



**LANDS END**  
CAPE AGULHAS

## **HIDDEN VALLEY WINES and OVERTURE RESTAURANT TERMS AND CONDITIONS FUNCTIONS – 2011/2012**

### **Dear Potential Client**

Thank you for your interest in HIDDEN VALLEY as a potential venue for your function.

Please have a look at the information below and contact us if you have any further questions or queries.

The prices quoted are from 1 September 2011 – May 2012.

### **1. GENERAL**

- The venue can comfortably accommodate up to 80 people inside the restaurant, and outside the restaurant area, on the veranda it can accommodate an additional 60 people comfortably, totalling 140 people. The wine tasting area can be used for dancing or indoor pre-drinks. If you are only interested in doing a cocktail party, we can accommodate more than 140 people.
- There is sufficient cutlery, crockery, glassware for a 100 people, however if you make use of 6-8 or 10 seater tables, an extra 4 trestle tables need to be hired at the guest parties expense.
- Two downstairs cellars are available for shows/conferences/ceremonies and both can fit 120 people comfortably.
- Overture Restaurant and Hidden Valley Events Co-ordinator will only consult with one individual, on all particulars pertaining to the specific function. Overture Restaurant or the events co-ordinator will not be liable to any information given by second parties or any person, body or organization other than the individual representing on the clients behalf.

### **2. WINE TASTING**

A wine tasting @ R30 per person can be organized for the guests arriving beforehand and this can be organized with the events co-ordinator.

### **3. AFTER CARE**

A baby sitting service can also be organized @ R65 per hour and it is advised that the infants will be looked after in the boardroom area.

We have a back up generator facility and our premises are wheelchair friendly.

#### **4. CONFERENCING**

For use of the following facilities we charge:

- Wine Tasting Centre – R3000.00
- Barrel Cellar – R5500.00
- Silver Room (Downstairs) – R8000.00
- Silver Room (Upstairs) – R7000.00
- Vinoteque – R3000.00
- Overture – R5500.00
- Board Room – R3000.00
- Grass patch – R3000.00

#### **5. FUNCTIONS**

Contact our Function Coordinator Carlé van Schalkwyk for a personalised quotation.

#### **6. WEDDINGS**

Contact our Function Coordinator Carlé van Schalkwyk for a personalised quotation.

#### **7. SETTING UP & DELIVERIES**

- If a service fee has not been pre-arranged with our Function Co-ordinator on any decor set up or display, then we cannot be held responsible or assist in handing out table names, seating plans or table numbers. This has to be pre-arranged by the bridal party.
- If the bridal party are using their own suppliers, Hidden Valley and Overture cannot be held responsible for any damages or changes made to any displays or decor.
- Hidden Valley and Overture reserves the right to move all chairs, tables and decor indoors on account of bad weather without consulting the bridal party.
- None of the staff at Hidden Valley or Overture can be held responsible or assist in any music or entertainment via laptop or IPOD or assist in any DJ activities. The bridal party has to arrange with third party for assistance.
- If any light fixtures and decorative items have not been removed from the reception area before 09:00am on the day after the event, we will unfortunately charge an extra R600-00 service fee.  
The rest of the goods can be collected from the storage facilities on the following day before 09:00am.

#### **8. EQUIPMENT**

- Should the client source the equipment themselves it must be delivered 24hrs before the function at a pre-arranged time. Should equipment be delivered more than 24hrs before the function a R500.00 holding fee will be charged and added to the final bill unless permission is given by Overture Restaurant.
- Any equipment that has been sourced by the client or equipment belonging to third parties sourced by the client must be removed from the premises by the client before 09:00am the following day. Should any equipment that has been outsourced by the client to a service provider not be removed before 09:00am the following day and prevents Overture Restaurant from trading as per normal, the client will be responsible for the payment of

R25 000.00 to compensate for loss of revenue and the cost of reimbursing further clients for the inconvenience. This amount is to be settled within one month of the scheduled date of the function.

## **9. BREAKAGES**

- Any breakages and damages to linen and furniture will be calculated after the event and charged accordingly by Overture Restaurant.
- Overture Restaurant will charge and add to the final bill any and or all breakages and damages to linen and furniture that should occur during the time of the function made by any of the guests that are attending the function as well as any persons or third parties sourced by the client.

## **10. APPOINTMENTS**

- Consultation between the client, Overture Restaurant and the Hidden Valley Events Co-ordinator, on site inspections or meetings will only take place with an appointment. We reserve the right not to disclose any information should the client arrive without an appointment.

## **11. DAMAGE OR LOSS**

- Overture Restaurant and Hidden Valley Wines will not be held responsible for any form of loss, damage or injury sustained to any person attending the function that should incur due to any equipment, persons or third parties invited or sourced by the client.

## **12. CATERING**

- Overture Restaurant will be the sole supplier of food and beverages at the function or wedding. The price per head will be R300-R350 depending on your choice or structure of the meal. The basic menu will include one welcoming drink per guest, canapés, fresh breads, a three course meal and tea or coffee and petit fours at R350 per person.
- Overture Restaurant will be responsible for catering up to 100 persons, anything above this figure, extra hiring will be sourced at the clients' expense to be added to the final invoice.
- The chef prefers tailor made menus for every special occasion, therefore we do not provide set menus. The menu is just a broad outline of what can be done.

## **13. WINES & BEVERAGES**

- Hidden Valley will be the sole supplier of wine at your function, however if you have a request for any special beverages like Sparkling or Desert wine, Overture restaurant will source the specific request for you.
- A gratuity equal to 10% of the amount payable for food and beverages served by Overture Restaurant will be included in the final food and beverage invoice.
- In terms of beverages, you can only select HIDDEN VALLEY wines from our wine list. A full cash bar will be available. Please arrange for the bar to be cash or account. Should you require any other beverages please notify us prior to your function. Only cold beverages can be served by the dam area, while the canapés & pre-drinks will be served upstairs by the ramp or veranda area.

## 14. TIME

The bar and venue will close at 00:00. If the bar is requested to remain open past this time, it needs to be pre-arranged with staff, whereupon a fee of R2500-00 will be charged for every hour. The latest the venue will stay open is 02:00.

If the function is delayed by the client for any reason, Overture we will charge for staff and chefs at an hourly rate.

## 15. UNAVAILABILITY OF VENUE

Hidden Valley reserves the right to cancel a booking forthwith and without liability on its part in the event of *force majeure* including but not limited to war, civil unrest, natural disasters, such as earthquakes, floods or fires, and any similar event, that may lead to the facilities of Hidden Valley not being available for functions.

In such cases a percentage of the venue fee can be claimed back by the bridal party.

## 16. BOOKING & PAYMENT

### DEPOSIT

Should you decide to book with us, your function date will be reserved or provisionally booked for 14 days. After this period Hidden Valley requires a deposit of 50% of the venue fee to confirm your booking. If no deposit is received within this period, the booking will automatically be cancelled and the venue will be made available to other clients. The deposit becomes non-refundable 60 days from the reservation date.

### BALANCE

The balance of the function fees will become due and payable **2 weeks** prior to the function.

### CANCELLATION

Cancellations have to take place 2 months prior to your function for a 50% refund of your deposit. ***No refunds will be given if cancellation takes place within 2 months of the function.***

## 17. FINAL PAYMENT TO OVERTURE

- Final payment of the bar (Overture) and service fee will be made on the evening of the function, and then the final invoice will be presented on the bar closing. Payment can be done via internet transfer, credit card or cash. No cheques accepted. Alternative arrangements for payments can be made prior to the function.
- Should the client for whatever reason decide to cancel the function, reduce the number of guests without giving 2 weeks written notice to Overture Restaurant, Overture Restaurant holds the right to charge for the quoted amount of guests.

We trust we have met your needs and look forward to be of service to you.

If you require further information please do not hesitate to contact Events Coordinator Carlé van Schalkwyk on 021 880 2646 or 082 2266 828.

### **Remittance Advice**

To: D.C. Hidden t/a Hidden Valley Wines  
P.O. Box 12577  
DIE BOORD  
7613

**Bank Details Hidden Valley**

Account: D.C. Hidden t/a Hidden Valley Wines

Bank: Standard – Branch: Stellenbosch

Branch Code: 05-06-10

Account no.: 07 228 2533 Swift Address: SBZAJJ

When payment has been made, please mark your **reference with the date of your event.**

Fax proof of payment to 086 571 1121 or e-mail to [carle@hiddenvalleywines.com](mailto:carle@hiddenvalleywines.com).

I hereby agree to the above terms and conditions.

Please fax your signed copy (all pages) to

Fax: +27 (0) 86 571 1121

Date of Wedding or Event:

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Name of Client:

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Signature:

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Date:

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