

Functions & Events @ Boschenmeer 2018



Functions & Events Information

Set in the heart of the Winelands and surrounded by the breathtaking Hottentot-Hollands Mountains, Boschenmeer Golf Estate / Paarl Golf Club provides the perfect setting for your event or function. This tranquil location, with its wealth of trees and water features, will contribute to the relaxed and peaceful atmosphere essential to enjoy your event, conference or wedding day. Let us tailor make a package according to your requirements.

Our main banqueting hall can seat up to 300 guests and flows onto a terrace and can accommodate another 40 people*

Venue hire:	50 persons and less	R 5 500.00
	50 persons and more	R 9 000.00

Our intimate B&I conference venue can seat up to 60 guests*

Venue hire:	30 persons and less	R 3 000.00
	30 persons and more	R 5 500.00

Our Winelands Terrace can accommodate 40 guests*

Venue hire:	20 persons or less	R 1 500.00
	20 persons or more	R 2 000.00

Bistro Hire:	0- 15 persons	R 750.00
	16 – 30 persons	R 1 000.00

*Venue hire indicated above is inclusive of standard tables, chairs, cutlery, crockery, table cloths, glasses or any other equipment, furniture or decoration used for the function venue for up to 150 persons. Any equipment, furniture or decorations not available from Boschenmeer Catering & Events can only be used if arranged with the Functions & Events Manager in advance and upon his approval. The client will take full responsibility of any loss, damage or theft of equipment, furniture or decorations belonging to Paarl Golf Club, Wiesenhof Coffees @ Boschenmeer or any other suppliers thereof.

***A refundable breakage fee of R2 000.00 will be applicable on all crockery and glassware.



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VENUE	BUFFET WITH ENTERTAINMENT	BUFFET WITH NO ENTERTAINMENT	PLATED WITH ENTERTAINMENT	PLATED WITH NO ENTERTAINMENT	COCKTAILS
Winelands Room	180	200	250	300	250
Conference Venue	40	50	60	60	80
Pizzeria / Bistro	20	40	20	40	30-40

The table above is indicative of event types and the number of guests that can be accommodated.

Full bar facilities are available to your guests. Arrangements can be made for either cash, limited or full open bar.



You may want to combine your function with the use of one of the following facilities & services:

- Should you require accommodation for your guests at the stunning and well equipped Boschenmeer Guest Lodges, rates are available on request. You can reach the Lodges at (021) 863 0687 or reservations@boschenmeerlodges.co.za. Please do not hesitate to contact us for any other special arrangement you would like us to take care of.
- Wiesenhof Coffees @ Boschenmeer Golf Estate makes use of Paarl Golf Clubs facilities, which is well known as one of the most popular venues for private and business functions and conferences in the Paarl area. Our well-equipped conference facilities, enticing cuisine options and excellent service, promise to make your visit with us an exceptional experience. For detailed information on our Conference Packages, kindly contact the Functions & Events Manager on +27 21 863 1209 or email: wiesenhoffunctions@outlook.com.
- Boschenmeer is the home of the Paarl Golf Club, rated one of the best courses in the Western Cape. Golf at the 27-hole layout can be arranged to complete your function or conference. Please contact the Paarl Golf Club in this regard Tel 021 863 1140.
- To make your day even more special, visit the Health and Beauty Salon on the Boschenmeer Golf Estate. Choose from the following available packages:

Bridal Package (in salon)
Luxury Facial Treatment
Hot Stone Back & Neck Massage
Pedicure
French Gel Overlay
Make-up

Wedding Day Package (in salon)
French Gel Overlay
Paraffin Wax Pedicure
Make-up

Other Packages
Make-up
Bridesmaids & Mother's
Make-up

For detailed information on these and other available treatments, please contact the Boschenmeer Health and Beauty Salon on Tel +27 21 863 1640.

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We will strive to make your experience with us everything you envisage it to be. Because of our location in a secure golf estate, our guests' experience at Paarl Golf Club is further enhanced by the fact that they are at all times totally secure.



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WE HAVE THE *perfect* VENUE FOR YOUR SPECIAL DAY



*A stylish event begins long before the guests arrive...
It begins with masterful planning...*



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GENERAL TERMS AND CONDITIONS

1. FURNITURE, EQUIPMENT AND DECOR

The provision of standard furniture and equipment as listed in our package specifications are inclusive in the venue hire fee.

- - Any additional items should be supplied or hired by the client at the client's cost.
 - The venue is available for setup and use during the following times on the day of the event:
 - Breakfast Ceremony & Reception 06h00 to 15h00
 - Brunch/Lunch Event 08h00 to 17h00
 - Dinner Event 09h00 to 00h30
 - An overtime rate of R3500-00 per hour or part thereof will be charged after the cut off time. This will automatically be added to your account at the end of the Function.
 - All décor must be set up and completed 2 hours prior to the start time of the function.
 - No Fireworks will be allowed on the Golf Estate.
 - No live animals will be allowed on the premises without prior written permission.
 - Any damages to Paarl Golf Club/ Event's property caused by guests or sub-contractors not employed by Boschenmeer Catering / Events will be charged accordingly.

2. MENU SELECTION

Our menus are interchangeable to accommodate your personal requirements.

- Menu prices remain subject to change due to the economic factors during the course of the year.
- Food may not be brought onto the premises, as the CATERING COMPANY is the SOLE provider of food.
- Please note that your entire guest list amount must be catered for.
- Suppliers (DJ, Photographer, Entertainers etc.) contracted to work at the Function will be included in the total guest amount for catering purposes.
- Should an outside caterer be used for specialised dietary requirements such as Kosher or Halal catering for the entire function, a surcharge of R180.00 per person will apply.
- Should your actual number of guests on the day of the function, exceed the number confirmed you will be charged the quoted menu cost plus 50% surcharge.

3. WAITER / SERVICE FEE

To ensure the guests' relaxation and comfort during any function, waitrons are employed to attend to their every need. A service fee in accordance with our package specifications will be charged in order to provide this service.

- The number of waiters required will be subject to the menu selected.
- Please note waiter service commences 1 hour prior to guest/s arrival and 1 hour after final guest/s departure.

4. BAR SERVICES

We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. Clients are welcome to set a limit on the total bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function.

- Bar prices are subject to change without prior notice
- Wine orders need to be placed one month prior to a function.
- Any changes to the bar requirements at any stage are to be done so in writing.
- No beverages may be bought onto the property by the Customer or her/his guests for consumption on the premises.
- Should you prefer to supply your own wine and sparkling wine a R40 handling fee per open bottle will be charged. Please note prior written consent from Boschenmeer Catering & Events needs to be obtained.

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- A standard Barmen service fee as specified in our packages will be charged. Overtime will be billed at an additional fee and is at the discretion of Boschenmeer Catering & Events.
- A standard Bar-Waiter service fee as specified in our packages will be charged. Overtime will be billed at an additional fee and is at the discretion of Boschenmeer Catering & Events.
- Legislation prohibits smoking in public areas. All Rooms and all Venues are non-smoking. Guests are required by Law to smoke in designated Smoking Areas.

5. RISK/LOSS/DAMAGES

- Please note only dried/ fresh flowers may be used as confetti. No paper confetti will be allowed.
- While Paarl Golf Club does feature emergency water tanks and a backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings. Boschenmeer Catering & Events will not be liable for loss or damage to the clients' property or the clients' supplier's property whatsoever (décor props, valuables, etc.) We recommend that all personal and valuable property be removed directly after the function.
- Décor and props must be removed by 10h00 the day following the function for all events held Monday – Friday. For all events held on a Saturday (subject to no functions taking place on the Sunday), all items must be removed by 12h00 noon on the Monday following the event. All items not removed within 7 days of being placed in storage will be discarded. Paarl Golf Club /Events does not accept liability for loss or damage of any item during this period.
- Should the Paarl Golf buildings, surrounding gardens, décor or napery be damaged by the client or the clients' suppliers during the set-up and break down operations of the function, the client shall be held responsible and will be billed accordingly.
- The customer shall not be entitled to:
 - Paint, Affix or attach any matter to the walls of the function room
 - Drive into the walls, floor, partitions, doors of the function room any screws, nails or the like
- Paarl Golf Club/Events reserves the right to refurbish and upgrade the venues from time to time.
- Paarl Golf Club/Events & Catering reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, industrial unrest, or any other cause beyond the control of Paarl Golf Club, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- Paarl Golf Club / Events & Catering will not be held responsible for any death, loss or injury incurred at the Paarl Golf Club Venue @ Boschenmeer.
- Paarl Golf Club / Events & Catering does not take responsibility for any death, loss or injury to children. Children are the responsibility of their parents and or caregivers. Supervision should be organised by the client.
- Paarl Golf Club / Events & Catering will not be held financially responsible for any death, loss or injury.

6. SAFETY AND SECURITY

- Main Entrance Security will be provided by Boschenmeer Golf Estate / Paarl Golf Club / Events & Catering.
- Boschenmeer Golf Estate / Paarl Golf Club / Events & Catering does not take responsibility for any loss or damage to vehicles on the property.

7. RESCHEDULING OF A DATE

- The Client must confirm all date changes in writing.
- The rescheduling of a function is subject to venue availability.

8. CANCELLATION POLICY

- Should a cancellation take place for whatever reason after the non-refundable booking fee has been paid, the amount paid will not be refunded.

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9. PAYMENT REQUIREMENTS

- 1st Payment
 - Bookings are secured by payment of the non-refundable booking fee of R5 000.00.
- 2nd Payment
 - 90 days prior to the wedding, menus are confirmed and 50% of the food bill is due.
- 3rd Payment
 - 30 days prior to the wedding, the balance of the account outstanding is due. Final numbers must be confirmed 14 days prior to event.
- Should you book an open bar, average guest consumption will be calculated and deposit in respect of open bar account will be due 30 days prior to event. Boschenmeer Catering / Functions & Events Reserves the Right to cancel any event in the instance that the final account is not paid 30 days prior to the wedding date with no deposits being returned.
- Any breakages and losses will be deducted from the refundable deposit. The refundable deposit will then be paid back to the client 10 working days after the function.

10. ACCEPTANCE OF TERMS AND CONDITIONS

- Boschenmeer Catering & Events reserves the right to not continue service delivery for any client if he/she has not signed the terms & conditions in acceptance of the service delivery outline.
- Each page is to be initialled and completed with a full signature.
- Terms and conditions must be printed, signed and emailed together with the proof of payment to wiesenhoffunctions@outlook.com.
- Terms and conditions are subject to change and an updated copy will be placed on line. (<http://www.boschenmeergolf.co.za/content/catering-wiesenhof>). Clients are advised to always make sure they have an updated version of the terms and conditions.
- The authorised representative of the Customer, by his/her signature hereto, hereby confirms that he/she is duly authorised, and that the information supplied is true and correct.
- The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the Boschenmeer Events & Catering General Terms and Conditions Document as referenced above and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement.

