



BELLEVUE

ESTATE



WEDDING PACKAGES

2017 / 2018

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Dear Prospective Client

Firstly, congratulations on your engagement! An exciting journey lies ahead and we would love to be a part of it. You have certainly come to the right place. Bellevue Estate is a historical landmark and is one of Stellenbosch's most established Wine Estates, producing the finest wines for centuries. Our wedding venue has recently undergone very exciting refurbishments, which means we are ready for an amazing wedding season!

VENUE PORTFOLIO:

VENUE INCLUDES

- Basic Crockery for 100 guests
- 100 Standard Wine and 100 Champagne glasses
- Cleaning of venue after function
- Bar with ice and glasses
- Rectangle wooden tables (3 x 8 seater) and (7 x 6 seater)
- 64 Whicker and wood chairs

IN ADDITION TO THE ABOVE MENTIONED we also have the following tables and chairs:

- Rectangle wooden Barossa tables (7 x 6 seater)
- Trudeau Wine barrel wooden chairs x 60

VENUE EXCLUDES

- Décor
- Serviettes
- Tablecloths
- Wedding stationary
- Staff
- Beverage and Pre drinks
- Additional tables, chairs, cutlery, crockery and glassware

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RATES:

VENUE RATES:

The booking of Bellevue Venue will include the use of Bellevue Function Centre facilities. Bellevue Venue booking fee is **R15 000 (Inclusive of VAT)**.

The Estate can run multiple functions in the various venues or on other parts of the Estate on the same day as your wedding or function date. Therefore the client will be responsible to ensure that their guests arrive on time as indicated on the contract. If you would like exclusive rights to the use of the Estate please indicate clearly when booking. An additional cost of R10 000 is then applicable.

CEREMONY RATES:

Ceremonies will be the responsibility of the client. No extra costs are involved.

GENERAL INFORMATION:

SITE INSPECTION/VIEWINGS

Site inspections will be done by appointment only. Our office hours are Tuesdays to Saturdays 09h00 - 17h00

No site inspections on a Sunday.

OPERATIONAL HOURS

For evening functions the venue will be available until 24h00 and morning functions until 16h00.

The bar closes at 24h00/16h00. Should you wish to extend these times: a charge of **R1000,00** per hour will be applicable.

The venue is only available until 02h00. Extra time must be booked in advance. If not used, the payment will be refunded to you together with the breakage deposit.

For evening functions the decor or florist may start set-up on the function date from 15h00 and morning functions from 08h00. All set-ups must be cleared the night of the function or the next day before 09h00. On the day of the function the florist **MUST** be finished with set-up inside venue **ONE HOUR** before functions.

SMOKING

The venue is a non-smoking area. Smoking will only be allowed in open areas. Please notify all guests during speeches.

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BAR RATES

A cash bar is available which includes ice and glasses.

Wine: The client will only be allowed to use wine from Bellevue Wine Estate (prices available on request). Bellevue charges a corkage fee of R30.00 per bottle (750ml) for sparkling wine that is brought onto the premises. It is required to settle this sum before the start of the event.

All extra sparkling wines brought with the client needs to be removed from the Bellevue premises by 09h00 the following day.

No wines, spirits, cool drinks or food may be brought onto the premises for consumption without the prior consent of management. Due to our liquor license, the bar may only serve until 02:00 latest.

CATERING

Our catering is done by our own restaurant. NO external caterer may be used. Our menus and unique ways of presenting food will suite everybody's taste and style. All dietary requirements can be catered for and will be charged for accordingly.

STAFF:

STAFFING RATES *(please note that rates are subject to change according to season and requirements)*

Floor Manager R185.00 per hour

Barman R95.00 per hour

Waiters / Waitresses R95.00 per hour

STAFFING RATIOS

Floor Manager 1:60

Barman 1:50

Waiters / Waitresses 1:10

Please note that all staff need to start 2 hours before guest arrival and finish 1 hour after guests departure (staff is not included in the booking fee, this is an additional cost).

SAFETY & SECURITY:

Bellevue Function Centre and its staff will not take any responsibility for any loss, damage or expenses in connection with personal injury, illness, property damage to any item, or equipment, or theft resulting from the use of any facilities at Bellevue Function Centre. By signing the contract, the client agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by client, their guests or by any person contracted by client for the event. The client agrees that Bellevue function

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Centre and its employees will not be held liable, including legal fees for anything pertaining to the abovementioned.

Free and sufficient parking will be provided for your guests.

The dos and the DONT'S:

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING CORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of Bellevue Function Centre.

- Decorations: All decorations must be removed without leaving damages.
- Be kind and leave the property as you found it.
- If lit candles are used, we ask that you provide a glass base for each candle.
- NO nails, drawing pins or screws may be hammered into walls or wood.
- NO electric wiring for lighting may be disconnected by any rental company to connect their lighting.

COURTSEY PROTOCOL:

Bellevue Function Centre reserves the right to request any person of group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

BOOKING OF VENUE:

If you would like to book Bellevue Function Centre please sign and fill in the Contract form and sent it back to us including the proof of deposit payment.

DEPOSIT FOR VENUE:

- A Security Deposit of R7500,00 to be paid to confirm booking
- Date will only be booked when we received the proof of payment.
- The R7500 deposit will be deducted from your final account.
- A R1000 refundable damage fee will be charged and paid back to client one (1) week after the event was held, on condition that the venue has conducted a full site

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inspection and not reported any damages as a direct result of the abovementioned event.

- In the event of a cancellation, **the security deposit is non-refundable.**
- In the event of a fire or any unforeseen circumstances as from Bellevue function centre side, the security deposit will be refundable. **Bellevue will not be held responsible for any other costs or the provision of another venue.**
- Please use your name and date of function as reference.
- No cheques will be accepted.
- Please note: Prices are subject to change without prior notice.

PAYMENTS:

Booking Fee (Standard Venue fee) – R15 000

Full payment (balance of all costs) of venue hire is due no later than 20 working days prior to the wedding or function date.

CANCELLATION:

Should a cancellation take place after deposit has been paid, the deposit will not be paid back. A cancellation within three months prior to wedding or function date will result in a demand for the full payment of the venue fee. Moving a date within three month prior to wedding or function date will result that you will lose your initial deposit and that a new deposit must be paid to confirm the new date.

BANKING DETAILS:

VENUE, BAR & CATERING
Bellevue Winery (Pty) Ltd
Nedbank
Current account
114 024 02 34

CONTACT DETAILS:

VENUE, BAR & CATERING
Office
021 865 2054/5
info@bellevue.co.za
Eddie Enslin (Chef, Venue Manager)
079 856 6220
021 865 2054
chef@bellevue.co.za

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CONTRACT CONFIRMATION:

When signing this contract you accept all the terms and conditions mentioned in the information and price pamphlet.

FUNCTION DETAILS

Bride's Detail

Name & Surname:

E-mail address:

Mobile number:

Home / Work phone number:

ID number:

Groom's Detail

Name & Surname:

E-mail address:

Mobile number:

Home / Work phone number:

ID number:

Wedding Detail

Wedding Date:

Church Ceremony Venue:

Function Venue:

+ - Amount of guests:

Sign: _____

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- Should a cancellation take place after deposit has been paid, the deposit will not be paid back. Cancellation within three months prior to wedding or function will result in a demand of full payment of the venue fee.
- Moving a date within three months prior to wedding or function date will result that you will lose your initial deposit and that a new deposit must be paid to confirm the new date.
- Bellevue Function Centre and its staff will not take any responsibility for any injuries due to negligence or any other cause that led to the problem.
- Bellevue Function Centre and its staff will take precaution for the safety of your items and equipment, but will not take responsibility for any damage or loss of any items.
- To prevent disappointment please book the ceremony site as soon as possible if needed.
- No electric wiring for lighting may be disconnected by any rental company to connect their lighting.
- NO nails, drawing pins or screws may be hammered into walls or wood.
- Please note that NO drinks may be outsourced.
- Bar will close 15 minutes before function ends.
- R1000.00 per hour will be charged after 24h00/16h00
- You will be held liable for any damages and breakages that may occur during the function.
- Bellevue management has the right to control the volume of the music during the function.
- Full payment of venue fee must be paid 20 working days prior to function.
- R1000 breaking fee will be paid back within 1 week after function.
- Please note: All set-ups must be cleared the night of the function or the next day before 09h00.
- Prices are subject to change without prior notice.
- Corkage fees and bar tab must be paid at the bar at the end of the function.
- Bellevue requests permission to use your wedding photography on its relevant internet platforms and marketing collateral. A release form will be provided as an addendum.

Signed at _____ on this date of
_____ 20 _____

Signature: _____

Witness: _____

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PLEASE SEND THIS FORM INCLUDING THE PROOF OF DEPOSIT PAYMENT BACK TO US TO
CONFIRM YOU'RE BOOKING

