

Koelenhof Weddings & Functions

Koelenhof function venue can seat up to a maximum of 160 guests with a dance area. We also accommodate smaller groups. A fireplace, chandeliers, wine barrels and soft lighting provide a warm, rustic atmosphere. The venue has a beautiful garden which may be used for taking wedding pictures.

2011 Venue Cost

R7000 - This includes a R1000 breakage fee which is fully refundable if the venue is left in a satisfied condition.

Included: 10-seater round tables, white chairs & 6 buffet tables

Excluded: Catering, music, microphone, crockery, glasses, cutlery, linen and candles

Times

Our venue is available for functions only on Friday evenings and Saturday afternoons/evenings. The venue is available for preparation during the following hours on the day of the function.

Friday evening function: 11:00 till end of function

Saturday evening function: 11:00-16:00 on the Friday & from 9:00 till end of function on Saturday

Please note that the venue is open for wine sales on Saturdays from 9:00-13:00. Functions may only start after 13:30.

Function Timeline

The venue and garden is available at the above cost for a period of 9 hours. If the venue is needed for a longer period this must be discussed two weeks prior to the function. An extra cost will be charged. Functions must end at 01:00. **R500 per hour will be charged if these guidelines are exceeded.**

Clearance

The following times are set out for clearance:

Friday evening function - Saturday between 09:00 and 11:00

Saturday evening function - Monday between 07:30 and 09:30

Wine and Bar

Koelenhof has a wide variety of wine available at cellar price. Bar facilities is available which could be used as either a cash or open bar. Please note that it is prohibited to bring your own spirits, beer or soft drinks to the function. The bar must close at 24:00. Also available are wine barrels with bulk wine. Please supply your own ice and ice buckets for tables if you are not using the bar facility.

Corkage fee: R25 per bottle when supplying your own wine, sparkling wine/grape juice

Cash Bar Service Fee: R1300

SIGNATURE

DATE

Other info:

- The venue is air-conditioned
- We provide toilet paper, hand towels and soap in the bathrooms
- The setting of tables is your own responsibility
- Supply your own electrical leads/cords for music and catering
- If draping is done no nails may be hammered into the walls
- No powder/rose petals may be used on the dance area
- You must supply your own wood for the fireplace and the fire is your responsibility
- Candles may be used at own risk
- **The venue and foyer is a non-smoking area**

Security

The security gate will close after 20:15 for your safety. Guests will only be able to exit the premises freely. Please arrange with our personal if any guests will arrive after 20:15.

Damage

You will be held accountable for any damage to the premises or garden. Damage will be paid according to the replacement value of the items damaged. Koelenhof Winery do not take any responsibility for damage to your belongings. The cellar cannot be held accountable for damage done by power failure or disaster caused by natural forces. The cellar does not have a generator.

Catering

Own catering is also allowed. In the case of using your own caterer the following is important. Your caterer is responsible for the cleaning of the kitchen, floors and clearing of excess food, etc. You will be charged for neglecting your responsibility. Tables must be cleared on the evening of the function. You are responsible for the removal of all decorations. Empty cans/bottles must be collected. We only clean the floors of the venue and bathrooms and see that tables/chairs are stacked away. Venue must be left in the same state of cleanliness as found. Find recommendation for caterers below.

Making a booking

Contact Marike Heydenrych for a quotation and provisional booking. Once you have accepted the quote a booking form and contract to sign will be sent to you which must be completed. A R2500 deposit is required to secure the date for your function. Payment of the balance of the total bill must be settled 3 days prior to the function. You will be refunded for any unopened wines paid for, within the next week. Confirmation of the number of guests must be made 3 days prior to the function.

Bank details of Koelenhof Wine Cellar:

Nedbank Stellenbosch - Branch code: 149821 - Account no: 1498047092 (cheque)
Fax deposit slip, contract and booking form to 021-865 2796

Cancellation Policy

The following information will be used as guideline for cancellations. Notification of cancellation:

Less than 30 days before function:	Deposit forfeited
Between 30 - 60 days before function:	50 % deposit forfeited
More than 60 days before function:	Deposit refunded

Please feel free to contact us for any further details. We look forward to being of service to you!

Regards,

Manager: Marike Heydenrych, t 021-865 2020/1, f 021-865 2796, marike@koelenhof.co.za

I hereby agree to the terms and conditions set out in the two page contract of Koelenhof Wine Cellar.

SIGNATURE

DATE

BOOKING FORM

Please complete the following:

Name : _____

Contact number : (home/work) _____

: (cell) _____

Email : _____

Date of Function : _____

Type of Function : _____

Start time of function : _____