

1. TERMS

All reservations for any event at any Buitenverwachting Wine Farm Venue, provisional or confirmed, are made upon and are subject to the following Terms and Conditions and no variation thereof will be accepted unless agreed in writing with Buitenverwachting Farm Trust Ltd. Written confirmation and the Client's signature will confirm acceptance of Buitenverwachting's Terms & Conditions. In these Terms & Conditions "Buitenverwachting" means Buitenverwachting Farm Trust (Pty) Ltd. and any of its Events Venues, and the "Client" means the Individual Person(s), Firm or Company booking Buitenverwachting.

2. NUMBERS

The Restaurant

The restaurant can seat a maximum of 100 persons for exclusive use. A semi-exclusive restaurant area, closed off by dividing walls, is available for smaller groups to a maximum of 50 persons for the front of the Restaurant facing the Courtyard; 30 persons for the middle room and 60 persons for the Restaurant Terrace. These rooms will be allocated according to availability, time of the year and a la carte requests.

The Old Wine Cellar

The Old Wine Cellar can seat a maximum of 80 guests for exclusive use. Various other numbers can be discussed depending on the type of event and the time of the year.

The Lawn Area

The lawn areas can be utilised for al fresco events and/or ceremonies; various numbers can be discussed with the Events Manager/Buitenverwachting Restaurant Senior Management. The use of any lawn area is subject to written approval.

The Client/Organiser is responsible for informing our Events Manager, Yolanda Osojnik, or the Manager on Duty of any changes. Final numbers must be confirmed via E-mail or Fax 72 Hours prior to the function.

Failing to comply with the requirements stipulated above will result in a Penalty Fee of 100% of the food cost per person per number of guest previously booked for.

We reserve the right of admission. The event will be stopped in any event of disorderly behaviour or in the event of our property/equipment being wilfully damaged.

3. TIMINGS

The Restaurant is available for **lunch events from 12noon until 16h00** and for **dinner events from 19h00 until 24h30**.

Due to residents living on the farm, any music being played at events on our premises needs to be turned off at **no later than 24h30**. Guests may vacate the restaurant at **no later than 01h00** at which time the restaurant will be reset.

Please ensure that your arrival times are correct as failure to do so may result in delays in the food service.

The following times are available for setting up on the day of your event –

For Lunch Events 08h00 – 11h00

For Dinner Events 16h30 – 18h30

Please note that we do not allow any set up that will interrupt our normal a la carte service times.

Buitenverwachting has beautiful lawn areas and an Old Wine Cellar that may be used for Wedding Ceremonies or any other Event. Access to these areas are limited to the following time restrictions –

Lunch ceremonies from 10h00

Dinner ceremonies from 17h00

4. SEATING ARRANGEMENTS

Whether in the Restaurant or in the Old Wine Cellar, we have a seating plan guideline for your convenience. Tables of eight to twelve are available. Please confirm the layout with our Events Manager before finalising your seating plans. Seating for any function or conference must be arranged one month in advance of the function date.

5. WINE SELECTION

For your convenience we have created an Events Wine List with wines matched to the Food Menu. Our Restaurant Manager will gladly assist you in choosing the right wine for you for your event. Alternatively you may wish to have something different for your event. We will gladly assist you in sourcing a wine of your choice and it will be charged at our normal mark up on similar items. **All wines and beverages consumed must be bought through the Restaurant – we do not allow corkage for any event.**

Buitenverwachting Restaurant; Klein Constantia Road; Constantia; 7806

Tel. +27 21 794 3522 Fax. +27 21 794 1351

events@buitenverwachting.com restaurant@buitenverwachting.com

Customer Initials _____

6. MENU SELECTION

Set menus ONLY are available for any exclusive event. Please find the menu options attached. A minimum of three courses, excluding wedding cake, is required for any event. **Menu prices are based on one selection for each course.**

Choices for any courses on the day of your event will result in a **change in the menu price** and can only be offered with exclusive hiring of the venue.

It is possible to have 2 choices for any course on the day of your event, but your guests have to pre select the dishes one month prior of your function date for no extra charge.

Besides our Function Menus, our Chef, Edgar Osojnik, will gladly cater towards your special needs (Vegetarian, Vegan, Seafood, etc.).

We cannot be held responsible for any allergic food reactions.

Buitenverwachting also has a selection of canapés to tantalise your palate before your dinner.

Function Menus must be selected six weeks prior to your event date to guarantee product availability. Please note that menu selections may change should the menu not be confirmed in time. Menus are subject to seasonal change and price changes throughout the year without notice.

If you do not take the venue exclusively, we only offer set menus without a choice in courses.

Buitenverwachting is a fine dining restaurant and our serving time will take 2-3 hours without speeches.

7. VENUE FIXTURES & LINEN

Buitenverwachting Restaurant will not permit the affixation of decorations to any surface, nor do we allow the removal of any of our decorations, curtains, furniture, sculptures and pictures, etc in any of our venues. All décor requirements must be confirmed with the Events Manager.

Décor requirements are subject to approval. Our restaurant linen is available for your event needs. Should you require something different, this will be hired as equipment at your own cost.

8. ELECTRICAL & SOUND EQUIPMENT

Buitenverwachting is not responsible for any electrical equipment. Please ensure that you provide your own extension cables and sound cables for your event. We have a generator to supply the Restaurant with power in the case of a power cut.

9. EXTERNAL HIRING

Our Events Manager will gladly recommend a list of preferred service providers.

FLOWERS – You are welcome to use the flowers that we have on regular display in the restaurant. Alternatively, arrangements can be made to either use or in-house florist or to source another for your needs. Set-up of arrangements of outsourced florists must be communicated with us directly at least two weeks prior to the event. Only designated areas in the restaurant must be used for preparation, within the specified time limits

EQUIPMENT - Should any additional equipment be required, we will gladly recommend suppliers for you to contact, to ensure the most reliable and experienced providers. Suppliers are required to deliver their equipment the day before the event or until 10am the day of the event. Buitenverwachting will not source any equipment, nor take any responsibility for such equipment, on your behalf.

Please note:

- **The Client, and NOT Buitenverwachting, is liable for any breakage, loss or theft of hired extras (glasses, crockery, equipment, etc).**
- **Negligent breakages, losses or theft by the Client or guests of the Client of equipment will be added to your bill.**
- **It is the Client's responsibility to inform your own Events Coordinator, hiring company, and florist that all equipment must be collected on the following working day by the hiring company or yourself by 10am. We do NOT have storage space for equipment left indefinitely, so equipment left behind will be disposed of.**
- **We require a list of all suppliers and contact names and numbers two weeks before the function date.**
- **Buitenverwachting Restaurant can't be legally hold responsible for any loss, theft or damage of any equipment or others hired on your behalf, nor of any external events coordinator or any other company which is involved for your event on your behalf.**

10. SERVICE CHARGE

An obligatory service charge of 12% will be charged on all consumable items (food & beverage) when utilising the Restaurant only.

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An obligatory service charge of 15% will be charged on all consumable items (food & beverage) when utilising any combination of venues, i.e. lawn area; courtyard & restaurant.

11. VAT

VAT at the current rate is included in all invoices.

12. BILLING & DEPOSITS

To guarantee the venue for your event date we require a deposit of
R10,000.00 for 40 – 59 guests.
R20,000.00 for 60 guests and more.
The venue will be held for the Client who pays their deposit first.

A R5,000.00 part of the deposit paid is non-refundable. In the event of you cancelling and we manage to get another event of a similar size for the held date, we will refund the full deposit paid.

We require the remaining total amount of the food bill to be settled 2 days prior to your function.

The Client/Organiser/Company must settle the outstanding payment due to Buitenverwachting Restaurant on the day of the Function. Failing to do so will result in a 8.5% interest charge, on the outstanding amount, for every completed month.

Our Banking details:

Bank: Standard Bank
Branch: Constantia
Account Name: Buitenverwachting Restaurant
Account Number: 071692487
Branch Number: 025309
Swift Code: SBZAZAJJ

Please confirm the NAME & DATE of your event when paying deposits as reference. Proof of payment must be sent to us in writing via email or fax.

13. CANCELLATION

If an event reservation, exclusive or semi-exclusive, is cancelled within ONE week (7 days) notice of the due date, the Client will be liable for a charge of 50% of the total food price of the event and any additional charges incurred by Buitenverwachting on behalf of the Client. If an event reservation, exclusive or semi-exclusive, is cancelled within THREE days of the due date, the Client will be liable for 100% of the total food price and any additional charges incurred by Buitenverwachting on behalf of the Client.

14. PRICING

The Venue Fee for exclusivity of the whole Restaurant is as follow:

November to April		May to October
70 persons and above	R7000	
60 – 69 persons	R10000	60 or more persons R3000
50 – 59 persons	R12000	0-59 persons R5000
40 – 49 persons	R15000	
0 – 39 persons	R20000	

In the event of a dinner event between November and April and the Client wish to have the Restaurant closed for lunch for the day – add R15000 to the Venue Hire. For the same request from May to October, add R7000 to the Venue Hire.

The Venue Fee for exclusivity of a section of the Restaurant is as follows:

November to April	May to October:
0-19 persons R4000	
20-29 persons R3000	NO CHARGE NO CHARGE
30-50 persons R2000	

Old Wine Cellar

A venue fee of R3000 is required throughout the year and excludes any equipment hire. There is no Venue Fee for the Old Wine Cellar when it is used in conjunction with the Restaurant. Only the Restaurant Venue Hire will apply.

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Please complete this page (page 4), initial pages 1 - 4 where indicated of the Terms & Conditions, and return ALL FOUR PAGES to us with PROOF OF DEPOSIT PAYMENT to –
email - events@buitenverwachting.com
fax - +27 21 794 1351.

Name of Event - _____

Event Date - _____ Number of People - _____

Venue(s) utilised - _____

Timings - Arrival _____ Seated - _____

Contact Person - _____

Contact Number – (h) _____ (w) _____ (c) _____

Email Address - _____

Postal Address - _____

Physical Address - _____

Comments/Requests - _____

As well as your deposit paid, we require the details of a valid credit card to secure the reservation. This card will be charged in the event of an unsettled bill.

Name of Card Holder - _____

Card Type - _____

Card Number - _____

Expiry Date - _____

Last 3 digits on the signature strip - _____

I have read and agree to the Terms and Conditions set out in Page 1 to Page 3 of this document and all detail provided on Page 4 is true and accurate by the time of committing to the reservation.

Name (please print)

Signature

Date

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