



KLEINE
VALLEIJ
WELLINGTON

KLEINEVALLEIJ TERMS AND CONDITIONS

Hi,

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 Marguerite Bester 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:

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

The venue hire excludes the following:

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

OUTDOOR LAWN CEREMONY/PRE DINNER-AREA

- Seating for the ceremony and extra pre dinner furniture needs to be supplied.
- No fire baskets or braais are allowed on the lawn area.
- There are plug points near the Chapel.
- 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 crockery (main and side plate)
- o 150 x items of cutlery (silver plated – 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 add staff to your invoice, according to your guest totals. We provide barmen, waiters, set up staff, breakdown staff and porters.
- o Staff must be booked for a minimum of 4 hours. Kindly note that our staff wear all black or black and white when working at your function.
- o Kleinevalleij works on the following guidelines for the booking of staff:
 - 1 x barmen for every 50 guests
 - 1 x waiter for every 10 guests
 - 1 x supervisor to be booked for every function.
 - Staff will arrive 60 – 90 minutes before your function starts and depart 60 minutes after your function has ended to assist with breakdown.
 - The client will be charged double the usual rate for staff when booked for a Sunday or Public Holiday.
 - Staff booked for set up and breakdown on non – function days will work within the hours of 09h00 to 16h00. Anything outside of these hours will be considered overtime and will be charged to the client accordingly.

COORDINATION:

Please note that any wedding booked at Kleinevalleij with a **guest count of 80+** requires a On the day Coordinator to be present on your wedding day.

We do have a list of Coordinators should you have not booked one yet.

Please specify which coordinator will be present on your day:

Client Initials: _____

GENERAL INFORMATION

SITE INSPECTIONS AND MOCKUPS

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

BOOKINGS & PAYMENT

- Quotes are valid for seven days from the date of issue. Prices are subject to change.
- Provisional bookings can be held for 7 days, your date will then be released should a deposit payment not be made.
- A 50% **non-refundable** deposit payment, along with a signed copy of this document, is required to secure your booking.
- The outstanding amount, once the deposit payment has been made, is due 14 days prior to your function date.
- Should you wish to change your date, due to unforeseen circumstances, this will be discussed and decided upon by management.
- Kleinevalleij will not be liable for any additional bank or credit card charges – these costs are to be carried by the client.
- **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

- 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.
- Full payment will be required should the client cancel within three months prior to the function date.
- 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

- 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.

Client Initials: _____

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 R10 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.

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 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

SOUND

- Sound can only be played outside the venue for ceremony and predinner; after that the speakers need to be moved inside.
- All loud music needs to be switched off at 01h00 – 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).**
- Should you wish to extend your function to 02h00 then there will be an additional fee of R3 000.00 ex VAT per hour; as well as additional costs for staff to stay for an extra hour. Please organize this with the venue manager 2 weeks before the wedding – this decision cannot be made on the night of your function.
- 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. If the day after your function is a Sunday, then Breakdown will be on Monday between 09h00 and 16h00.

PREFERRED SUPPLIERS

- Kindly make use of the preferred suppliers listed in our brochure. Should you wish to use someone not listed, please send all details to the Venue Manager and wait for sign off before booking the supplier.
- All ceiling installations need to be approved by the Venue Manager; if they are causing damage to the venue (due to weight or other issues) then they will not be allowed and will need to be removed immediately.
- Should the venue be damaged by suppliers/the client during the set-up, duration of the function or breakdown; the repair cost will be billed to the client directly.
- The Venue Manager is to have a schedule of deliveries and collections before the function takes place – this information can be put into the Function Confirmation Document which will be sent to you beforehand.
- Kindly note that the venue does not provide staff to assist suppliers on the day – please make suppliers aware of this beforehand.
- Suppliers are to clean up after themselves e.g. florists leaving greenery and unused flowers in the venue after doing arrangements. Our cleaners will be onsite to do general cleaning of the venue.
- Kleinevalleij Management and Staff will not be held responsible for any breakages/damages/losses of suppliers equipment or personal items.

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. loadshedding, 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 R2 500.00 will be added to your deposit invoice. This amount does not have VAT added onto it.
- 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.

Client Initials: _____

- 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.

Client Initials: _____

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 : _____

Bride's Name : _____

ID/Passport Number : _____

Email Address : _____

Mobile Number : _____

Groom's Name : _____

ID/Passport Number : _____

Email Address : _____

Mobile Number : _____

Venue Fee : _____

Breakage Deposit : _____

Guest Total : _____

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

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

Client Initials: _____