



Thank you for your interest in Val d'Or Estate as your preferred venue for your function.

Please note that the information provided is **merely a guideline of what you may expect**. You are encouraged to discuss your ideas and needs with us, and **we will make every effort to facilitate them as each event is treated in a unique manner**.

1. Venue Hire

December 09 – April 10
R10 000

May 10 – November 10
R7 500

December 10 – April 11
R12 500

The venue hire will be discounted by 50% should all the rooms (14) be booked for two nights.

The venue hire includes tables & chairs, white damask table linen and napkins, silver cutlery, white crockery, elegant glassware, tables and chairs (indoors only), PA system (indoors only), flowers in the bathrooms and reception area. We also supply up to 4 waitering staff.

Chair covers are available and charged for on request at R25 each. Tables are set for 8 pax, unless otherwise requested.

A refundable breakage and loss surcharge of R35 pp will be charged on all functions.

The venue will be at your disposal until 00:30, after which time an amount of R1000 will be levied per hour or part thereof thereafter.

Secure parking is provided.

Please note that this amount is for venue hire only and does not include any other services.

2. Number of Guests

Val d'Or's function hall can cater for up to 60 guests inside and up to 80 guests in- and outside (**depending on the type of seating & catering needs you require**). Cocktails and/or canapés can be served outside.

Final numbers must be confirmed 10 days before the function. The number confirmed at this time will be catered and charged for.



3. Accommodation

The party is encouraged to book all the rooms at Val d'Or Estate for at least one evening. The reason for this is twofold: Firstly, it allows our staff to pay their undivided attention to your function and secondly, not to upset other guests at Val d'Or Estate as far as shared space and late night music is concerned.

At the very least, the whole of the Barn House and all the self-catering units (ten rooms in total) have to be booked, as these sections are adjacent to the function venue.

We suggest that you take advantage of the venue discount as mentioned in No.1 above and invite your guests for a pleasant stay at our luxurious guest house. We suggest that all guest rooms be charged to your guests' individual accounts.

4. The Menu

Because it is our policy to provide you with only the best service, food and ambience, menus are worked out according to the specific needs of each client.

We can accommodate sit-down, buffet, cocktail or informal receptions.

The menu prices range from +/- R175 – R450 per person, depending on the type of reception and menu chosen. Canapé menus are also available starting from R35 per person for a choice of three. Menu prices can only be finalised within 4-6 months from the date of the function.

Should you prefer to use your own caterers; a kitchen surcharge of R3500 will be applicable. The cleaning up of the kitchen and venue will be the responsibility of your caterers.

5. Beverages

We are a fully licensed establishment. We stock a variety of wine, sparkling wine, champagne, malt, liqueurs, ports, cognacs etc and we would gladly acquire any items we do not have in stock, where possible.

Please give us at least 7 days notice to ensure stock of your choice. All wines are subject to availability.

There are a few ways of organizing the bar: **Open Bar** – for host's account; **Limited Bar** – set limit and/or certain items (to be agreed upon) for host's account – balance for guests account; **Cash Bar** – for guests account

Beverage prices are subject to change, and will be charged for at the current price list available prior to your function.



Corkage payable: R35 per bottle of wine; R45 per bottle of sparkling wine – **by arrangement with management only.**

Please note that our bar will close at 00:00 - with last rounds called at 23:45 - due to restrictions in our liquor license. Alternatively, should there be a minimum of 10 pax or 5% of the guests remaining, last rounds will be called and the bar closed.

6. Miscellaneous

- A 10% Service charge for the staff will automatically be levied on the final food and beverage account.
- Should you require us to set-up the venue, a set-up charge of R1 000.00 will be levied.
- Should you not be interested in using Val d'Or's glassware, cutlery, crockery, linen, tables and / or chairs, alternatives will be for your own account
- Functions exceeding 80 pax will be subject to hiring charge for additional glassware, cutlery, crockery, linen, tables and / or chairs
- We offer massages and various beauty treatments for guests in the comfort of their own room, at an additional fee. Kindly book these well in advance.

7. Deposits and payments

- **Please note that your function is only considered as confirmed once we have received a signed confirmation letter as well as the applicable deposit.**
- On confirmation of your function booking, we will require a deposit of no less than 50% of the approximate cost of your function, which will be deducted from the main account.
- A final invoice will be reconciled after the function for which payment is required **on departure.**
- Should your account be in credit, you will be reimbursed accordingly within 2 working days after the function.
- Direct bank transfers can be made to Val d'Or Estate (Pty) Ltd, RMB Private Bank (payable at any FNB branch), Branch Code 202 709, Account Number 6206 041 4043
- Visa, Master Card, American Express and Diners Club cards are accepted.

8. Cancellation Policy

- If the function is cancelled between three months and one month prior to the function date, the full deposit will be forfeited as well as 25% of the room rate (on all rooms booked) from which the ability to re-let the rooms will be deducted.
- If the function is cancelled less than a month prior to the function day the full deposit will be forfeited as well as 50% of the room rate (on all rooms booked) from which the ability to re-let the rooms will be deducted.
- If the function is cancelled within seven days prior to the function date, the full deposit will be forfeited as well as 100% of the room rate (on all rooms booked) from which the ability to re-let the rooms will be deducted.



- In the event of a premature departure or no show, the full extent of the function and accommodation, as originally booked and confirmed, will be charged.
- All confirmations and cancellations must be in writing.

Please note that we do not offer credit facilities and the balance of the account must be settled promptly, on departure.

9. Risk/Damages/Loss

- Val d'Or shall not be liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Val d'Or will not be liable for loss or damage to any property whatsoever (décor, gifts, valuables etc.). We recommend that all personal and valuable property be removed directly after the function.
- Should any part of the interior or exterior of the property be damaged during the set up, duration or breakdown of the function, the client shall be held liable.
- Val d'Or, its employees or any person employed at any function will not be held liable to any loss, or injury to persons, due to negligence or any other causes whatsoever.

Acceptance of the above venue charges, estimated costs, additional costs, if any, and conditions:

Signed: _____

Please print name: _____

Capacity: _____

Date: _____

On acceptance of the above conditions, it is recommended we schedule a time convenient to all to finalise the necessary details. Should you have any further queries, please do not hesitate to contact me.

Sincerely,

Suzette de Jongh
Manager



Please complete to facilitate invoicing and payment:

Invoicing Details:

Name/Company	
VAT Reg. Number	
Purchase Order #	
Type of Function	
Date Booked	
Person Responsible for Payment	
Postal Address	
Telephone Number	
Fax Number	
Contact Person for Accounts	

Please Indicate Payment Method:

Credit Card	Bank Deposit	Electronic Transfer
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Credit Card Details to secure balance of payment:

Credit Card Type (Master, Visa, Diners, Amex)	
Credit Card Holder	
Identity Number or Passport Number	
Credit Card No	
Last 3 digits on the back of the Card	
Expiry Date of Credit Card	

Should the balance of payment not be received on departure, I hereby authorise you to debit the above credit card for the full amount due.

Acceptance of the above venue charges, estimated costs additional costs, if any, and conditions:

Signed: _____

Please print name: _____

Capacity: _____

Date: _____