



BELLEVUE

ESTATE



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Dear

Firstly, congratulations on your big day! 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

- Standard Crockery and Cutlery suitable for 140 guests
- Standard Wine and Champagne glasses
- Cleaning of venue after function
- Full Bar facility
- Rectangle wooden tables
- Whicker and wood chairs

VENUE EXCLUDES

- Décor
- Setup of the venue
- Linen Serviettes
- Tablecloths
- Wedding stationary
- Staff
- Beverage and Pre drinks
- Additional or specific tables, chairs, cutlery, crockery and glassware.

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VENUE RATES:

The booking of Wedding Venue will give you exclusive use of the Bellevue Restaurant facility as well as the grass area in front of the Restaurant. Other guests have access to tasting and meals at other facilities.

Main restaurant area - suitable for 140 guests

- days during the week (Monday – Thursday, between 08:00-17:00) is from R5 000.
- weekday evenings (Monday – Friday, 16:00-24:00) is from R8 000.
- Saturday and Sunday evenings (18:00-24:00) is from R15 000.
- complete day and evening (12:00-24:00) Saturday, Sunday and public holidays is from R50 000.

#JuliesCreek – suitable for 40 guests

- days during the week (Monday – Thursday, between 08:00-17:00) is from R2 000.
- weekday evenings (Monday – Friday, 16:00-24:00) is from R5 000.
- Saturday and Sunday evenings (18:00-24:00) is from R12 000.
- complete day and evening (12:00-24:00) Saturday, Sunday and public holidays is from R30 000.

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 can be done on a Sunday.

OPERATIONAL HOURS

For evening functions, the venue will be available until 24h00.

The bar closes at 24h00. Should you wish to extend these times: a charge of **R1500,00** per hour will be applicable. The venue is only available until 02h00. Extra time must be booked in advance.

Setup and clearing of set up to be discussed with the venue coordinator and must be fully completed after the function.

Bellevue cannot be held liable if any restrictions to time or guest numbers as and when amended and enforced by local or central government and will not reduce venue fee.

SMOKING

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

BAR FACILITY:

A full bar is available and there is an option to have a cash bar, which includes ice and glasses.

Wine: The client will only be allowed to use wine from Bellevue Wine Estate (prices available on request).

No wines, spirits, cool drinks or food may be brought onto the premises for consumption. Due to our liquor license, the bar may only serve until 02:00 latest.

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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 R110.00 per hour

Waiters / Waitresses R110.00 per hour

STAFFING RATIOS

Floor Manager 1:60

Barman 1:50

Waiters / Waitresses 1:10

Please note that all staff need to start 3 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 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.

BREAKAGE DEPOSIT:

- 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 week after the event was held, on condition that the venue has conducted a full site 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 center side, the security deposit will be refundable. **Bellevue will not be held responsible for any other costs or the provision of another venue.**

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The DO'S 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 COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of Bellevue Function Centre.

- All decorations must be removed without damages any areas of the property.
- 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.
- Any damage is the responsibility of the client.
- All décor must be removed after the function.
- All outside equipment must be removed after the function e.g. lighting and music

COURTSEY PROTOCOL:

Bellevue Function Centre reserves the right to request any person or 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, please sign and fill in the contract form and send it back to us including the proof of deposit payment.

CONFIRMATION OF VENUE:

- The full venue amount of R _____ to be paid to confirm booking.
- Date will only be booked when we received the proof of payment.
- 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) – Full payment (balance of all costs) of venue hire is due no later than 30 working days prior to the wedding or function date. A deposit of 75% must be paid to confirm the date.

CANCELLATION:

In the event of a cancellation, **50% is refundable if cancelled more than 3 months prior to the event; if the cancellation is within 3 months, then there is nothing refundable.**

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GENERAL:

- **Bellevue cannot be held liable if any restrictions to time or guest numbers as and when amended and enforced by local or central government and venue fee will not be reduced.**
- Bellevue Wine Estate and its staff will not take any responsibility for any injuries due to negligence or any other cause that led to the problem.
- 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.
- R1500.00 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.
- Please note: All set-ups must be cleared the night 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.

BANKING DETAILS:

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

CONTACT DETAILS:

Joshua Smit
VENUE, BAR & CATERING
Office
021 865 2054/5
info@bellevue.co.za
021 865 2054

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CONTRACT CONFIRMATION:

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

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: _____

Signed at _____ on this date
of _____ 2022.

Signature: _____

Witness: _____

Witness: _____

BELLEVUE

E S T A T E

Bellevue Winery
Bellevue Manager.....

Signed at _____ on this date of
_____ 2022.

Witness: _____

Witness: _____

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



CONTACT US
info@bellevue.co.za

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Photograph | Release Form

I hereby grant permission to the rights of my images without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my images appear. Additionally, I waive any right to royalties or other compensation arising or related to the use of my images. I also understand that this material may be used for marketing purposes.

By signing this release, I understand this permission signifies that my images may be electronically displayed via the Internet or any communications & marketing collateral.

I will be consulted about the use of the photographs for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for marketing purposes.

Full Name _____

Street Address _____

City _____

Postal Code _____

Phone _____

Email Address _____

Signature _____ Date _____