



SEDERT 1912 • SINCE 1912

# LEEUWRIVIER

ONTHAALSENTRUM • RECEPTION HALL

Leeuwrivier is one of the oldest farms in the district of Wellington in the Cape Province, South Africa. Only an hour's drive from Cape Town you will find this beautiful Boland farm about 4 km outside the town towards the historical Bainskloof Pass.

The old farmhouse, beautifully restored in the Cape Dutch fashion, boasts a lovely garden. The farm is situated at the foot of the magnificent Hawequa Mountain range.

The reception hall is established in an old barn with a wonderful atmosphere. The hall can house 200 guests with a dance floor or 240 guests without. It is ideal for weddings, dances, anniversaries coming of age-parties etc. We gladly do all the planning, catering, designing of menus etc. and offer a package according to your needs.

## Information

### 1. 2017 Fees

Fees will be discussed individually and according to your needs.

Fees are valid from 01-01-2017 till 31-12-2017. A price increase of  $\pm 10\%$  might be implemented after that date.

We, however, will try to keep prices as low as possible.

#### Packages

a. Gold:	100 – 240 guests:	R150.00 p/p
b. Silver:	80 - 99 guests:	R185.00 p/p
c. Bronze:	less than 80 guests:	a minimum of 80 guests must be paid for.

- Discount of 10% on prices above between 1 June and 31 August 2016.
- A **deposit of R4500** is required to confirm your booking.  
The deposit cannot be deducted from your final account. All breakages and other damage will be deducted from the deposit and the balance will be paid back to you after the function.
- **Cancellation of a function:**
  1. The deposit is non-refundable should the booking be cancelled less than 2 months before the function date
  2. If the booking is cancelled more than 2 months before the function, you will lose 25% of the deposit.
- The total function fee must be settled **3** working days *before* the function

The total number of guests must be confirmed 5 working days prior to the function. You will be billed accordingly. Leeuwrivier will not be obliged to adjust the final attendance if the figure is changed after this time.

**Please note** that if the number of guests are less than 100, that the prices quoted in "Fees" will be applicable.



## 2. Included in the packages

- ❖ **Hiring of the venue (all other costs excluded)**
- ❖ **Use of the garden for receiving guests and taking photos**

- ❖ **Tables and Chairs**

White plastic chairs without armrests. (Other types available at an extra cost)  
Round guest tables – 10 seater (rectangular tables available at extra cost)  
Bride's- or Main table (round, half-round or rectangular)  
Buffet tables (rectangular)  
Small round table for the wedding cake  
Square table for presents  
Tables in the garden (for pre-drinks etc)

- ❖ **Crockery, Cutlery and Glasses:**

White crockery.  
Munich stainless steel cutlery.  
Glasses: Elegant range crystal glasses: 1 x red-, 1 x white- en 1 x champagne glass p/p.  
Water pitchers (for tables)  
Ice buckets and tongs (1/table)  
Salt – and pepper shakers  
Spoons and tongs for the buffet table  
Use of cake knife for wedding cake

- ❖ **Decor:**

Stand for guest list  
Wine barrels

- ❖ **Security:**

Motor guard  
Floodlight in parking area

- ❖ **Services and Accessories:**

Cleaning of the venue before and after the function  
Setting of the tables. Only table cloths, chair covers, crockery, cutlery and glasses.  
Toilet paper and other items for the bathrooms will be supplied.

### PLEASE NOTE:

**The client / florist / décor person / caterer is responsible for any décor on the tables and venue. They are also responsible to clear and pack these items afterwards (except items supplied by Leeuwrvivier). They are also responsible for returning these items to the hiring company etc.**

**NO CLEARING ON SUNDAYS.**

**We only do one function each weekend. In that way we can give you our full attention and time.**



### 3. Exclude from the packages

#### ❖ **Wedding ceremony in the garden : R3300**

##### **That includes the following:**

- Arch with white drapes
- White plastic chairs without arm rests (without chair covers) for the number of guests.
- Small table with white table cloth for signing of the register.
- Stand for the marriage officer's books.
- Setting and clearing of the ceremony area.
- Power point for sound system

##### **That excludes the following:**

- All flowers, décor , confetti stands / flower holders and stands
- Carpet
- Chair covers and other decor
- Confetti: Only organic material are permitted (rose- or flower petals)
- Decor on the chairs

**Additional costs** will be charged per person, when only making use of the garden and not the hall as well. If there is no reception in the hall after the outside event, the hall cannot be used as an alternative in case the weather affect the outside event. Leeuwrievier takes no responsibility for outdoor events and the customer remains responsible for any extra costs or insurance involved should a shift in weather affect the arrangements for the event.

#### ❖ **Caterer**

Leeuwrievier does not have its own caterer. You can make use of your own caterer or we can recommend any of our capable caterers in Wellington. Leeuwrievier management however, will give their final approval. The client can contact the caterer directly and is personally responsible for the catering account.

##### **Kitchen fee is R1000.**

A walk-in cold room is available. The kitchen is fully equipped with a 6-plate gas stove, gas burners, electrical double oven, microwave oven, kettle, fridge, freezer, washing-up facilities etc.

**The customer is responsible** for the meals of the **bartenders (2), DJ, photographers, kitchen staff (3) and car guard (1).**

Discuss it with the caterer.

#### ❖ **Bar facilities**

A cash bar is available.

Cost:

80 - 100 guests:	R 1600.00
101 – 150 guests:	R 1900.00
151 – 240 guests:	R 2000.00

The price includes the barman (-men), glasses and ice for the bar and all the drinks the client wants available for his/her guests. Discuss it with management.

Clients are not allowed to run their own bar.



❖ **Wine, champagne and fruit juice**

Good quality red and white wine, sparkling wine, rosé and grape juice is available from our local cellars.

You may provide your own table wine, champagne, pre-drinks and juice. **No other liquor.**

**No corkage fee.**

You are welcome to bring wine etc for cooling. The walk-in cold room is being locked, but it will be at your own risk.

Ice for the guest tables bar and pre-drinks are included.

**PLEASE NOTE**

**Guests are not allowed to bring their own wine. Drinking in the parking area and areas other than the function area, is prohibited. Offenders will be asked to leave the premises.**

❖ **Waiters**

If the caterer doesn't provide waiters, we can arrange for waiters.

Cost: R45.00/hour per waiter. (± 1 waiter per 2-3 tables)

Booking not less than 14 days before function date.

❖ **Music**

Music (DJ / band) and sound systems / microphones **NOT** included in price

The client is responsible for arranging it.

The DJ / band is also responsible for his/her own **electrical leads.**

❖ **Decor - Linen**

table cloths

runners

overlays

chair covers

tiebacks

serviettes

❖ **Decor - Flowers / Decorations**

Flowers / decorations / candles / stands / fairy lights etc is for the client's own account.

A florist can be arranged by us.

**All the above can be arranged by Leeuwrivier for the client's own account. Prices on request.**

❖ **Invitations etc.:**

We have our own graphic designer that can provide you with all your email invitations and "save-the-date" notices. Please discuss it with management.



#### 4. Recommendations for the following can be done:

1. Caterers
2. Photographers
3. Florists
4. Decor
5. Draping of the hall
6. Wedding cakes
7. Music
8. Favours like truffles, sweets etc.
9. Guest houses and other accommodation

We have a lot of very capable people available in the Wellington and Paarl area that we can recommend. The client can however make use of his / her own people as well. Leeuwrivier management however, will give their final approval.

#### 5. Items that can be rented from Leeuwrivier:

(prices on request)

1. Under plates: stainless steel and gold
2. Glass "cone" vases on stands for confetti, flowers etc.
3. Confetti baskets
4. Small glass candles holders
5. Black and white square overlays (± 1m x 1m)
6. Small hand held umbrellas
7. Garden umbrellas



5.

## Rules and Regulations

1. Please note that in accordance to the law prohibiting smoking in public places, we have a strict non-smoking policy. Ash trays will be provided outside.
2. Times:
  - \* Music till 24:00
  - \* Bar closes at 24:00
  - \* The venue must be vacated by 01:00
3. If the function is on a weekday or Friday, all décor items, wine and other items must be removed before 09:00 the day after the function. (Except items provided by Leeuwrivier)  
**No removal on Sundays** – it must be done on the Monday after the function.
4. Florists can only bring their arrangements after 08:00 on the day of the function. He/ she must vacate the hall at least 2 hours prior to the function for final cleaning of the hall.
5. No food is allowed to leave the premises under any circumstances. The caterer is the only person who is in control of the food.
6. No décor items, supplied by Leeuwrivier, must leave the premises – the client are responsible for any losses.
7. All items necessary for the setting of the tables that is provided by the client, must be delivered **2 days** prior to the function date. (décor items, wedding favors etc.) Flowers excluded.
8. No décor are allowed on the walls by using any fixative that can damage the paint.
9. No drapes are allowed against the walls. Drapes in the ceiling are allowed. Drapes must be removed by the client / decor personnel.
10. No polystyrene (foamolite) balls or feathers are allowed on the dance floor and outside.
11. Guests are not allowed to provide their own drinks / alcohol under any circumstances.
12. No "sparkles" and Chinese lanterns ("Sky lanterns") that burn, are allowed.
13. Permission must be obtained by management if the client wants to make use of a subcontractor for decorating, draping etc. The client will be held responsible for any damage caused by such a subcontractor.
14. The kitchen staff and owner are not responsible for any warming up, serving etc of canapés and pre-drinks. The caterer or someone appointed by the client is responsible.
15. Please contact Demarlene at least 14 days prior to the function to discuss the final detail and arrangements.
16. Office hours: Monday – Friday 08:30 – 17:00.
17. Viewing: We do not mind that you come to view the venue, but are concerned that current functions get the attention they deserve. Therefore, **please make an appointment** so that we can spend enough time with you.
18. Leeuwrivier reserves the right to change our prices according to our suppliers.

We like you to come and view the venue, but please understand that functions have first priority. We will gladly accommodate you at a time that we are not busy with a function.

**We really hope that a function at Leeuwrivier will be an unforgettable experience !**

**Contact person:** Demarlene Kruger  
Tel: 021-8733628 / 082 802 1369  
Fax: 0866018324  
email: [info@leeuwrivier.co.za](mailto:info@leeuwrivier.co.za)  
website: [www.leeuwrivier.co.za](http://www.leeuwrivier.co.za)



**Indemnity**

Owners and managers of Leeuwrivier Reception Hall, all workers or hired workers do not accept responsibility for loss or damage of any belongings of the client. This also applies to any accident that may occur before, during and after the function. Leeuwrivier Reception Hall, its employees or any other person employed at any function, will not be held responsible for any loss, injury to persons ,due to negligence or any other cause whatsoever.

If any damage occur to the property of Leeuwrivier Reception Hall and the surrounding property of H.F. Smit Boerdery (Pty) Ltd, and to other surrounding properties, during, before or after the function (by the client and his / her guests), the client will be held liable.

In the event of a ESCOM power failure, Leeuwrivier will not be responsible for any damages so caused. We do however, have a generator that will provide power during load shedding.

**Right of admission**

Right of admission is reserved and Leeuwrivier management has the right to remove any person in their own discretion

Please sign and send back to:

email: [info@leeuwrivier.co.za](mailto:info@leeuwrivier.co.za)

fax: 0866018324

I ..... the undersigned, accept the conditions outlined in the brochure. I have read all the conditions and I understand all the conditions and there are no uncertainties about it.

Date of function: .....

Type of function: .....

Contact Details:

Name: .....

Address: .....

.....

.....

Phone: ..... Mobile: .....

email address: .....

Fax no: .....

Signed at ..... the ..... day of ..... 201 .....

Signed: .....