



## Mini Wedding Package 2018



**Dear Bride and Groom**

Thank you for considering Nantes Estate to host your event.

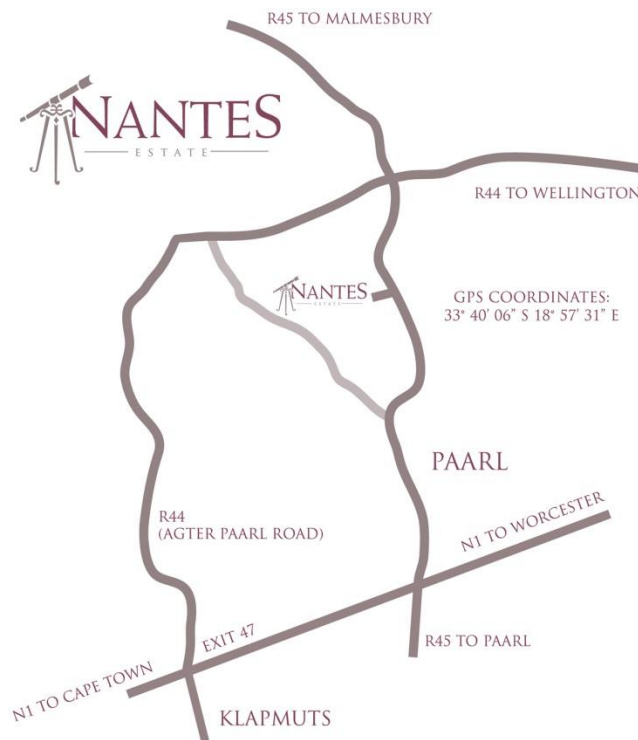
This package contains all the necessary information regarding our venue.

We recommend that you join us for a site inspection of Nantes Estate, so please feel free to arrange an appointment on 076 389 2695

**Please note:**

**Our office hours are: 08H00 – 15H00 (Tuesday - Friday)**

**All viewings, strictly by appointment**



FROM CAPE TOWN OR WORCESTER ON THE N1:  
TAKE THE R44 OFF RAMP TOWARDS KLAPMUTS (EXIT 47).  
AT THE STOP TURN LEFT ONTO THE R44. DRIVE FOR 19.9 KM  
AT THE FOURWAY STOP (MALMESBURY CROSSING) TURN RIGHT.  
DRIVE 1.8 KM AND TURN RIGHT. FOLLOW THE DIRECTIONS TO THE VENUE.

FROM AIRPORT ON THE N2:  
FROM THE N2 TOWARDS SOMERSET WEST TAKE THE R300 OFF RAMP.  
DRIVE FOR 22 KM'S AND TAKE THE N1 OFF RAMP TOWARDS PAARL.  
TAKE THE R44 OFF RAMP TOWARDS KLAPMUTS (EXIT 47).  
AT THE STOP TURN LEFT ONTO THE R44. DRIVE FOR 19.9 KM  
AT THE FOURWAY STOP (MALMESBURY CROSSING) TURN RIGHT.  
DRIVE 1.8 KM AND TURN RIGHT. FOLLOW THE DIRECTIONS TO THE VENUE.

Should you require any further assistance please do not hesitate to contact us. We look forward to hearing from you.

Yours Sincerely,

Nantes Estate

+27 (0) 76 389 2695

venue@nantesestate.co.za

Venue fee cost: Prices valid until December 2018 (Mini Wedding- max 60 guests)

Venue Fee	Venue Fee including Bridal suite and 2 en-suite Guest Rooms
R12 300 Vat Inclusive	R18 775 Vat Inclusive

**Venue Size:**

Cocktail function: maximum 60 guests (lower & upper level)

Sit down: maximum 40 guests (6 seater) lower level / 60 guests (6 seater) upper level

**Times:**

10h00 – 18h00 or 15h00 -24h00

**The Wedding Package includes:**

- Duty Manager on the day
- Itinerary meetings with in house Coordinator
- Venue available for set-up from 09H00 on the day of your wedding
- Outside Ceremony area (lawn) excluding chairs and carpet
- Exclusive use of the Venue on the day
- Lectern with cordless microphone and sound system available for speeches only (upper level only)
- Ice buckets with stand
- Two Cash bar areas (including credit card facility)
- Lounge & Garden Patio furniture
- Rectangular tables for 6-8 guests – 2 m long & width 90 cm
- Ebony stained Tiffany chairs for the reception
- Air conditioning
- Cutlery, crockery and glassware
- Playroom for maximum of 6 children equipped with television and games (1 camping cot excl linen and feeding chair available on prior arrangement with Coordinator)  
(Supervision is a must – please arrange for your own child minder or ask the Coordinator to assist in arranging for your account)
- Cleaning of the venue after your function
- Spacious bathroom areas
- Picture perfect areas
- Secure parking area and car guard
- Backup generator
- Unlimited ice for duration of function

**The following is excluded:**

- Flowers & Deco
- Table cloths & Napkins
- Stationery
- DJ & Entertainment
- Ceremony chairs and set up
- Additional lighting
- Reception Set up (table linen, crockery, cutlery, glasses, etc.)
- Catering
- Service staff (Waiters & Bartenders)
- Beverages

**Catering**

- Menu options available on request (plated or buffet)

**Accommodation:**

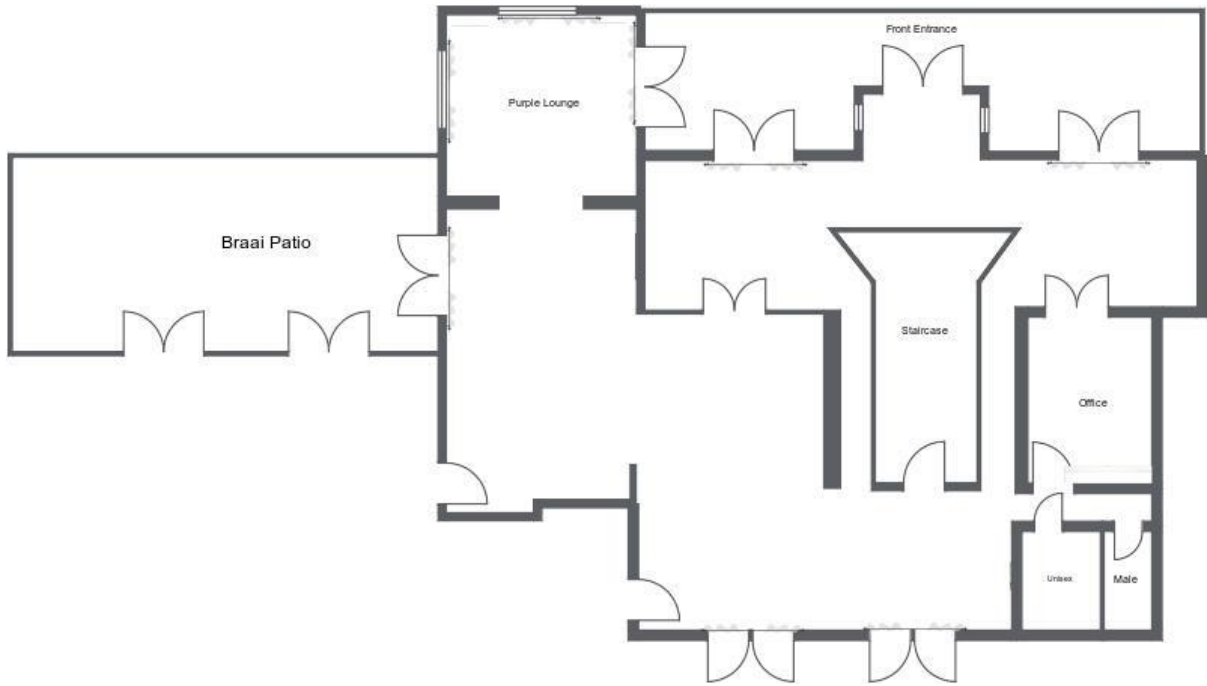
- Bridal Suite @ R3 025 – check in at 10h00 / check out at 09h00 next day (continental breakfast included in room rate)
- 2 Guest Rooms @ R1 815 each – check in at 14h00 / check out at 09h00 (continental breakfast included in room rate)

\*Additional nights' accommodation is available, please discuss with Coordinator

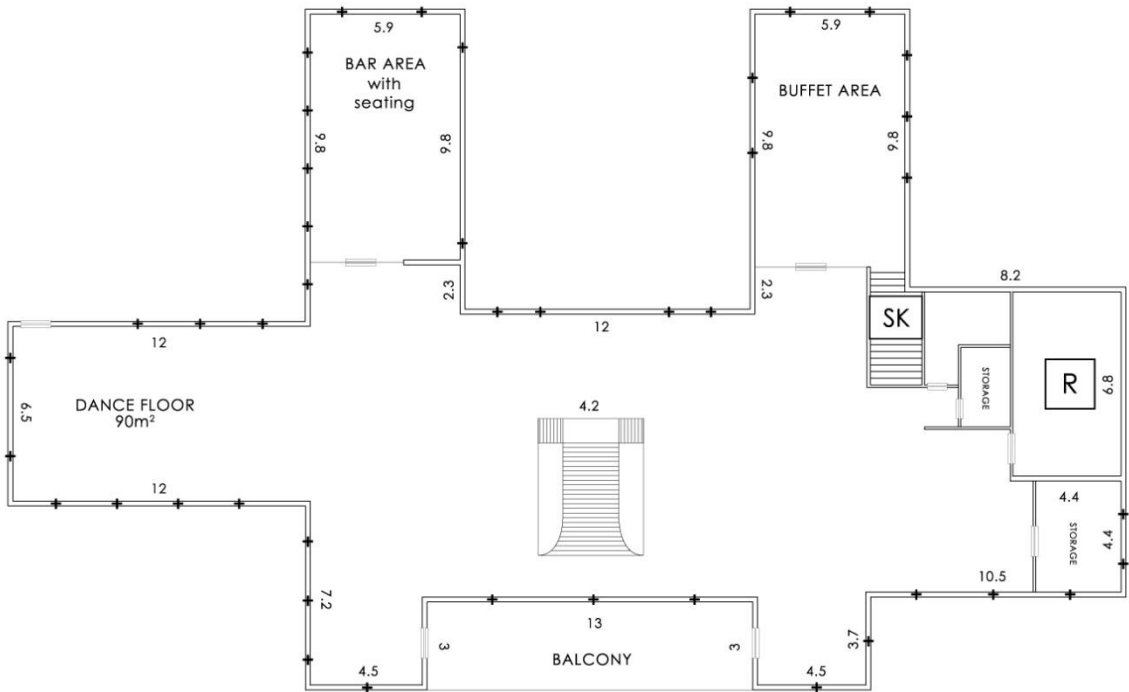
**Additional:**

- Venue setup fee of R2 200 Reception / R300 Ceremony (will be charged to client's account)
- Breakage deposit of R3000 (will be charged to clients account)
- Catering Deposit of R2000 (will be charged to clients account)
- Venue fee every hour after 24h00- R3 000 p/h (applicable per hour until guests depart)
- Bar closes @ 01H00 (due to Liquor Licence)-applicable on extension
- Everyone to depart Farm by 02H00 (due to Trading Licence)- applicable on extension

Client Signature.....



Venue layout – Upper level:



VENUE SIZE = 300 m<sup>2</sup>

ALL MEASUREMENTS IN METERS

DOORS

+ WINDOWS

R RESTROOMS

SK STAIRS TO KITCHEN

## General

Venue hire fee does not include venue setup / catering / beverages / décor / linen/staffing/entertainment  
Nantes Estate takes no responsibility for outdoor events and the client remains responsible for any extra costs or insurance involved should inclement weather affect the arrangements for the function.  
The venue is available from 09h00 to 24h00 on the day of Event.  
Should the client decide to extend the time until 01h00/02h00, then additional R3000 will be charged per hour to the final invoice. Staff will also be added to the final invoice.  
Smoking will not be permitted inside the venue and will only be allowed at designated areas.

## Décor:

Any décor, gifting, flowers, candles or table linen and napkins (chair covers, tie backs, overlays, runners, etc.) are for the clients account who is also responsible for the set up thereof. No sparklers, rice or paper confetti to be used on the Estate or inside the Venue.  
Flower arrangements and décor need to be organised by the client. Nantes Estates furniture like couches and heavy garden furniture cannot be moved around. Lighter furniture can be moved around, after prior discussion with the function coordinator. Nantes Estate does not provide staff in anywhere to assist the florist, or any other supplier, with decorations, carrying of material, furniture or moving of flower arrangements. All décor plans to be discussed with the coordinator or manager in advance. Nantes Estate shall not be held responsible for hired in items that are damaged or lost.

## Bar:

We are fully licensed. Final rounds at the bar is at 23h30 with bar closing at 24h00. Extensions for bar facility can only be given until 01h00 due to liquor licence, at a rate of R3000 per hour. Credit card facilities available.  
Please indicate whether you prefer a cash service or an open-bar facility with a tab, we reserve the right to claim a deposit equal to the estimated bar tab prior to the function.  
Please note that only beverages supplied by Nantes may be consumed on the premises. In case of running a bar tab any outstanding amount must be settled on the evening of the function.  
Clients are more than welcome to bring in their own wine or champagne @ R40 corkage per bottle opened (750ml).

## Service Staff:

The venue will arrange for professional waiters and bar staff on your behalf.  
Only Nantes Estate approved staffing will be allowed.  
Waiters & Bartenders are charged separately to the clients account (no additional service fee gets added) These fees exclude VAT.  
Bartenders & Waiters @ R90.00 per hour, per member.  
2 Bartenders are required for more than 60 guests. (Waiters Ratio 1:15 Buffet menu / Waiter Ratio 1:10 Plated menu / Bartenders Ratio 1:60)  
Staff transports (R180 per vehicle- min of 4 per car)  
The waiters are required for the duration of your function and 1 ½ hours before guests arrive and 1 ½ hours after the function for breakdown.  
To ensure that your function runs smoothly, the number of staff required will be calculated by Nantes Estate based on number of guests attending and type of menu selected.  
Payment for waiters and bartenders are due 30 days prior to the function date.  
\* Public Holidays & Sundays: Double rates apply for staff booked on these days.

## Menus:

Please inform us about any dietary requirements, for example, Vegetarian, Halaal, Allergies.  
Please discuss the menu with your function coordinator. Payment for catering is due 30 days prior to the function date. Please ensure service providers and their assistants are included in the total number of guests.  
Children aged 0-3 (no charge) / 4 – 7 (half price) / 8+ (full rate)  
Menu available on request. Food tasting can be arranged at additional cost.

## Sound:

All DJs must be registered with SAMRO. Proof of SAMRO licence, needs to be supplied to Nantes Estate, 60 days prior to all functions. All direct cost to be covered by the client/signing party of the agreement. Nantes Estate will not be held liable for any fines incurred, due to unlicensed DeeJay's. All additional cost will be added to the final account. DJs to provide own speakers and equipment.

## Damage to property:

The client shall be responsible for any damage whatsoever caused to the buildings, furnishings, improvements, utensils and any additional equipment belonging to Nantes Estate and/or any losses, damages caused by any act or omission by the client,  
Any damage to property or breakages caused by the client's guests, agent, employees (staff in attendance) and service providers will be charged to the clients account.  
The client will be responsible for safe keeping of, and damage caused to equipment hired by the client from external service providers.  
Nantes Estate will not be held liable for any loss or damage resulting from the presence of your guests, or their respective belongings on the premises of Nantes. The client/s hereby indemnifies Nantes Estate, and any of the aforementioned companies' employees against all or any claims that might be brought against Beyondinvest (Pty) t/a Nantes Estate.

Client Signature.....

**Payments and deposits:**

Provisional Bookings will not be confirmed without receipt of the completed confirmation sheet, signed agreement, and id copies. Only emailed confirmation will be accepted and all correspondence must be made via email. Provisional bookings are valid for 7 days, where after a 50% non-refundable venue deposit will be required to secure your booking, payable within 24 hours. Provisional bookings will be released without notification, should you fail to confirm via email within this period.

Final numbers must be confirmed 30 (thirty) days before your function.

All outstanding bar bill, corkage fee, venue fees, menu and extended venue fee and all other extras are to be settled 30 days prior to the Wedding.

**Breakages:**

A R3000 refundable breakage deposit will be required in case of breakages and damages to any property of Nantes Estate.

The balance due to client, will be repaid within 14 days of event.

**Cancellation Policy:**

Cancelled 4 months or more, deposit is forfeited.

Cancelled 3 months prior, full payment of venue fee is payable.

Deposits and or full payments made for the use of Nantes Estate’s facilities are not refundable. Nantes Estate cannot be held responsible for any bad or unforeseen weather conditions or for any other factors affecting a function.

**Indemnity:**

If any incident related to the function results in legal involvement of a third party, the client will indemnify Nantes Estate, its employees and agents from all responsibility and blame.

Nantes Estate will not be held responsible for any losses, damages, theft, injury or death of any guest or other individuals who attend, make use or visit the property or make use of any amenities on the Estate.

Nantes Estate will not be liable for any damages or lost weddings gifts. All guests, visitors, service providers and any persons not employed by Nantes Estate enter the premises at their own risk, and Nantes Estate does not accept any responsibility of their safety and or wellbeing.

Children are most welcome to Nantes Estate; however adult supervision is of the upmost importance at all times, with responsibility for safety and well-being resting with the parents. There are water features and an open swimming pool on the property and vigilance is required. Nantes Estate’s indemnity declaration also applies in this instance.

**Terms and Conditions accepted**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Client: Full Names

\_\_\_\_\_  
Client: Signature

\_\_\_\_\_  
Client: SA ID Number

\_\_\_\_\_  
Witness: Full Names

\_\_\_\_\_  
Witness: Signature

## CONFIRMATION SHEET & CLIENT ACCOUNT PARTICULARS

<b>CLIENT INFORMATION</b>			
<b>BOOKING NAME</b>			
<b>WEDDING DATE</b>			
<b>FUNCTION TYPE (please select)</b>	<b>Breakfast Wedding</b>	<b>Dinner Wedding</b>	<b>Cocktail Wedding</b>
	<b>Bridal Suite</b>	<b>Guest Room 1</b>	<b>Guest Room 2</b>
	<b>Ceremony Off Site (Church)</b>	<b>Ceremony at Nantes</b>	<b>Reception</b>
<b>Function duration (from start to end)</b>			
<b>Number of Guests ±</b>			

<b>Full Name of Groom</b>	
<b>ID Number (copy of ID required)</b>	
<b>Current Home Address</b>	
<b>Name and Physical Address of Employer</b>	
<b>Telephone Numbers</b>	<b>Office</b>
	<b>Cell phone</b>
	<b>Email Address</b>

<b>Full Name of Bride</b>	
<b>ID Number (copy of ID required)</b>	
<b>Current Home Address</b>	
<b>Name and Physical Address of Employer</b>	
<b>Telephone Numbers</b>	<b>Office</b>
	<b>Cell phone</b>
	<b>Email Address</b>

<b>Particulars of Person Responsible for Account</b>	
<b>ID Number (copy of ID required)</b>	
<b>Current Home Address</b>	
<b>Name and Physical Address of Employer</b>	
<b>Telephone Numbers</b>	<b>Office</b>
	<b>Cell phone</b>
	<b>Email Address</b>

<b>Name of Bankers (for refunds)</b>	
<b>Account Holder</b>	
<b>Account Number</b>	
<b>Branch Name</b>	
<b>Branch Code</b>	
<b>Deposits Paid and date paid</b>	
<b>Payment Reference (Wedding Date)</b>	
<b>How did you find out about us?</b>	

Should you want to secure your booking, please complete the confirmation sheet, signed terms and conditions, together with copy of both your id's. We will then forward you an invoice showing the amount due.

Upon signing of this confirmation letter, I/We hereby agree and accept the terms and conditions of Nantes Estate Function Venue.

FULL NAME

DATE

SIGNATURE

\_\_\_\_\_