To the blissful couple.

We thank you for affording Weltevreden Estate the opportunity of furnishing you with a quotation with regards to our function facilities.

Weltevreden Estate prides itself as being the most prolific setting for an array of functions and conferences in Stellenbosch and surrounding areas. Weltevreden Estate is nestled in the shadow of the magnificent Simonsberg Mountain, a mere five minute commute from the picturesque Stellenbosch on the R304 with easy access to and from the N1 for guests coming from Cape Town and for guests travelling on the N2 from Cape Town International Airport.

Weltevreden Estate received National Monument and Heritage Status in 1975 and is conveniently and centrally located in respect of all major wine routes and tourist destinations.

All functions and conferences are personally supervised by our event’s co-ordinator who endeavours at every juncture to meet and exceed your personal needs. Please enquire in advance as to competitive rates available to guests in respect of on-premises accommodation at our exquisite Manor House.

We look forward to planning, co-ordinating and experiencing your function or conference with you!

WELTEVREDEN ESTATE’S TEAM
## Venue Fees

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<tr>
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<tbody>
<tr>
<td>Red Wine Cellar</td>
<td>R25 000.00</td>
<td>R15 000.00</td>
<td>120</td>
</tr>
<tr>
<td>The Maze</td>
<td>R25 000.00</td>
<td>R15 000.00</td>
<td>150</td>
</tr>
<tr>
<td>Ceremony (Garden)</td>
<td></td>
<td></td>
<td>150</td>
</tr>
<tr>
<td>Please note:</td>
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<tr>
<td>Only includes chairs or wooden benches</td>
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<tr>
<td>PA System is available to rent at R 1800</td>
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<tr>
<td>Venue with two nights accommodation venue for one day and the accommodation for two nights</td>
<td>R50 000.00</td>
<td>R28 200.00</td>
<td>Depending on Venue</td>
</tr>
<tr>
<td>Exclusive use of the Estate</td>
<td>R35 000.00</td>
<td>R30 000.00</td>
<td>Depending on Venue</td>
</tr>
<tr>
<td>All accommodation per night</td>
<td>R25 540.00</td>
<td>R13 200</td>
<td>14 pax</td>
</tr>
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Please confirm 14 days prior to your wedding day, any additional special dietary requirements and your final beverage requirements so we can supply you with the final food and estimated beverage costs. Minimum spend will apply if less than 50 guests are expected.
## CLIENT INFORMATION

Please complete and initial each page of the terms and conditions

<table>
<thead>
<tr>
<th>Date of Wedding:</th>
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<table>
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<tr>
<th>Name of Groom:</th>
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<th>Name of Bride:</th>
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<table>
<thead>
<tr>
<th>Number of guests:</th>
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<table>
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<tr>
<th>Time of ceremony:</th>
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<table>
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<tr>
<th>Time of reception:</th>
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<table>
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<tr>
<th>Minister:</th>
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<table>
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<tr>
<th>Venue for ceremony:</th>
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<table>
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<tr>
<th>Venue for reception:</th>
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<table>
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<th>Contact number:</th>
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<table>
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<tr>
<th>E-mail address:</th>
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<table>
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<tr>
<th>Menu Option:</th>
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RATE INCLUSION AND RULES

- The venue hire entitles the client to make use of the venue in the following time slots: 08:00-24:00 (excludes maze), which translates to a maximum of 08h00-18h00 hours for any event including set up time. The maze is only available for day functions.
- Previous day setup will be charged at R3500.00
- The rates include round or rectangular tables, standard cutlery and crockery and standard glassware.
- Music must be turned off completely at 23:30, and the estate needs to be vacated by 24:00. Weltevreden Estate is situated directly opposite Welgevonden, a residential area. We must at all times respect our neighbours as it pertains to conduct and general noise levels.
- Should guest wish to extend all base levels must be turned down. Additional cost for one hour is R2000.00 after 24h00.
- The bar will officially close at 23:30.
- Storage, of décor items or items hired in by the bridal couple from elsewhere, will be levied. Weltevreden will not take responsibility for any damage to your property.

STAFF CHARGES

- Please note staffing is excluded from the above-mentioned pricing and needs to be hired in from an outside supplier. Please view our preferred suppliers on the last page. As a reference in pricing, the staffing fee should be between R8 000 – R15 000, depending on the amount of guests and chosen supplier.

CATERING

- Our menus are flexible to accommodate your preferences.
- Please note that you have to confirm the serving time of each course, to afford the kitchen to plan accordingly
- In order for Weltevreden Estate to plan and prepare, your menu selection your final guest numbers needs to be finalised and settled in full, three weeks prior to your event.
- No additional food items will be permitted on the premises, unless prior written permission is given by the Management.
- Children under the age of 10 will be charged for at 50% of the agreed menu price. No fee will be charged for children under the age of 2. Children’s menus are available on request.
- Please ensure that you include your suppliers (photographer, DJ, etc.) in your final numbers as they form part of the per person rate.
- All catering at Weltevreden Estate is done exclusively in-house. Should there be special requirements, such as Halaal or Kosher Food, we will outsource this catering at an additional charge to you. Only caterers approved by Weltevreden Estate will be used for this purpose.
BAR SERVICE
• The bar at Weltevreden Estate is fully licensed. Kindly brief your co-ordinator upfront should you have any special bar requirements. The following bar services are available:
  • The client may request that a cash bar be opened once the bar limit has been reached.
  • Corkage will be allowed at R60.00 per bottle (wine and Champaign only) and only prior arranged with management. Corkage fee will be payable with the food account 2 weeks prior to the function.
  • No alcohol may be brought onto or removed from the premises
  • No consumption of alcohol will be permitted outside the function venue.
  • No alcohol will be served or sold to any person under the age of 18.
  • Service charge of R1 500.00 for 2 barmen. Only Weltevreden staff is permitted to handle bar stock.

FURNITURE & EQUIPMENT
• Please ensure in advance that the standard furniture and equipment supplied by Weltevreden Estate is satisfactory.

DECOR & PROPS
• All decor and props may only be delivered to the venue on the day of your function, unless you book previous day setup.
• All decor and props should be removed from the venue at the end of your function. Should we have another event booked the next day or before 11h00.
• All decor and props not removed will be stored at client’s cost by Weltevreden Estate, which cost will be determined by size of the items. Weltevreden Estate will not be held liable for any loss or damage in respect of items hired by client and/or stored.
• No lighting or fixtures or decorations may be suspended from the maze structure, unless approval is given by management.
• Please be sure to bring your own equipment for setting up décor (ladders, extension cords etc.)
**FINAL APPOINTMENT**

- The final appointment with your co-ordinator is very important to ensure that Weltevreden Estate is aware of all your requirements. This appointment needs to be scheduled at least three weeks prior to your event.
- During the final meeting you must supply the table seating plan and the (floor) lay-out of the reception area.

**RISK, LOSS OR DAMAGE**

- Weltevreden Estate will not be held liable for interruption of services such as water, electricity, sanitary or gas.
- Weltevreden Estate will not be held liable for labour unrests or strikes.
- Whilst every precaution will be taken to safeguard any belongings, decor, props or property, Weltevreden Estate will not be held liable for loss of or damage to any property.
- Client will be billed accordingly for any damage to the property of Weltevreden Estate, including buildings, fixtures and fittings, furniture, equipment, surrounding gardens, decor and linen during set-up, the function or after the function by the client, its suppliers or guests.
- Weltevreden Estate hereby reserves the right to cancel any booking without liability to itself in the event of damage or destruction of the facility, unruly guests, and shortage of labour, unrests or any other cause which is beyond the control of Weltevreden Estate and which shall prevent Weltevreden Estate from performing its obligations to the client.

**TERMS OF PAYMENT**

- Any quotation issued is valid for a period of 10 days from the date it is issued.
- The function date is only secured upon receipt of a R10 000 non-refundable deposit and a R5000.00 refundable deposit
- Confirmation of payment, a copy of client’s Identity Document and the signed terms and conditions, are required to confirm the function date.
- A booking may be cancelled in the event of non-payment within the specified time periods.
- No event will be allowed to take place unless all payments have been received in full.

**Deposit:** Secures venue and date of function
**30 days prior to event:** Balance of outstanding amount
**Day of event:** Any damages, breakages, overtime and increased limit of bar bill
“A party without cake is just a meeting.”

*Julia Child*
TERMS OF CANCELLATION

• In the unlikely event of a cancellation, such cancellation must be provided to Weltevreden Estate, in writing.

• If cancellation takes place more than two months prior to the event, any payments made to Weltevreden Estate excluding the R10 000 non-refundable deposit of the venue hire will be refunded to client.

• If cancellation takes place within one to two months prior to the event, 50% of payments made to Weltevreden Estate excluding the R10 000 non-refundable deposit of the venue hire will be refunded to client.

• If cancellation takes place within 14 to 30 dates prior to the event, 25% of payments made to Weltevreden Estate excluding the R10 000 non-refundable deposit of the venue hire will be refunded to client.

• If cancellation takes place within less than 14 days prior to the event, no refund will be made to client.

GENERAL

• No cultural, traditional or religious activities are allowed on the property, such as fires, breaking of plates, burning of alcohol, etc. unless the prior, written permission of Management is obtained. Management will permit such activities within their discretion.

• No Chinese lanterns, sparkles or fireworks will be permitted at Weltevreden Estate.

• No pins or staples are allowed on table cloths or chair covers or the Maze cover.

• Candles should be wide enough to prevent wax dripping onto linen. Removal of wax from linen will be billed to client.

• The music restrictions will be strictly adhered to.

• Should any guest be suspected of bringing alcohol on the property, the vehicle and / or person may be searched at the discretion of Management.

• Corkage charges will form part of beverage costs which will in turn have an impact on the gratuity charges.

• No smoking is allowed in any of the venue buildings.

• No illegal substances is allowed on the Estate.

I acknowledge and I am in acceptance of the above terms and conditions

Client Full Name : ___________________________ Client Signature : ___________________________ Date : ___________________________