



WEDDING  
& EVENTS 2019



*Thank you* for considering

Olivewood Private Estate & Golf Club as a possible venue for this most special of occasions. It is with great pleasure that we submit this document for your perusal and you will find the information contained within the following pages, to be extensive and covering most of the criteria involved in planning and the organisation of this day.

## FUNCTION TIMES

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We offer either a lunch function (10h00 to 16h00) or dinner function (15h00 to 24h00). The times are fixed according to the above-mentioned operating hours, however additional hours can be negotiated with a venue hire of 25% of the Reception Venue Hire. Set up times is three hours prior to the wedding (earliest 7h00) and the venues need to be vacated and cleared by 17h00 for the lunch function or 24h00 for the dinner function.

*NB: We can provide on-site co-ordination on the day of the wedding. Please discuss your requirements with us..*

## VENUE

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*Pre Reception*

The lawn

*Reception*

Venue hire for the exclusive hire of the Restaurant facility and lawns

## WEDDING PACKAGES

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Up to 50 guests  
Monday to Sunday

R20 000

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Up to 300 guests  
Monday to Sunday

R35 000

This is subject to availability of the venue.

The hire ends at midnight (24h00) and an overtime fee of R 1,500.00 per hour will be charged thereafter.

Please be advised that the costs metioned in this package are valid from March 2019 to February 2020

## Package includes

### Bridal table

*(the position is the bridal couple's choice)*

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### Glassware, crockery and cutlery

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1 x entertainer area for the musicians or DJ

### Beautiful wooden tables

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### White napkins

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1 x gift table for gifts from guests

Seating - white tiffany chairs with cushion

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2 x bar area  
*(bar set up outdoors for welcome drinks)*

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Waitron and service bar staff  
*(excluding gratuity)*



# The Ceremony

The ceremony includes the use of the lawn for your ceremony (lawn in front of restaurant) All décor associated for the ceremony being the chairs for your guests (white Tiffany), as well as the use of the wedding arch and the carpet is not included – these extra's will incur an additional fee which will be invoiced after discussions and decisions made should you want us to hire for you.

## SUPPLIERS

Suppliers that are to be appointed by the bridal couple for the following services are:

- \* Wedding Planner – we do have a planner available should you wish but this will attract an additional fee
- \* Décor Specialist – we have an onsite décor specialist and can source all your décor requirements
- \* Florist
- \* Photography / Videography
- \* Venue for Ceremonies (if preferred off-site)
- \* Marriage Office / Minister / Priest for the Ceremony on the Lawn
- \* Musicians for the ceremony in the garden
- \* DJ / Entertainment for the reception
- \* Wedding cake
- \* Printed material such as order of service programme, reserved signs, seating plan and themed easel for seating plan, menu cards, table numbers, name cards

The bridal couple will be responsible for appointing a co-ordinator to set up printed material and décor on the tables e.g. menu cards, name cards, table numbers, gifts for guests etc. Unless arranged with us.

Please note that flower arrangements are to be assembled and delivered directly to the tables or position of display.

Draping the wedding arch is permitted. All flower arrangements including containers and other material, should be removed either at midnight on the wedding day or by 12h00 the following morning. Olivewood will not be responsible for any of the equipment left behind.

The bridal couple is responsible for the suppliers' actions and performance and all suppliers should be recognised by Olivewood as "credible suppliers" with a credible track record. In the event of any damage whatsoever caused by the suppliers and/or their staff, this becomes the responsibility of the bridal couple.

## ACCOMMODATION

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Although we do not offer on-site accommodation, we have a list of venues that we recommend.

## CATERING

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Olivewood's Restaurant is a popular dining experience which believes in the simple treatment of fresh and high-quality local ingredients. Please note that all the catering prices are current and are subject to increase on an annual basis. Before finalising your budget please ensure that you have received the updated menus and menu prices as they may have increased since you booked your wedding date. In the event you wish to deviate from the menu selection, your choices will be re-costed by our Chef. Please be advised that under no circumstances can any food - excluding sweets (candy) and the traditional wedding cake - be brought in to the venue. A 10% service charge will be levied on to your total food bill as well as on the final bar bill.

## SUPPLIER'S MEALS

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It is considered "the norm" to offer your suppliers a meal during the reception. We offer your entertainers, photographers and videographers a table in a nearby venue close to the reception, unless the bridal couple specifies that they should be seated within the venue and form part of the guests' seating plan. The suppliers will be served the same main course as per the selected menu and charged accordingly, plus non-alcoholic drinks, which we then charge to your master account. Please advise them of this arrangement.

## DIETARY REQUIREMENTS

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Special meal requirements i.e. Halaal, Vegetarian or Kosher are to be indicated 30 days (1 month) prior to your function. Unfortunately, we do not cater strictly Halaal or Kosher, as we do not have the facilities. Our menus can be prepared Halaal friendly, which means that all pork and alcohol products will be eliminated from the menu. Alternatively, vegetarian options are available. Strictly Halaal or Kosher meals can be arranged at a quoted price.

## BEVERAGES

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Please see the venues wine and drinks lists. We endeavour to have the correct pricing at all times, however due to unforeseen circumstances the prices may increase without notice. Please specify in writing your requirements:

- \* "Master Tab" limits (to be paid 14 days prior to wedding date).
- \* Specify if there are restrictions on what drinks must be charged for under the master tab for Pre-Reception and Reception.
- \* Approved Champagne/Sparkling Wine for toasts
- \* Approved wines
- \* Approved drinks from the drinks list Guests will pay cash for any drinks not specified under the master tab instructions.

Please be advised that a 10% service charge will be levied on to your total master tab beverage cost. Please be advised that corkage is available and a corkage fee of R60 per bottle will be charged for standard wine and champagne and R100 per bottle of French champagne.



# Contract & Payment

## PAYMENT AND DEPOSIT TERMS

The full venue hire cost is required as your deposit to secure the date and venue. The balance of the invoice is due 14 days prior to the start of the function. The function will not proceed without full prepayment. Payment cannot be allocated without a proof of payment. Please email your deposit slip to Stacey at [clubhouse@olivewoodestate.com](mailto:clubhouse@olivewoodestate.com). In the event the master tab limit for beverages is exceeded on the night of the wedding, the bridal couple is obliged to settle the additional beverage costs on the night of the wedding. In the event the bridal couple has nominated a family member or friend to settle the additional beverage costs, this must be put in writing to Olivewood and must be signed out on the final function sheet.

### PLEASE BE ADVISED

The quotation excludes:

- \* 10% gratuity will be levied onto the final food and beverage bill
- \* Entertainment and Décor
- \* Specialized sound and technical equipment
- \* Late staffing fee - the venue is included until 24h00, thereafter R 1,500.00 per hour will be charged

## PAYMENT TERMS AND CONDITIONS

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**The following are the payment terms and conditions applicable to any event held at Olivewood**

1. Full prepayment for selected menus is to be received 14 days (two weeks) prior to the wedding date, together with final numbers of guests expected. In the event the final number of guests decreases after this cut off time, there will be no refund on payment already made. In the event the numbers increase after this cut off time, Olivewood will invoice the bridal couple for the increase number.
2. Based on your anticipated beverage consumption per person, Olivewood will also require a beverage deposit to be paid at the same time as the final food account (the stipulated 14 days before the wedding day). On the wedding day, the beverage account will be closed and debited to the account of the person responsible for the settlement thereof. In the event of there being a credit due, Olivewood will ensure that such credit is passed on the closest business day after the wedding. In the event of there being an amount owed to Olivewood, this amount without exception is to be settled prior to departure of the Bride and Groom. In order to avoid any unnecessary delays to members of the wedding party upon departure, the responsibility of paying this account along with any other extras (for example any small increase in the number of guests, additional charges from outlets, or additional beverages, etc.) can rest with a designated member of the wedding party which needs to be indicated to Olivewood.

3. Payment can be made by a direct bank deposit with confirmation of a reference number being emailed Olivewood, at the email address [accounts@olivewoodestate.com](mailto:accounts@olivewoodestate.com)

4. Please note that prices of items hired by Olivewood (chairs, carpet, dance floor, linen) may change, however we will endeavour to inform you of these changes should they be unavoidable.

5. A 10% gratuity will be levied to the final food and beverage bill.



## BANK ACCOUNT DETAILS

Bank: Nedbank

Branch Code: 198765

Account Name: Olivewood Trade & Invest 23 (Pty) Ltd

Account Number: 1160760640

Kindly email a copy of the deposit slip/proof of payment to email

**clubhouse@olivewoodestate.com**

## CANCELLATION FEES

1. The venue hire is calculated on a minimum of 30 guests.
2. Should your number of guests attending the wedding reduce by more than 10% from the original quoted amount; the full food payment for the original number of guests expected will be charged for as per the signed agreement.
3. In terms of “no shows” or non-arrivals on the day of the wedding the food amount for these guests will be charged for in full.
4. In the event of the wedding being cancelled 120 days or less, prior to the confirmed wedding date, Olivewood will charge 100% of the venue hire and food component as per the signed agreement.

## AUTOMATIC RELEASE

Failure to adhere to any of the BOOKING, DEPOSIT OR PAYMENT deadlines, shall entitle Olivewood, at its sole discretion, to automatically release the venue for your wedding. Olivewood reserves the right to change the deposit policy and to amend the cancellation clauses for such special events should the need so arise.

