

*Klip River*



*Country Estate*

*Bridal Package*

*2011-2013*



For more information you can contact us on:

Phone: 082 901 0289

Email: [info@krce.co.za](mailto:info@krce.co.za)

Or visit our website at: [www.klipriverguesthouse.co.za](http://www.klipriverguesthouse.co.za)

# *The Twelve Gifts in Marriage*

From "The Twelve Gifts in Marriage" by Charlene Costanzo



1. May you look for what is good in each other.
2. May you respect one another's differences.
3. May you make time each day for moments of play.
4. Every day, may you be grateful.
5. May you show that you care when you come and go.
6. May you touch tenderly, speak kindly, and listen with attention.
7. May you be quick to say "I'm sorry" as well as "I forgive".
8. May you choose to love even when you feel unloving.
9. May life's sorrows bring you closer together.
10. May troubles strengthen your commitment.
11. Again and again, may you renew your dreams.
12. And may you share your love with the world.



Dear Bride and Groom,

Congratulations on your engagement and upcoming wedding.

Thank you for considering our venue as part of your special day. Klip River Country Estate is a luxury country retreat situated on the banks of the Klip River. The magnificent garden setting with its abundance of trees and birdlife makes this a very special venue.



### The Wedding Package

Our wedding venue consists of the Hadida Hall for small intimate weddings (maximum 120 guests) or the Kingfisher Hall for larger groups (minimum of 100 guests). Our Chapel can accommodate up to 250 guests. We also offer a large timber deck with grass terraces on the banks of the Klip River for a garden ceremony.

### Bridal Packages as follows:

	September 2011-April 2012	September 2012-April 2013
Package ①	R450 per person (70 guests or less)	R520 per person (70 guests or less)
	R400 per person (70 to 160 guests)	R460 per person (70 to 160 guests)
	R365 per person (more than 160 guests)	R420 per person (more than 160 guests)

### Specially for the winter months

	May 2012-August 2012	May 2013-August 2013
Package ②	R375 per person	R415 per person

*A breakage deposit of R3000 is charged above the standard venue hire but is refundable within 14 days after the wedding (see our terms and conditions for more information).*



## Our wedding package is inclusive of the following:

### Venue Hire:

- Hire of the Chapel or Timber Deck with Garden Terraces - (Please note that if you choose the timber deck and garden for the ceremony, we will reserve the Chapel for the same time in case of bad weather).
- Hire of one reception venue - *(The hall is available up to 24h00. An after hour fee will apply thereafter)*
  - **Kingfisher** - 100-300 guests *(AR100 per person less than 100 will apply if Kingfisher hall is used for less than 100 guests)*
  - **Hadida** - no minimum but up to 100 guests



### Coordinating:

- Assistance with co-ordination & planning of the function - 2 appointments

### Furniture:

- Round Tables (1800cm in diameter)
- Banqueting Chairs
- Trestle tables for bridal table and DJ table

### Linen:

- Round Tablecloths (black or white)
- Standard organza overlays (1.5x1.5m)
- Linen Napkins (Black or White)
- Long Tablecloths for bridal table and DJ table
- Organza tablecloth for bridal table
- White or Black chair covers
- White or Black ½ covers

### Security:

- Evening duty security officer
- Car guards during the function

### Bar:

- Cash Bar
- Bar Staff



### Catering:

- Full table setup including standard crockery, cutlery & glasses
- Waiters
- Hors d'oeuvres (arrival snacks served after the ceremony)
- Three course meal (1 starter, main course with 2 meats, 1 dessert)

### Drinks:

- Iced water for guests prior to ceremony
- Arrival drinks (served with arrival snacks after the ceremony – while the bride and groom take their photos)
- Two bottles grape juice per table
- Coffee and Tea with Biscotti

### Service Providers:

- DJ – provide music during ceremony as well as the reception

### Guest House

- Honeymoon Suite – for the bride to get dressed and for the couple to stay on their honeymoon night, including breakfast the following morning.

### Extras:

- Kneeling cushions
- Brown or Red carpet for the chapel (or deck)
- Easel
- Rostrum
- Cake Knife and Lifter (if needed)
- White or Black Post-box
- Champagne buckets for each table (stands also available)
- Drapes with fairy lights (Only in the Kingfisher hall)



### The package does not include the following:

#### Venue:

- Use of the wooden deck and terraces for arrival drinks and snacks can be arranged at an extra cost of R500.

#### Coordinating:

- Additional Appointments

#### Furniture:

- Trestle tables for reception

#### Linen:

- Tie backs
- Special Request overlays or runners



#### Bar:

- Bar Waiters
- Additional bar staff

#### Stationary:

- All stationary such as Table menu's, table plans & name cards

#### Service Providers:

- Music/Entertainment
- Reverend/Minister
- Photographer
- Florist

#### Décor:

- Floral arrangements, transport and displays
- Candles
- Under plates
- Tables numbers, Napkin holders/ serviette rings
- Any additional décor or hiring of specialised equipment (such as data projector & white screen)

#### Additional Extras:

We strive to make your wedding day as perfect as possible and to make sure you both are spoiled.

We offer the following extras to add to your day:

- For the Bride – while getting dressed:  
A platter with a selection of snacks and juice for the bride while getting dressed. There are enough snacks for 4 people.
- For the Groom – while getting dressed:  
A room to get dressed in with a platter with a selection of snacks and juice. There are enough snacks for 4 people.
- For the Bride and Groom :  
A picnic basket with biltong, droë wors and chocolate, iced water and champagne for the groom while taking photos. This basket is only for the bride and groom and not the entourage.

### Catering and Menu Selection

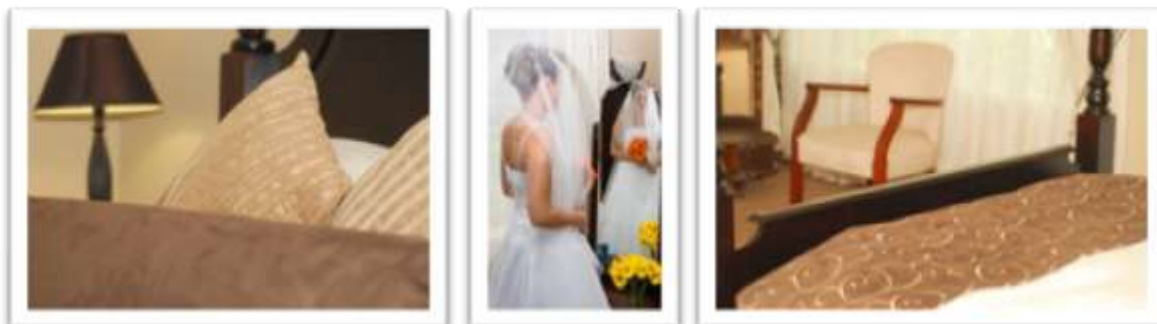
Lilani, our executive caterer, has a choice of menu's available for your selection. Die menu included in the package includes 1 starter, main course with 2 meats and 1 dessert. Additional starters, meats, salads or desserts can be added at an additional cost per dish per person.



## Guesthouse

- **Bridal Suite**

Our bridal suites are large rooms each with a Four Poster bed and en-suite bathroom with spa bath. The honeymoon suite is included in the above bridal package. The suite will be available to the bride to prepare for the day. Please ensure that a check-in time is arranged prior to the day of the wedding.



- **Other guest rooms**

The guesthouse has 7 other rooms to accommodate family and friends that travelled from far and might want to stay over. We have four double bedded rooms, one twin bedded room and two family rooms – one with a double and two single beds and the other with one double and one single bed.

## Terms and Conditions

Please see the attached document with our terms and conditions of booking our venue. All prices quoted are subject to change. No booking will official before the contract has been signed and the required deposit received.

I hope that the above information is useful. Please do not hesitate to contact me if you need any additional information that can assist with your decision.

Kind Regards,  
Marika Lategan



Phone: 082 901 0289

Fax: 082 902 8749

Cell: 082 594 1303

[www.kliprivierguesthouse.co.za](http://www.kliprivierguesthouse.co.za)



## *How to Book and Confirm at Klip River Country Estate:*

### **Provisional Bookings**

Please note that although we allow provisional bookings to be made, these bookings must be confirmed within 5 working days or the booking will be cancelled without notice.

### **From Confirmation to the day after the Wedding**

#### **Confirmation:**

- R3000 breakage deposit must be paid within 10 days from confirmation
- 25% of estimate bridal package numbers must be paid within 30 days of confirmation
- Signed Terms & Conditions contract (please initial at the bottom of each page and sign the last page in full).

#### **After Confirmation:**

- 1<sup>st</sup> Appointment to complete information document or to confirm information
- Preliminary guests numbers
- Discuss menu

#### **± 30 Days prior to the wedding:**

- Confirm Menu

#### **21 Days prior to the wedding:**

- Confirm guest numbers
- Balance of the account to be settled in full
- Final appointment where we need to finalise the following (this appointment can be earlier):
  - Procedure of Church
  - Procedure at the reception
  - Tables, chairs and linen requirements

#### **2-3 Days prior to the wedding**

- Delivery of hired items such as under plates, specialised decor items, table numbers and seat allocation)

#### **Wedding Day**

- Relax and enjoy this very special day!
- Please arrange with all service providers that the hall must be ready for the final cleaning by 11 o'clock.

#### **The day after the wedding**

- While the honeymoon couple are off to honeymoon we will sort the last bit of details with the responsible person named by the bride and groom. Overtime, breakages and sorting of hired items.



## *Service Providers at Klip River Country Estate*

### **Klip River Country Estates' Executive Caterer**

Lilani - 082 902 4053

### **DJ's**

Johan van Brakel

083 395 8804 / 083 279 9864

Gert Nieuwoudt

082 805 5204

### **Flowers by Inspiré Par Nature**

For Nature Inspired Bouquets

Contact: Allanore on 072 183 7849 or Euodia on 073 878 1017

### **Photographers**

Jerry Fowlds

082 935 8410 / (016) 363 0071

[jerryfowlds@gmail.com](mailto:jerryfowlds@gmail.com)

Glenister Photography

Michael & Danieta Glenister

Cell: 076 087 6952

[glenister@vodamail.co.za](mailto:glenister@vodamail.co.za)

[www.infomax.co.za/glenisterphoto](http://www.infomax.co.za/glenisterphoto)

### **Glorious Gowns**

Marius & Debbie De Jager

072 535 4342

[gloriousgowns@gmail.com](mailto:gloriousgowns@gmail.com)

[www.mydreamdress.co.za](http://www.mydreamdress.co.za)

### **Stationary**

Bunny Bants Graphic Design Studio cc

Lorraine

Cell: 083 488 5320

Tel: 016 428 5322

[lorraine@bunnypantsdesigns.com](mailto:lorraine@bunnypantsdesigns.com)



## TERMS AND CONDITIONS

### AGREEMENT BY AND BETWEEN: KLIP RIVER COUNTRY ESTATE 2 MCKAY ESTATE DONALD ROAD VEREENIGING

(Hereinafter referred to as the Function Coordinator)

AND

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(Hereinafter referred to as the User)

#### Preamble

The Function Coordinator is the owner of a property called Klip River Country Estate which has been placed at the disposal of the User for the date as agreed upon by both parties.

Included in the agreed package will be any further arrangement (ex. Food, Bar, Décor, Flowers, etc.) as shown in the annexure to this agreement.

**Now therefore the parties agree that the following terms and conditions will apply:**

**1. Confirmation:**

Within ten (10) days of verbal confirmation of the proposed date of function, a deposit is payable of the total breakage fee. A deposit equal to 25% of the total preliminary amount is payable within 30 days of confirmation. If the proposed date of function is within thirty (30) days of verbal confirmation, the full deposit is immediately payable. This deposit is **non-refundable**, irrespective what the reason for cancellation might be. This deposit amount ensures the booking of the venue, and no booking will be made without receipt of this amount. Please email proof of payment along with a signed and completed copy of this form to [info@krce.co.za](mailto:info@krce.co.za) or fax 083 232 4620.

**2. Outstanding Remuneration:**

The total outstanding balance for the function will be paid three (3) weeks prior to the function date. Failure to make payments as per paragraph 1 above could lead to KLIP RIVER COUNTRY ESTATE cancelling the function. **NO CHEQUES** will be accepted less than 21 days before the event.



**3. Postponement of Function Date:**

If a postponement of the function is requested by the User, such a request must be made in writing at least two (2) months prior to the arranged date of the function. The rescheduled date must be within two (2) months of the original function date. Rescheduling of the function is the total prerogative of the Function Coordinator and if a date is not available within two (2) months of the original function date, the Function Coordinator may cancel the function and will the Coordinator retain any deposits already paid.

**4. Availability of the venue:**

The booking of the venue includes three hours set up during which the User may decorate the venue. The onus of notifying specialists of the time that the venue is available rests on the user. Failure to do so may result in the venue not being available for specialists. Extensions to this period are subject to the availability and will be confirmed by payment of the set up or overtime fee of R200 per hour paid in advance. Should the User or specialists move furniture or equipment, a penalty will be levied. The function coordinator takes no responsibility for the damage of decor items should the User, service providers or guests move any of the furniture.

**5. Starting Time:**

It is imperative that the User stick to the official starting time of the function. In the event of the bride being more than fifteen (15) minutes late for the wedding ceremony, a penalty fee of R1000 will be charged.

**6. Closing Time:**

There is no official closing time for the function provided that the recommended sound levels are adhered to. An overtime fee of R800 is charged per hour after 24h00 excluding the overtime for the DJ. Should these levels be exceeded, the Function Coordinator is contractually bound to stop the music at 24h00 on weekdays and Saturdays and 22h00 on Sundays. No liability will be accepted for damage to equipment due to interruption of the power supply.

**7. Catering**

It is imperative that a time for the food to be served is agreed upon. The Function Coordinator bears no responsibility for food being cold and/or over-cooked and/or under-cooked if the User does not adhere to that agreed time.

No outside caterers will be allowed at the venue. The User will be compelled to make use of the caterers appointed by the Function Coordinator.



**8. Number of Delegates:**

The User agrees to confirm in writing the number of delegates to attend the function, twenty one (21) days prior to the function date. The confirmed amount of delegates may not be less than eighty percent (80%) of the quoted number and will the User be charged for the confirmed or actual number of delegates, whichever is the greater of the two.

Please remember to include the Photographer, DJ, etc. in your final numbers. Unfortunately KLIP RIVER COUNTRY ESTATE cannot credit catering charges for non-arrivals. The final number of guest will be charged for.

**9. Breakages:**

A minimum refundable deposit of R3000, payable within ten (10) days of verbal confirmation of the proposed date of function, will be retained and credited after the function less overtime charges and sundry debits, including any loses, breakages or damages of any kind during the function. Please note that should candles be used, the User will be liable for the cost of professional cleaning of, or if necessary, replacement costs of items damaged by hot wax.

**10. Payment:**

Full payment of the total quoted price is payable no later than fourteen (14) days prior to the function date. The Function Coordinator reserves the right to cancel the function unilaterally if all monies payable is not received within the time frame as stated above. Upon such cancellation any amounts paid by the User will be non-refundable.

**11. Late Payment Penalties:**

If full payment of outstanding fees is not paid in the mentioned time frame as stipulated in paragraph 10 above a late payment penalty fee of 10% on the total quote amount will be charged and will be payable before the function commences.

**12. Value Added Tax:**

All prices quoted are inclusive of Value Added Tax and are subject to inflation/ change.

**13. Venue Hire:**

Venue hire charged, includes the following:

Use of the reception hall, round tables (seat 10 guest) max 30 tables, Chairs (max 350 chairs),  
Cutlery, crockery and glasses.

Use of the chapel

Male and Female toilet facilities;

Use of bar;

Use of linen (table cloths and over lays).

If the User decides not to make use of any of the items above (included in the Venue Hire), they are welcome to hire different items (or in different colours) at their own cost. This will however not result in any price deductions or discounts given by KLIP RIVER COUNTRY ESTATE. KLIP RIVER COUNTRY ESTATE reserves the right and may insist on the User using a preferred supplier for additional items or services hired.



#### 14. Hire Items:

Anything hired on behalf of the User by KLIP RIVER COUNTRY ESTATE, will be charged directly to the User. KLIP RIVER COUNTRY ESTATE will however charge an additional handling/ service fee of 10% on the total hiring cost, plus VAT. KLIP RIVER COUNTRY ESTATE is not responsible for any collections or deliveries of additional hired/ordered goods. KLIP RIVER COUNTRY ESTATE does not supply staff to assist with unpacking hired items, clean hired items, to set hired items or to move items between different function areas. All additional décor and hired goods needs to be removed from the premises no later than 7h00 the following day. If the persons responsible for this duty arrive later than 7h00 or if this is not arranged, KLIP RIVER COUNTRY ESTATE will remove or start removing décor from the venue at an additional fee of R2000.00. These items will be stored in a separate room for collection on the same day, but KLIP RIVER COUNTRY ESTATE will not be held responsible for any damages or losses to these items. Items not collected on the day after the function, will be disposed of or given to charity. KLIP RIVER COUNTRY ESTATE does not accept any responsibility for any damages or loss to hired goods.

#### 15. Service Providers

Outside service providers such as florists or photographers may be used with the Function Coordinator's approval. Service providers are required to provide all their own equipment and staff. KLIP RIVER COUNTRY ESTATE will not supply service providers with staff to carry equipment, move flowers or assist in any other way.

#### 16. Waiver

Notwithstanding any express or implied provisions of this agreement to the contrary any latitude of time which may be allowed by the Function Coordinator to the User in respect of any payment provided for herein or any matter or thing which the User is bound to perform or observe in terms hereof shall not under any circumstances be deemed to be a waiver of the Function Coordinator's right at any time, to require strict and punctual compliance with each and every provision in terms hereof.

#### 17. Beverage/Liquor:

KLIP RIVER COUNTRY ESTATE makes use of a fully licensed liquor provider. Wine and champagne only may be supplied by the User. A corkage fee of R20 per bottle will be charged and is payable on date of the function if wine and champagne is not purchased from KLIP RIVER COUNTRY ESTATE'S liquor provider.

Any of the above mentioned liquor that is left behind will be discarded immediately after the function.

Under no circumstances will the User and/or their guest be allowed to bring any other beverages or liquor onto the premises. If anyone is found with their own liquor or beverages on the premises, the Function Coordinator is liable to charge the User with a Liquor Penalty Fee to their own discretion and all bar facilities will be suspended immediately. Wine lists and bar prices are available on request. The prices are current. Prices applied will be as per those ruling at the date of the function.



**18. Weather:**

KLIP RIVER COUNTRY ESTATE reserves the right to use their discretion to move the function from the outside to inside if they consider the weather conditions to be unsuitable for outside. In the event of Force Majeure, Act of God, prior to the date of the function, KLIP RIVER COUNTRY ESTATE cannot be held responsible for the cancellation of the booking and no legal claims can be made against KLIP RIVER COUNTRY ESTATE in this respect, as they have no control over these events.

**19. Amount of guest:**

No extra guest are allowed on the day of the function if not arranged and paid for in full one week prior to the function. If any extra guests does arrive KLIP RIVER COUNTRY ESTATE has the right to charge the User the catering fee plus 50% penalty on every person not catered for.

Prices are calculated on a predetermined number of guests. Should the actual number be less than the quoted amount, a surcharge will apply. Final numbers must be confirmed no later than 72 hours prior to the function after which time no credit will be given for guests who are unable to come.

**20. Promotional Consent:**

KLIP RIVER COUNTRY ESTATE reserves the right to add photo's of the function to advertise and promotional items, as long is as its done in a professional manner.

**21. Cancellations:**

KLIP RIVER COUNTRY ESTATE reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of KLIP RIVER COUNTRY ESTATE, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.

**22. Interruption of Services:**

KLIP RIVER COUNTRY ESTATE shall not be liable for the interruption of services such as electricity, water and sanitary services at the venue or by reason of any other occurrence of whatever nature affecting the provision of such services.

**23. Indemnity:**

Neither KLIP RIVER COUNTRY ESTATE nor its employees will be held liable for any loss or injury to persons or property due to negligence or any other cause whatsoever. All functions at KLIP RIVER COUNTRY ESTATE are private and the User accepts liability for any damage caused by guests and specialists invited to or employed at the function. All losses incurred will be charged to the User's account.



## 24. Discount

It is not the policy of the function coordinator to allow discount quoted prices. Should discount nevertheless be granted, then the following should be noted:

- 24.1 The function coordinator will in his sole discretion, stipulates a closing time. The discounted prices will not be applicable on any overtime charges.
- 24.2 The discounted prices will only include items agreed upon with the function coordinator. No other items (such as linen, cutlery, crockery or any other décor items) may be used without the function coordinators consent.
- 24.3 In the event of a fundraiser, tickets or raffle tickets may be sold at the door of the function hall. No tickets or any other form of sales may occur at the venue entrance or entrance gate.
- 24.4 The kitchen in the function hall is strictly for the use of the Klip River Country Estate caterer and catering staff. The user may under no circumstances use the kitchen or any of the equipment there in. If the user needs the use of the kitchen for any reasons whatsoever an additional fee is payable.

## 25. Laws and Regulations

The user, by signing this agreement, accept full responsibility for the behavior of his guests at the function. Should any guests not adhere to any government law or regulation and/or rule of the venue, the function coordinator reserve the right to take applicable actions against such guests and the user as the responsible person. The user binds himself/herself to be financially liable for any fines and/or penalties and/or damages, claimed from the function coordinator based on the behavior of his guests.

## 26. Method of Payment accepted:

### *Electronic Bank Transfer:*

Klip River Country Estate CC

ABSA Vereeniging

Account No: 9205158116

Branch Code: 632005

Reference: Wedding Date + Groom's Surname, example "181008Botha"

It is imperative to use the correct reference for payments as we need to allocate your payment to your wedding date and invoice.

### *Credit Card Facilities:*

Not available

### *Cheques:*

Are accepted but payable no later than 21 days prior to the function

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

On behalf of wedding party

On behalf of Klip River Country Estate

Date: \_\_\_\_\_ Date: \_\_\_\_\_

