



# CAPE POINT VINEYARDS



Cape Point Vineyards (Pty) Ltd.

P.O. Box 100, Noordhoek. VAT 4010174474

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# CAPE POINT VINEYARDS

## 1. Packages and Rates

<b>Exclusive Venue Hire Packages</b>			
	MON – WED	FRI-SAT	SUN & HOLIDAYS
<b>PEAK SEASON</b>	<i>1 December – 15 January</i>		
<b>Full Day Venue Hire Fee</b>	R55 000,00	R55 000,00	R80 000,00
<b>Evening Only Venue Hire Fee</b>	R30 000,00	R30 000,00	R40 000,00
<b>MID SEASON</b>	<i>1 October – 30 April (excl. Peak Dates)</i>		
<b>Full Day Venue Hire Fee</b>	R40 000	R55 000	R80 000
<b>Evening Only Venue Hire Fee</b>	R25 000	R30 000	R30 000,00
<b>OFF PEAK SEASON</b>	<i>1 May – 30 September</i>		
<b>Full Day Venue Hire Fee</b>	R25 000	R35 000	R50 000
<b>Evening Only Venue Hire Fee</b>	R5 000	R10 000	R30 000,00

*Terms and Conditions*

### **Booking Procedure**

- 1.1 This document serves as a price guideline only until a written confirmation of your booking has been issued and received from Cape Point Vineyards and it is subject to availability and change until a written booking confirmation has been supplied.
- 1.2 Cape Point Vineyards will not reserve any provisional dates until a written confirmation has been issued after payment of the applicable deposit.
- 1.3 All rates are subject to change up until the relevant confirmation (ref. clause 1.1) document has been issued.
- 1.4 All venue hire rates exclude bar and beverage charges, additional hiring, menu pricing and service/ set up staff.
- 1.5 A 50% deposit on your venue hire fee is required to secure a booking.
- 1.6 Full and final payment of the total wedding package, including catering and a breakage deposit equal to 10% of the venue hire fee, is due no later than 14 days prior to the date of the

- 1.7 Please note that Cape Point Vineyards has a minimum requirement of 60pax for exclusively hired out functions.
- 1.8 Provisional bookings will only be kept for 2 weeks and will automatically be removed thereafter unless the booking is secured in writing with the deposit paid.

### **Cancellations**

- 1.9 A cancellation fee of 50% will be applicable if the wedding/event is cancelled after the booking has been confirmed and the deposit has been paid. Therefore Cape Point Vineyards will retain the 50% deposit received.
- 1.10 A cancellation fee of 100% will apply if the wedding/event is cancelled within 120 days of the event. Full payment of the quotation and any other costs incurred by Cape Point Vineyards will be demanded and will be payable on such demand.
- 1.11 Deposits and or full payments done for the use of Cape Point Vineyards' facilities are not refundable due to changing weather conditions or any other condition which we are not responsible for.

### **Wedding and Function Times**

- 1.12 **Full Day Weddings & Functions:** **Exclusive use from 08:30 to 00:30**
- 1.13 Should the client wish to set up prior to 08:30, a cost of R2500.00 per hour will be levied.
- 1.14 Should the client decide to extend this time up until 02:30, a cost of R2500.00 per hour will be levied on the final account. This charge will be applicable to all wedding guests and external suppliers up until the time they have left the Estate.

### **Evening Functions:** **Exclusive use from 17:00 to 00:30**

- 1.17 Should the client decide to extend this time up until 02:30, a cost of R2500.00 per hour will be levied on the final account. This charge will be applicable to all wedding guests and external suppliers up until the time they have left the Estate.

### **Indemnity**

- 1.18 The customer agrees and undertakes not to hold Cape Point Vineyards liable for any harm, loss, damage, injury or death suffered by the customer, it's guests or any other person attending the function at the request of the customer for any reason other.
- 1.19 Cape Point Vineyards cannot and will not be liable for any guests that leave any items unsupervised or car doors/ windows unlocked during their visit to Cape Point Vineyards. We ensure that we will do our utmost to prevent any loss or damage, but cannot be liable for any negligence caused by any guest who visits the Estate.
- 1.20 Children are most welcome at Cape Point Vineyards however parental supervision must be maintained at all times with responsibility for safety and wellbeing resting with the parents. Cape Point Vineyards' indemnity declaration also applies in this instance.



# CAPE POINT

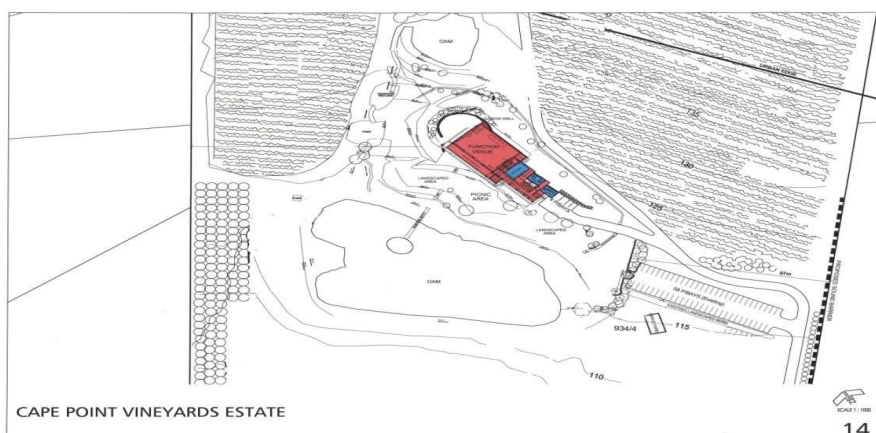
V I N E Y A R D S

## 2. Venue Portfolio

The Exclusive Venue Fee Includes:

Furniture	Qty	Description
Rectangular Oak Table	3	300 cm (l) x 100 cm (w)
Green Wooden Dining Table	1	300 cm (l) x 110 cm (w)
Green Cafe Tables	11	90 cm (l) x 90 cm (w) x 75 cm (h) Square wooden tables, painted green
Square Tables (Plastic)	35	79 cm (l) x 79 cm (w) x 74 cm (h) beige table top and chrome leg
Round Tables	20	182 cm (d) x 74 cm (h) seats 10
Chairs	140	Beige plastic chairs
Cocktail Tables	7	Beige top, round, chrome leg.
Bar Stools	8	White, plastic
Wooden Garden Chairs	32	Hope Furniture
Lounge Suite	3	
Patio Lounge Suite	3	
Beer Bench Tables	35	210 cm (l) x 53 cm (w) x 79 cm (h)
Beer Benches	70	210 cm (l) x 53 cm (w) x 45 cm (h)
Picnic Benches	30	Picnic table and 2 attached benches
Picnic Blankets	100	180 cm x 180 cm
Picnic Pillows	200	Pyramid shaped pillows, brown.
Sun Umbrellas	30	
Linnen	Qty	Description
Table Cloths	74	White only, 60x square table cloths, 14x round table cloths
Napkins	140	White only
Crockery	Qty	Description
Side Plate	140	Round white
Dinner Plate	140	Round white
Dessert/ Soup Bowl	140	Round white rimmed bowl
Coffee Cups	140	Incl. round white saucer

Cutlery	Qty	Description
Starter	140	Incl. bread knife, starter knife, and fork
Main	140	Incl. main knife and fork
Dessert	140	Incl. dessert spoon
Fish	140	Incl. fish knife only
Steak	140	Incl. steak knife only
Soup	140	Incl. soup spoon only
Glassware	Qty	Description
White Wine Glass	140	Incl. white wine glasses
Champaign Flute	140	Incl. Champaign flutes
Water Glass	140	Incl. water glass
Shot Glass	35	Incl. shot glass
Tumbler	35	Incl. tumbler
Bar	Qty	Description
Bar facility	-	Tabbed Bar: 1x bartender supplied for every 50 guests. Cash Bar: Bar staff hired at R65 per hour until ohoo and R85
Champaign coolers	3	
Half Barrel	1	
Ice for the duration of the	-	
Staff		Description
Venue Staff	3	Incl. 1 x event supervisor and 2 x porters. One waiter will be supplied for every 20 guests when making use of CPV's catering; waiters are not supplied in the event of an Additional staff may be hired at R65 per hour until ohoo and R85 thereafter
Car Guard/ security	2	Incl. 1 x car guard and 1 x security personnel (at the Estate's Entrance). Additional security may be hired should they be
Venue		
The Cape Point Vineyards venue hire contract includes exclusive use of the function hall and deck, the lawns leading to the dam as well as the wooden jetty.		



## **Terms and Conditions**

- 2.1 A 10% refundable deposit on the total venue hire will be required in case of any shortages, damages or breakages to any property of Cape Point Vineyards. The balance due will be repaid within 14 days after the wedding/function.
- 2.2 Décor and additional hire items may be delivered before 10h00 on the day prior to the wedding must be cleared from the venue and estate by 10h00 the day after the function. Cape Point Vineyards takes no responsibility whatsoever for any items remaining at the Venue or Estate thereafter.
- 2.3 Site inspections will be done by appointment only.
- 2.4 Flower & Décor mock ups will be done by appointment only.



## CAPE POINT VINEYARDS

### 3. Beverage Requirements

Cape Point Vineyards is fully licensed and will manage your entire bar & beverage requirements on the Estate.

Please note that all items are subject to availability and all pricing is subject to

#### **Terms and Conditions**

- 3.1 Cape Point Vineyards is fully licensed and will manage your entire bar & beverage requirements on the Estate.
- 3.2 ONLY Cape Point Vineyards will manage the bar and beverage requirements of the client with no involvement from any 3rd parties.
- 3.3 No other liquor may be brought onto the premises by any guest, co-ordinator or service provider.
- 3.4 All liquor (refer to clause 3.4) must be removed by no later than 10h00 the day after the wedding/function. Cape Point Vineyards will take no responsibility for any loss or damage to any liquor (refer to clause 3.4) supplied by the client.
- 3.5 Cape Point Vineyards offers the choice of a bar tab or a cash bar or the option of both.  
**Tabbed Bar**
- 3.6 In case of a "tabbed" bar, Cape Point Vineyards will supply 1 barman for every 50 guests up until 0h00. Should the wedding or function continue after this time a charge of R85 per barman will be levied.
- 3.7 In case of a "tabbed" bar a 12,5% gratuity fee will be applicable on the total bar amount.
- 3.8 In case of a "tabbed" bar, 50% of the tab limit will be payable 2 weeks prior to the function with the balance to be settled no later than 10h00 on the first working day after the wedding.
- 3.9 In case of a "tabbed" bar, all pricing will be firmed when the selection above has been completed and signed by the client and the 50% deposit has been paid.
- 3.10 A minimum spend of R10 000 shall apply to "tabbed" bars.

#### **Cash Bar**

- 3.11 In case of a "cash" bar the client will be required to hire 1x barman for every 50 guests. Bar staff may be hired from Cape Point Vineyards at a rate of R65 per staff member per hour up until 0h00 and R85 per hour thereafter.  
In case of a "cash" bar, final pricing on beverage items will be confirmed two weeks prior to the event.
- 3.12 All bar and beverage items are subject to availability



## CAPE POINT VINEYARDS

### 4. Catering Options

#### **Terms and Conditions**

- 4.1 A minimum spend of R295 per person on food is applicable as well as a minimum pax requirement of 60 pax when making use of Cape Point Vineyards' exclusive hire packages.
- 4.2 Cape Point Vineyards will supply 1 waiter for every 20 guests up until ohoo. Should more waiters be required they may be hired at a cost of R65 per waiter per hour up until ohoo and R85 per hour thereafter.
- 4.3 A 12,5% service fee will be applicable on the total catering amount.
- 4.4 The amount payable on your catering and service staff requirements will be payable no later than 14 days prior to the wedding/function date.
- 4.5 Please refer to our function menu regarding catering options.
- 4.6 Menu tasting will be available for catering options only once the booking procedure has been completed and secured. Menu tasting will be offered at a 50% discounted rate on chosen catering option for up to 2pax. Please do note we will require up to 2 weeks notice on menu tasting bookings offered weekdays (excluding Thursday's) between 12pm and 02:30pm by appointment only.





## CAPE POINT VINEYARDS

The Exclusive Venue Fee Excludes:

- 5.1 **Wedding Co-ordination**
- 5.1.1 Making use of a wedding co-ordinator, is essential for a stress free, smooth running wedding or event. If you require assistance in terms of coordination or décor styling for your function, we recommend our industry partners Warren-Stone Weddings and Events [www.warrenstoneweddings.com](http://www.warrenstoneweddings.com)
- 5.1.2 If you are not making use of a professional co-ordinator, you will be obliged to make use of a Cape Point Vineyards co-ordinator for the last week, up to and including the day of your function at a fee of R2500. This will ensure that all the 3rd parties are managed effectively and all logistics of the event are taken
- 6.1 **Décor & Flower Arrangements.**
- 6.2.1 The Venue Hire Fee does not include flowers and/or decor. Cape Point Vineyards can recommend the following Suppliers:
- |                     |  |  |
|---------------------|--|--|
| <i>Lush Flowers</i> | Garth Paton  | 021 423 5503   |
|                     | <a href="mailto:lushcapetown@yahoo.com">lushcapetown@yahoo.com</a>         | <a href="http://www.lushflowers.co.za">www.lushflowers.co.za</a>       |
| <i>Heartistry</i>   | Nancy Hoepner  | 078 893 4040   |
|                     | <a href="mailto:nancy@heartistry-cpt.co.za">nancy@heartistry-cpt.co.za</a> | <a href="http://www.heartistry.cpt.co.za">www.heartistry.cpt.co.za</a> |
- 6.2.2 Décor and additional hire items may be delivered before 10h00 on the day prior to the wedding and must be cleared from the venue and Estate by 10h00 the day after the function. Cape Point Vineyards takes no responsibility whatsoever for any items remaining at the Venue or Estate thereafter.
- 6.2.3 Please consider the environment - no paper/plastic / non biodegradable
- 7.3 **Photographer**
- 7.3.1 The Venue Hire Fee does not include photography. Cape Point Vineyards can recommend the following Suppliers:
- |                                 |  |  |
|---------------------------------|--|--|
| <i>Tinbird Creative</i>         | Maryke Howard  |  |
|                                 | <a href="mailto:hello@tinbird.co.za">hello@tinbird.co.za</a>         | <a href="http://www.tinbird.co.za">www.tinbird.co.za</a>     |
| <i>Heathyr Huss Photography</i> | Heathyr Huss   | 0823730201   |
|                                 | <a href="mailto:heathyr@heaythrhuss.com">heathyr@heaythrhuss.com</a> | <a href="http://www.heathyrhuss.com">www.heathyrhuss.com</a> |
- 8.4 **Make-Up Artist**
- 8.4.1 The Venue Hire Fee does not include a Make Up Artists. Cape Point Vineyards can recommend the following Suppliers:

*The MuiSe Salon,* Helene Nash 081 392 3383  
*Noordhoek Garden*

9.4 **Online Gifting Registry**

9.4.1 Personalised wedding registry service that offers you the opportunity to customise your gift selection with a curated collection of the finest brands and

*Bespoke Wedding Registry* Sarah Clark 021 448 7155

[info@bespokeregistry.co.za](mailto:info@bespokeregistry.co.za) <https://bespokeregistry.co.za>

10.4 **DJ and Sound**

10.4.1 The playing of music and reproduced music is to be confined to within the building with amplification setting no higher than 90dBA at any given time.

10.4. All windows and doors to the building are to remain closed during amplified speeches or when music is played.

10.4. No percussion or wind instruments may be played and no amplified sound of any kind may be produced anywhere outside of the enclosed building.

10.4. Cape Point Vineyards recommends the following DJ

*That DJ Guy* David Matfield 071 643 7330

[dj@thatdjguy.co.za](mailto:dj@thatdjguy.co.za) [www.thatdjguy.co.za](http://www.thatdjguy.co.za)

*Dream Wedding DJ's* DJ Mark 0828920331

[mark@dreamweddingdjs.co.z](mailto:mark@dreamweddingdjs.co.z) [www.dreamweddingdjs.co.](http://www.dreamweddingdjs.co)

10.4. Should any other DJ be used for yor event, *both* the DJ and the client *must* sign acceptance of the above noise restrictions.

Client Signature

DJ Signature

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



# CAPE POINT VINEYARDS

Cape Point Vineyards (Pty) Ltd. Chapmans Peak Estate, No. 1 Chapmans Peak Drive Noordhoek, Cape Town. P.O. Box 100, Noordhoek, 7985, South Africa.

Tel: +27 (021) 789 0900 | Fax: +27 (021) 780 0614 | email: [events@cape-point.com](mailto:events@cape-point.com)

## 6. Booking Form

Please fax/email your completed provisional booking form to 021 789 0614 / [events@cape-point.com](mailto:events@cape-point.com)

Your booking will only be confirmed upon the receipt of a 50% deposit on the selected package.

A 10% refundable breakage deposit on the venue hire, the balance on the venue hire, the catering requirements deposit on your bar tab will be payable no later than 2 weeks prior to the booking date. The balance on the bar tab must be settled by no later than 10am on the first working day after the wedding/function.

Regrettably Cape Point Vineyards will not accept any credit card payments.

Please indicate your acceptance of the agreement and of the Terms and Conditions as set out in Sections 1 to 5, by signing and completing your details in the space provided below.

<b>Bride's Details</b>		Signature:	
Full Name:		Date:	
ID Number:		Telephone (c):	
Telephone (Daytime):		Email Address:	
Physical Address:			
<b>Groom's Details</b>		Signature:	
Full Name:		Date:	
ID Number:		telephone (c):	
Telephone (Daytime):		Email Address:	
Physical Address:			
<b>Event Co-ordinators's Details</b>		Signature:	
Full Name:		Company Name:	
VAT No.:		Company Registration No.:	
Telephone (w):		Telephone (c):	
Company Address:		Email Address:	
<b>Function Quote Request</b>		Function Package:	
Function Date:		Function Cost:	
<b>PERSON RESPONSIBLE FOR PAYMENT</b>			
Full Name:		ID Number:	
Credit Card Type:		Credit Card No.:	
CVV No.:		Signature*	
*I, (Print full names) _____ accept, in full, the authorise that the following credit card may be debited, for the beverage account, any overtime or other applicable charges occurring through events other than described on the function sheet (damages, etc.) see Date: _____ . Place: _____			



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## Pro Forma Invoice

Function Date:	0		Pax:	
Function Package:	='Booking Form'!D25		Reference	
<b>Client's Details</b>			Full Name:	0
Telephone (c):	0		Email Address:	0
Company	0		VAT No.:	
<b>ITEM</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>VAT</b>	<b>TOTAL COST</b>
<b>Venue Hire</b>				
Venue Hire Fee	0	R0,00	R0,00	R0,00
Overtime Fee	0	R2500,00	R0,00	R0,00
<b>Venue Hire Total</b>			R0,00	<b>R0,00</b>
<b>Catering</b>				
Canape Selection	0	R75,00	R0,00	R0,00
Premium Canapes	0	R25,00	R0,00	R0,00
Set Menu	0	R390,00	R0,00	R0,00
Seated Buffet Menu	0	R350,00	R0,00	R0,00
Braai Buffet	0	R295,00	R0,00	R0,00
Seafood Braai Buffet	0	R495,00	R0,00	R0,00
Picnic	0	R200,00	R0,00	R0,00
Kids/ Supplier Meal	0	R100,00	R0,00	R0,00
Gratuity			R0,00	<b>R0,00</b>
<b>Catering Total</b>			R0,00	<b>R0,00</b>
<b>Bar Requirements</b>				
Bar Tab	0	R0,00	R0,00	R0,00
Gratuity			R0,00	<b>R0,00</b>
<b>Beverage Total</b>			R0,00	<b>R0,00</b>
<b>Total Spend</b>				<b>R0,00</b>
<b>Breakage Deposit</b>				<b>R0,00</b>
<b>Payment</b>				
<b>Total Due</b>				<b>R0,00</b>
Cape Point Vineyards (Pty) Ltd 1 Chapmans Peak Drive, Noordhoek, 7985 Tel: 021 789 0900. Cel: 072 580 5471 VAT: 401 017 4474			<b>INVOICE</b> 2018-10-20 Bank Name: Standard Bank Acc. Name: Cape Point Acc. No. 072 083 352 Branch Code: 03 60 09	



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Function	= 'Booking	Pax:		
Package:		Reference:	0	
Client's Details		Full Name:	= 'Booking Form'!C28	
telephone (c):	= 'Booking Form'!C13	email Address:	= 'Booking Form'!E13	
Event Coordinators's Details		Full Name:	= 'Booking Form'!C21	
telephone (c):	= 'Booking	Email Address:	= 'Booking Form'!E24	
Catering		Bar Tab		
TIME	EVENT	CATERING	BAR	SETUP
	Guest arrival		Fruit and Mint infused water	
	Ceremony			
	Pre Drinks			
	Enter Reception			
	MC Welcome			
	Speeches			
	Starters			
	Mains			
	Cutting of the Cake			
	Dessert			
	First Dance			
	Bouquet Toss			
	End			