



## WEDDINGS AND FUNCTIONS

### 1. 2017 Packages

#### VENUE HIRE for 0 – 90 Guests

	<b>High Season</b> (Nov, Dec, Jan, Feb, March, April)		<b>Mid Season</b> (May, Sept, Oct)		<b>Low Season</b> (June, July, August)	
<b>Full Day until 24:00</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>
Mondays – Thursdays	<b>R10 000</b>	<b>R17 000</b>	<b>R8000</b>	<b>R15 000</b>	<b>R7 000</b>	<b>R14 000</b>
Fridays & Sundays	<b>R14 000</b>	<b>R21 000</b>	<b>R12 000</b>	<b>R19 000</b>	<b>R10 000</b>	<b>R17 000</b>
Saturdays	<b>R18 000</b>	<b>N/A</b>	<b>R16 000</b>	<b>R23 000</b>	<b>R14 000</b>	<b>R21 000</b>

#### VENUE HIRE for 91 – 180 Guests

	<b>High Season</b> (Nov, Dec, Jan, Feb, March, April)		<b>Mid Season</b> (May, Sept, Oct)		<b>Low Season</b> (June, July, August)	
<b>Full Day until 24:00</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>	<b>Venue Fee</b>	<b>Venue Fee (Outside Catering)</b>
Mondays – Thursdays	<b>R11 000</b>	<b>R24 000</b>	<b>R9 000</b>	<b>R22 000</b>	<b>R8 000</b>	<b>R21 000</b>
Fridays & Sundays	<b>R16 000</b>	<b>R29 000</b>	<b>R14 000</b>	<b>R27 000</b>	<b>R10 000</b>	<b>R23 000</b>
Saturdays	<b>R20 000</b>	<b>N/A</b>	<b>R17 000</b>	<b>R30 000</b>	<b>R15 000</b>	<b>R28 000</b>

If you are between 180-240 guests:

- Additional tables (1 x 2.4m) will be hired in free of charge
- 180 chairs will be included  
Over and above 180 guests, additional chairs will have to be arranged by the client
- 180 Napkins and 18 tablecloths will be provided  
Over and above 180 guests, additional napkins and tablecloths will have to be arranged by the client
- All own cutlery, crockery and glasses will have to be arranged by the client

Please note that a Coordination Fee of R900.00 will be added in addition to the venue fee on quotations and invoices. Our Venue Manager will then be dedicated to your special function and supervise the set-up to ensure your evening runs smoothly, as well as supervise the whole day / evening until your last guest leaves.

Included in the venue fee are the following (up to 180 guests):

- white linen tablecloths and napkins,
- tables, (1.22m X 2.44m),
- 1 x bridal table (1.22m x 3.78m)
- wrought iron chairs with white bull denim cushions,
- cutlery,
- crockery,
- glasses (red wine, white wine, champagne & water),
- standing wine coolers,
- salt and pepper pots,
- set-up and cleaning
- spacious bathrooms
- secure parking with security guard.

**The venue fees do not include food, beverages, barmen and waiters.**

A non-refundable deposit of R5000.00 (Five Thousand Rand) will be required in order to secure your booking date. This amount forms part of the total invoice. (For example, if your total bill is R20 000.00 you will be liable to pay R15 000.00)

A refundable breakage fee of R3000.00 is payable no later than 30 (thirty) days before the function date. The outstanding balance of the Venue Fee will be payable by the Host to Forest44 no later than 30 (thirty) days before the function date. Catering fee, staff and any other costs incurred in relation to the function must be paid in full within 7 (seven) working days before the function date.

**Please take note that Forest44 strictly works on a first come first serve basis. The date of the function is only considered booked after the R5000.00 deposit has been paid and proof of payment has been received. NO DATES WILL BE KEPT TENTATIVELY.**

The venue is available from 9am on the day of the wedding or function for décor and setting up. All décor and flowers must be removed by 9am the next day. Should Forest44 have a booking the following day all décor and flowers must be removed the same day. Please liaise with the venue manager for arrangements. The venue is closed on Mondays, therefore no collections can be done on a Monday. Forest44 is not responsible for any loss or damage to rentals.

Should you require any other range of cutlery, glasses etc, the cost of hiring will be for your own account.

Should there be any damage or loss of the above or to the property you will be charged accordingly. **Please take note that any damage to the linen i.e. burn marks, candle wax, etc. will be invoiced fully to the client. No candles to be used direct on linen. Forest44 reserves the right to remove the**

**candles if necessary. Candle holders should be wide enough to ensure no wax damage to any linen.**

## **2. VENUE SIZE:**

60 – 170 people with ample dance floor.

180 people with limited dance floor space.

The minimum requirement is 60 guests

**3. EXTRA'S TO RENT FROM FOREST44:**A list with pictures, quantities and prices is available on request.

## **4. TO BE ARRANGED BY YOU:**

- General décor, drapery and setting up,
- All flower requirements. There is unfortunately no work area available for flowers to be arranged so arrangements will need to be delivered as close to completion as possible. Our water source is bore hole water which is brown so if need be bring your own clear water for vases,
- Musical & sound requirements,
- Additional lighting,
- Accommodation at guest houses in the area. There is a suggestion list available on request.

In the event of an Eskom power failure / scheduled load shedding, Forest44 will not be liable for any damage so caused. Forest 44 will however provide a GENERATOR FREE OF CHARGE, worth R2500.00!However, Forest 44 will not be liable for any unforeseen circumstances resulting in the generator malfunctioning.

There is an option to have your ceremony out on the lawn. The hiring of chairs, gazebo and a carpet, if required, will be for your own account. An additional handling fee of R500.00 will be charged for arranging and packing up of equipment.

## **5. LIGHTING AND ELECTRICAL**

There are adequate electrical points for DJ's, Bands etc. Lighting points with dimmers for chandeliers, if hired in. The roof can be coloured by LED lights to suite your theme.

## **6. CATERING AND MENU**

There is a fully equipped professional kitchen and an inspired chef that will make all your culinary requirements a reality. Once you have booked your function date with us, a menu tasting can be arranged (free of charge) for strictly 2 people only.

Our kitchen and food is Halaal-friendly. We do not cater for strictly Halaal and Kosher. If you do require catering for this, you are welcome to outsource your own catering for your own account on any day except peak season Saturdays (December – March). An increased venue hire fee as indicated on page 2 will be applicable.

Catering costs may vary without prior notice, according to suppliers' price increases and changes to the menu.

## **7. BAR FACILITIES**

We have a fully equipped bar facility at competitive prices. Price list is available on request. Corkage fee is R30.00 per bottle for wine and champagne only. No other alcohol is allowed to be brought to the venue or consumed on the premises beside what has been bought at our bar. Cash bar is available. If you would like to open a tab for a certain amount or have a open bar please let us know details in advance.

Barmen are not included in the fee and will therefore be charged at an additional cost of R85.00 per hour. One barman for every 50 guests is required.

After midnight an additional cost of R1 000.00 will be charged per hour from 12am until 2am and R1 500.00 from 2am till 3am. The bar closes at 2am, with no exception. The venue will close latest at 3am.

## **8. WAITERS**

Waiters are rented in from a professional waitering company at an additional cost of R85.00 per hour per waiter. We recommend one waiter per table of ten but one waiter for twenty guests is our minimum requirement. The waiters are responsible for the serving, clearing of tables and when required, the serving of drinks. The waiters are required for the duration of your function and 30 minutes before and 30 minutes after the function to set-up and strike. On public holidays the staff will be charged double.

In the event of own caterers being used and you wish to supply your own waiters, they have to be on duty at the venue until your last guests leave to clear all cutlery, crockery and glasses off the tables. Failure to do so will result in an additional cleaning fee charged to the client's account.

## **9. BOUNCERS**

For 21<sup>st</sup> and student functions. A fee of R100.00 p/hour/bouncer can be arranged on request. Unless the host takes full responsibility for their guests, a bouncer is optional.

## **10. SMOKING**

Forest44 in a NON SMOKING area inside, however outside is allowed.

## 11. DIRECTIONS

### FROM N2:

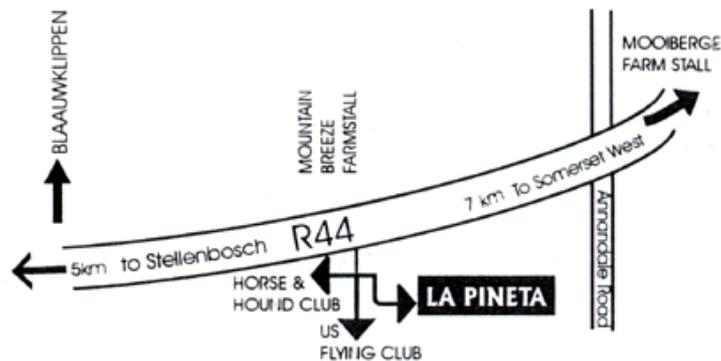
Take exit 33 (Baden Powell Drive) off the N2. Turn left at the top of the bridge towards Stellenbosch. Carry on straight until you reach a traffic light. Turn right at the traffic light onto Annandale road. Follow the winding road past farms until you reach the next traffic light. Turn left onto the R44 towards Stellenbosch. After 800m, turn left again at the top of the hill onto Aerodome Road and immediately left again following signs for La Pineta / Forest 44.

### FROM SOMERSET WEST:

Drive north on the R44 towards Stellenbosch. When you reach a traffic light with Mooiberge Farm Stall on your right, carry on straight for another 800m. At the top of the hill, turn left onto Aerodome Road and immediately left again following signs for La Pineta / Forest 44.

### FROM STELLENBOSCH / N1:

Exit Stellenbosch on the R44 south, towards Somerset West. As you exit the town, you pass the Engen Garage on your left, Blaauwklippen, Jamestown, Stellenbosch Square and Mountain Breeze Farm Stall. When you reach the next traffic light at Mooiberge Farm Stall, make a u-turn and head back into Stellenbosch's direction. After 800m, turn left at the top of the hill onto Aerodome Road and immediately left again following signs for La Pineta / Forest 44.



## 12. TERMS & CONDITIONS

### Booking and Payment

1. To secure a booking, we require a non-refundable deposit of R5000.00
2. Upon payment of the deposit, you agree to this Functions Package outline as well as the terms and condition which needs to be signed and returned to us.
3. The Venue Fee will be payable by the Host to Forest44 no later than 30 (thirty) days before the function date.
4. The outstanding balance of the catering fee, staff, hiring extras and any other costs incurred in relation to the function must be paid in full within 7 (seven) working days before the function date.
5. We accept EFT and cash payments only.
6. Proof of payment must be sent via the bank or via email to [events@forest44.co.za](mailto:events@forest44.co.za) for all payments made.
7. Payment must reflect in our bank account in order to be confirmed.
8. No date will be reserved without payment of the deposit.
9. A refundable breakage deposit of R3000.00 is required to ensure coverage of any shortages or damages, should they occur.
  - 9.1. It is the clients' responsibility to email FOREST 44 their banking details for the refundable deposit.
  - 9.2. Any shortages or damages will be deducted from the refundable breakage deposit, at the replacement price.
  - 9.3. If the shortage or damage exceeds the refundable deposit, the client will be liable for the full amount.
10. Only wine and champagne may be brought to the venue charged at R30.00 corkage fee per 750ml bottle. No other beverages, especially alcohol, will be allowed on the premises. If any of the guests as caught with alcohol on the premises a fine will be payable by 7 (seven) days after the function.
11. Forest 44 will not be liable for any unforeseen circumstances resulting in the generator malfunctioning.
12. Clients who do not settle their outstanding balances will be subject to being handed-over to a debt collector.
  - 12.1. Clients that have been handed-over to a debt collector are to make payments to the debt collector by the stipulated date in order to avoid legal proceedings.
13. These terms and conditions are binding upon first payment.

I agree to the terms and conditions stated above, as well as the information outlined in the Forest 44 document.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_