straight after your function to give us enough time to clean and prep the venue for the following day.
- If there is no function booked the day after then your suppliers need to be at the venue, the next day, at 09h00 to do all collections before 14:00. We are usually closed on Mondays and Tuesdays so if suppliers want to collect then they please need to arrange this with us.

## USE OF FESTA RESTAURANT LAWN AREA:

- If you wish to use the lawns in front of Festa Restaurant for your reception, an additional surcharge of R4,000 will apply. This fee covers the extra labor required to move all furniture (tables, chairs, etc.) to the lawn area.
- Please note that the restaurant will remain open for trade (Wednesday's from 16:00 - 22:00, Thursday's & Friday's from 9:00 - 22:00 and Saturday's & Sunday's from 09:00 to 16:00) on the day of your wedding.
- Setup for the reception can begin from 06:00 on the day of the event. All items must be cleared before 09:00 the following day to allow the restaurant to resume operations.

## Exclusive Use of Festa Restaurant:

- If you would like to make exclusive use of the Festa Restaurant area, an additional fee of R20,000 will be charged. This fee compensates for the loss of revenue due to the restaurant being closed to the public.

## Furniture and Equipment:

- All furniture and equipment in Festa Restaurant must remain as is. No furniture pieces may be moved or removed from the restaurant area.

Client Initials: \_\_\_\_\_

Please ensure that you adhere to these guidelines to facilitate a smooth event and respect the operational needs of the restaurant. For any additional arrangements or clarifications, please contact the venue manager.

## PREFERRED SUPPLIERS

- **Preferred Suppliers**

We strongly recommend using the suppliers listed in our brochure. If you wish to use a supplier not listed, you are required to submit their full details to the Venue Manager for approval **before confirming any bookings.**

- **Lighting Installations**

All decorative and functional lighting is to be supplied and installed exclusively by **Baie Goeters**. Due to the venue's unique power supply limitations and safety requirements, no external lighting suppliers will be permitted under any circumstances.

- **Ceiling Installations & Décor**

All ceiling installations must be approved by the Venue Manager. Any items deemed to pose a risk to the venue structure (due to excessive weight, improper installation, or potential damage) will not be permitted and may be required to be removed immediately at the client's or supplier's cost.

### **Venue Damages**

Should any damage occur to the venue or its fixtures due to the actions of suppliers or guests during setup, the event, or breakdown, the **client will be held liable for the cost of all repairs or replacements.**

- **Logistics & Deliveries**

All delivery and collection schedules must be shared with the Venue Manager prior to the function. These can be included in your Function Confirmation Document.

- **Staffing**

The venue does **not provide staff** to assist external suppliers. Please ensure all vendors are aware they need to be self-sufficient on the day.

### **Clean-Up Requirements**

Suppliers are expected to clean up after themselves. This includes removing any packaging, floral off-cuts, unused items, and general waste. While our cleaners will handle the standard venue clean-up, supplier-specific messes are not included.

- **Loss & Damage to Supplier Equipment**

Kleinevalleij Management and Staff are **not responsible for any loss, damage, or breakages** of supplier equipment or personal belongings before, during, or after the event.

Client Initials: \_\_\_\_\_

## **SMOKING**

- Smoking will not be permitted inside Kleinevalleij. Please ask staff to direct you to the designated smoking areas outside.

## **CONFETTI**

- Please note that only biodegradable confetti is allowed at Kleinevalleij.

## **POWER SUPPLY**

- Kleinevalleij cannot be held responsible for any unforeseen power outages e.g. load shedding, natural disaster etc.
- Kleinevalleij does not have a generator – but the generator can be sourced by the venue and will be invoiced accordingly.
- All suppliers are to ensure that they have the supplies needed to complete their set up. Kleinevalleij does not supply extension cords, plugs etc to suppliers or guests.

## **DAMAGES AND LOSSES**

- Kleinevalleij Management and staff will not be held responsible for any injury or death of guests or individuals who attend, make use of or visit the property.
- Kleinevalleij Management and staff will not be held responsible for any loss or damage of property/items belonging to any guests, suppliers or persons on site at the client's invitation or request.
- Kleinevalleij Management and staff will not be responsible for any gifts (wedding or other) brought onto the property.
- All guests, visitors, service providers and any persons not employed by Kleinevalleij Estate enter the premises at their own risk.
- Children are most welcome at Kleinevalleij, however adult supervision is of the utmost importance at all times; responsibility and safety of the children lies with their parents and not with Kleinevalleij Management or staff. There are stairs, terraced lawns, water features, an open dam etc on the property and vigilance is required at all times.
- Any items that are left at the venue after a function will be donated to charity, if not collected within 7 days.

## **BREAKAGE DEPOSIT**

- A refundable breakage deposit of R5000.00 will be added to your deposit invoice. This amount does not have VAT added onto it.

Client Initials: \_\_\_\_\_

- This amount will be used to cover any shortages, damages or breakages that occur throughout the duration of your function.
- Any damages to the property or breakages caused by the client, guests, agents or service providers brought in by the client, will be charged to the client's account.
- The client is responsible for the safe keeping of equipment hired in by the client from external service providers.
- At no stage during, before or after the function will anybody be allowed to paint, stick vinyl, presstick or tape on the walls or floors, or to hammer nails into any part of the venue.
- Should damages or losses exceed the breakage deposit amount then the additional will be charged to the client accordingly.
- Kindly allow for 21 workdays from the function date for quotes to be acquired by the venue manager should there be damage to the property.

## INDEMNITY AGREEMENT

The client [signatory to this agreement], sponsors, guests and all third parties or independent coordinators, contractors or organizers indemnify Kleinevalleij Venue from all liability, loss, damage, death or injury that may be suffered by any guest or other individuals who attend, work on or visit the Estate; or who make use of any of our amenities during their visit to the Estate.

I, the undersigned, hereby acknowledge that I have read and understood the contents of this entire document and that I accept all terms set out herein, in my personal capacity, without reservation and commit to abide by the conditions set out in this agreement.

Indemnity under this agreement shall be in effect prior to, on and after the date of the function of the signatory to this agreement.

Please indicate your acceptance of the above mentioned Terms & Conditions by completing the details and signing below.

Date of Function : \_\_\_\_\_ Guest Total: \_\_\_\_\_

Bride's Name : \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

Email Address : \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Groom's Name : \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

Email Address : \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Venue Fee : \_\_\_\_\_ Breakage Deposit: \_\_\_\_\_

Client Initials: \_\_\_\_\_

Signed at: \_\_\_\_\_

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

\_\_\_\_\_  
Client's signature:

\_\_\_\_\_  
Kleinevalleij Representative's Signature:

Once completed, please email this document and copy of the proof of payment to  
[venue@kleinevalleij.com](mailto:venue@kleinevalleij.com)

Thank you and looking forward to your celebration at Kleinevalleij Estate!

Client Initials: \_\_\_\_\_