



LANDS END
CAPE AGULHAS

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

Dear Bride & Groom

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

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

The prices quoted are from September 2011 – May 2012.

1. GENERAL

- The reception venue can comfortably accommodate up to 140 people inside the restaurant and veranda area. The wine tasting area can be used for dancing or indoor pre-drinks.
- There is sufficient cutlery, crockery, glassware for a 100 people, however if the client has more than 100 guests attending, extra chairs and tables will be sourced at the clients' expense.
- Chairs for your ceremony need to be rented in the clients' own expense. However we do not move these chairs to the dam area, extra chairs have to be hired for the bridal party's expense.
- Two downstairs cellars are available for 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 be organized @ R65 per hour and it is advised that the infants will be looked after in the boardroom area.

4. PACKAGE OPTIONS

A. SUMMER PACKAGE - FULL DAY (applies to weekends and all public holidays)

The fee for hiring the venue is R 20 000-00, and this rate includes –

- exclusive use of Overture Restaurant, the cellar and Hidden Valley gardens and parking;
- the venue's manager on duty to oversee the function;
- the restaurants' waiters and bar staff for the duration of the function. For function of 80 or more guests staff will be charged at R50 per waiter per hour. 1 waiter would be needed for every 10 patrons over 80 guests.
- security guard to direct the guests and secure the vehicles for the duration of the function;
- staff will guide the guests to the ceremony / reception or pre-drinks area in order to ensure a smooth order of events;
- the venue's crockery, cutlery, glasses, linen, napkins and table cloths and the venue's existing furniture, including tables and chairs;
- set up of chairs for ceremony (hired chairs or venue's chairs);
- the ceremony lawn area overlooking the Helderberg mountains and surrounds;
- A backup generator in the case of electricity shortage and wheelchair friendliness;
- Cellar door prices for our Hidden Valley & Land's End wines;
- Sonos music system in ceremony hall.

The wedding venue fee will increase with effect 1 May 2012.

The venue fee excludes the following:

- Tent hiring
- Chairs for the cellar
- Stages
- Display furniture and props
- Wines and other drinks;
- A 10% service charge
- Marquee or Bedouin tent hire.

For your own account of if you are using your own service providers then they will supply the following:

- Flowers and decorations
- Music
- Designer lights
- Décor & flowers
- Creative stationery
- Bridal supplies
- Trial mock-up & styling
- Set up & clearing on the day

B. HALF DAY PACKAGE (Applicable during the whole year)

The fee for hire of the venue is R14 000-00 and this includes –

- exclusive use of Overture Restaurant, wine tasting centre, Hidden Valley gardens and parking from 16h30 the evening only or from 09:00 – 17:00.
- the venue's manager is on duty to oversee the function
- the restaurants' waiters and bar staff for the duration of the function;
- security guard to direct the guests and secure the vehicles during the function.
- staff will guide the guests to the ceremony / reception or pre-drinks area in order to ensure a smooth order of events.
- the venue's crockery, cutlery, glasses, linen, napkins and table cloths and the venue's existing furniture, including tables and chairs.
- set up of chairs for ceremony (hired chairs or venue's chairs).
- Cellar door prices on our Hidden Valley & Land's End wines.

C. AUTUMN/WINTER PACKAGE (May – September)

The fee for hiring the venue is R18 000-00 and this fee includes:

- exclusive use of Overture Restaurant, the cellar and Hidden Valley gardens and parking;
- the venue's manager on duty to oversee the function;
- the restaurants' waiters and bar staff for the duration of the function;
- security guard to direct the guests and secure the vehicles during the function;
- staff will guide the guests to the ceremony / reception or pre-drinks area in order to ensure a smooth order of events;
- the venue's crockery, cutlery, glasses, linen, napkins and table cloths and the venue's existing furniture, including tables and chairs;
- set up of chairs for ceremony (hired chairs or venue's chairs);
- the ceremony lawn area overlooking the Helderberg mountains and surrounds;
- A backup generator in the case of electricity shortage and wheelchair friendliness;
- Cellar door prices for our Hidden Valley & Land's End wines;
- Sonos music system in ceremony hall.

D. MID-WEEK PACKAGE (Monday – Friday)

The fee for hiring the venue is R18 000-00 and this fee includes:

- exclusive use of Overture Restaurant, the cellar and Hidden Valley gardens and parking;
- the venue's manager on duty to oversee the function;
- the restaurants' waiters and bar staff for the duration of the function;
- security guard to direct the guests and secure the vehicles during the function;
- staff will guide the guests to the ceremony / reception or pre-drinks area in order to ensure a smooth order of events;
- the venue's crockery, cutlery, glasses, linen, napkins and table cloths and the venue's existing furniture, including tables and chairs;
- set up of chairs for ceremony (hired chairs or venue's chairs);
- the ceremony lawn area overlooking the Helderberg mountains and surrounds;
- A backup generator in the case of electricity shortage and wheelchair friendliness;
- Cellar door prices for our Hidden Valley & Land's End wines;
- Sonos music system in ceremony hall.
- PLEASE NOTE: Breakages and damages to linen and furniture will be charged for

5. 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 or if the decor items limit the movement of waiters or certain areas, 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.

6. EQUIPMENT

- Should the client source the equipment themselves it must be delivered 24hrs before the function at a pre-arranged time with our Function Coordinator. 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.

7. BREAKAGES

- Any breakages and damages to linen and furniture will be calculated after the event and charged for 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.

8. 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. Communication on the wedding day will be with an appointed, responsible person by the bridal couple, such as a master of ceremonies, bridesmaid etc. This should be discussed in advance.

9. 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.

10. CATERING

- Overture Restaurant will be the sole supplier of food and beverages at your wedding. The price per head will be R300-R350 depending on your choice or structure of the meal. A 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 130 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.

11. 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 or service fee 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.
- 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.

12. TIME

The bar 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.

13. 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.

14. 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.***

15. 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.

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:

Name of Client:

Signature:

Date:
