



## FUNCTION PACKAGE 2017

**Dear Client**

Thank you for considering Nantes Estate to host your event.

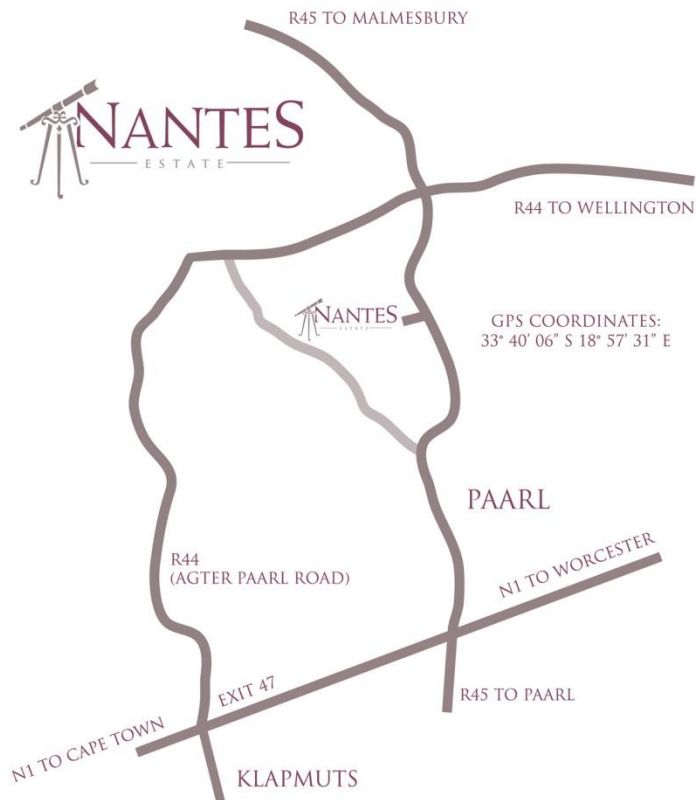
This package contains all the necessary information regarding our venue.

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 – 13H00 (Monday - 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 cost:**

**TIMES & PRICES: Prices valid until December 2017**

08H00 – 12H00 R10 000.00 upper level and R3 500.00 lower level  
12H30 – 17H00 R10 000.00 upper level and R3 500.00 lower level  
17H30 – 24H00 R10 000.00 upper level and R3 500.00 lower level

**Accommodation Optional:**

1 x Superior Room (king)  
2 x Standard Room (twin)  
1 x Standard Room (queen)  
\*single occupancy R1000 pp / dbl occupancy R1800 per room  
\*including continental breakfast @ 08h00  
\*check out 09h00

**Additional:**

Venue setup fee of R2 000 (tables, chairs, cutlery, crockery, glasses, linen)  
Should guest stay over the time limit, a R3000 p/h rate would be applicable (until guests depart)  
Bar Close 01H00 (due to liquor licence)  
All guest depart farm by 02H00 (due to trading licence)

**Venue Size Upper Level:**

Breakfast, Lunch, Dinner: 200 Guests (maximum without a dance floor)  
Dinner and Dance: 160 Guests (maximum)

**Venue Size Lower Level:**

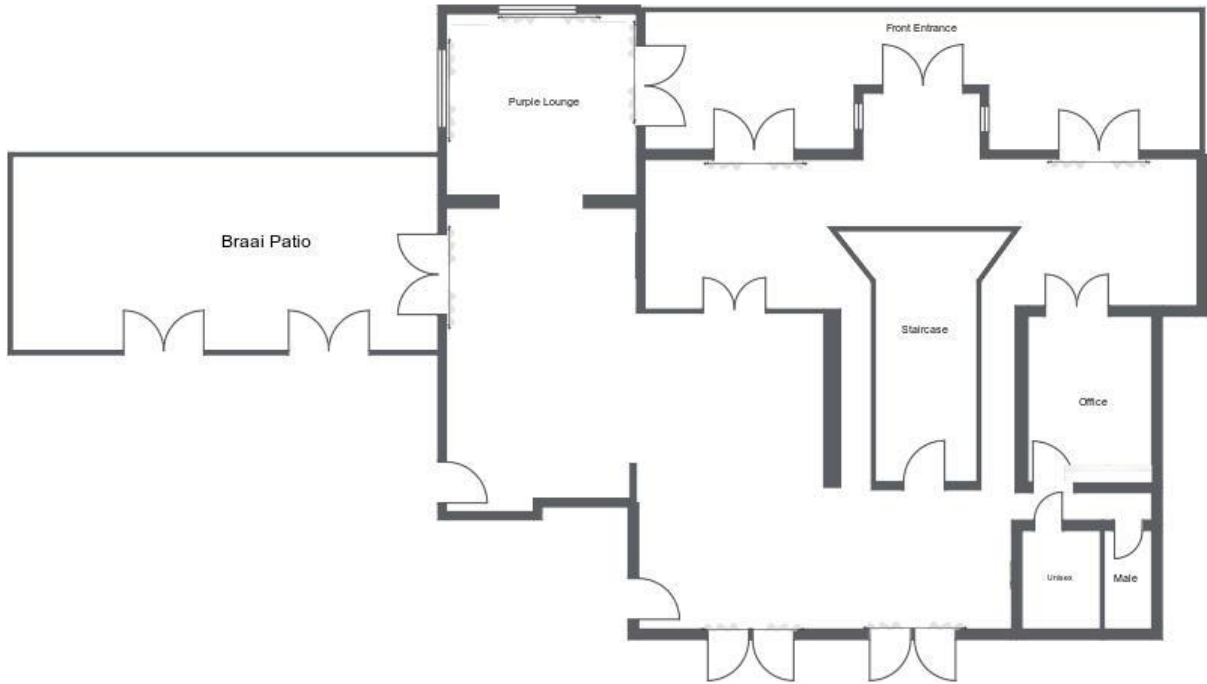
Banqueting style: 36 Guests (maximum)  
Cocktail function: 60 Guests (maximum)

**This Function Package includes:**

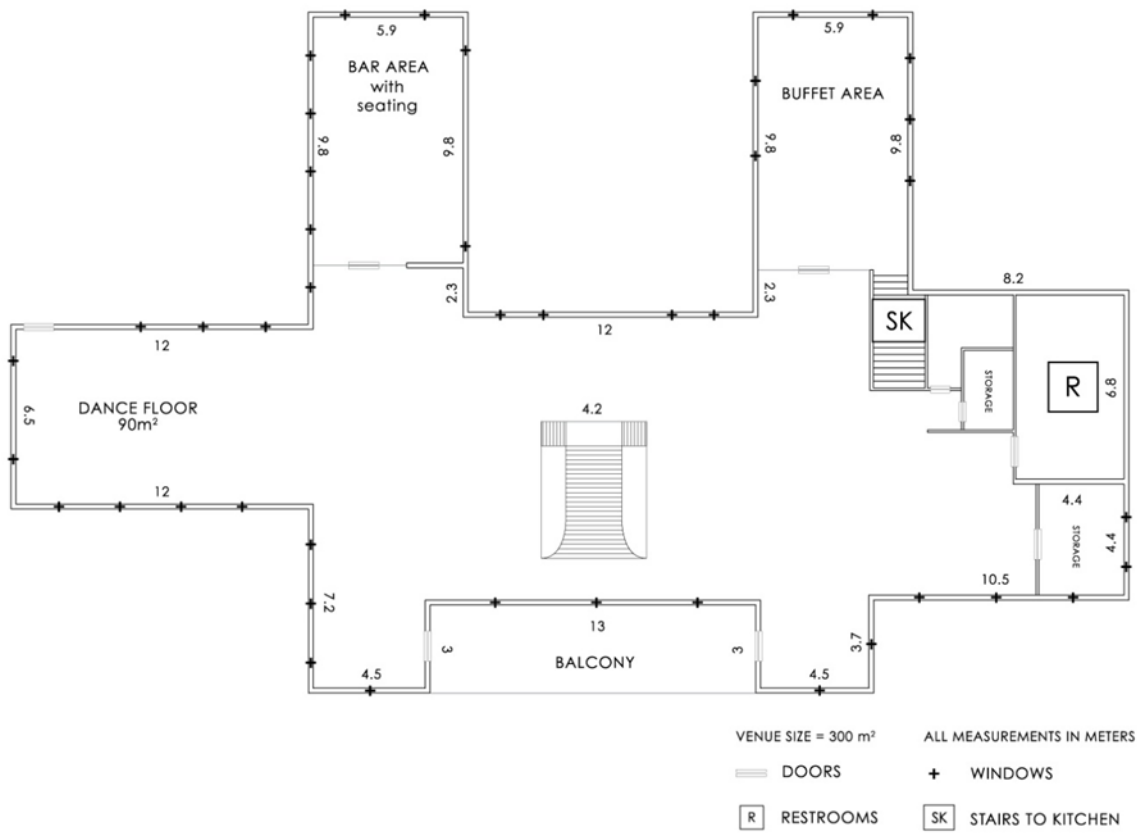
- Coordination, planning and execution of the event
- Exclusive use of the Venue on the day
- Lectern with cordless microphone and PA-system available for speeches only (upper level only)
- Ice buckets with stand
- Two Cash bar areas (including credit card facility)
- Lounge & garden furniture
- Rectangular tables for 6 guests – 2 m long & width 90 cm
- Ebony stained Tiffany chairs
- Air conditioning throughout the inside venue
- Cutlery, crockery and glassware (breakages will be charged to the clients account)
- Playroom for maximum of 6 children equipped with television and games (1 camping cot excluding 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

**Catering: (menu options available on request)**

Client Signature.....



Venue layout – Upper Level:



## Beverage List

### SOFT DRINKS

Coke 200ml	R15
Coke Light 200ml	R15
Cream Soda 330ml	R18
Fanta Orange 330ml	R18
Dry Lemon 200ml	R15
Tab 200ml	R15
Tonic Water 200ml	R15
Gingeral 200ml	R15
Lemonade 200ml	R15
Soda Water 200ml	R15
Appetiser 275ml / 1.25lt	R25 / R45
Grapetiser Red 275ml / 1.25lt	R25 / R45
Grapetiser White 275ml / 1.25lt	R25 / R45
Red Bull 250ml	R33

### CORDIALS

Lime	R8
Passion Fruit	R8
Kola Tonic	R8

### MINERAL WATER

Sparkling 500ml / 750ml	R20 / R35
Still 500ml / 750ml	R20 / R35
Oasis Still 330ml	R12

### WHITE SPIRITS

Smirnoff Vodka	R15
Gordon's Gin	R15
Mainstay Cane	R15

### WHISKY

Jack Daniel	R24
Bells	R22
J&B	R22
Jameson's	R24
Johnnie Walker Black	R35
Johnnie Walker Red	R22
Chivas Regal	R35
Southern Comfort	R22

### WINES

Du Toitskloof Merlot	R110
Du Toitskloof Sauvignon Blanc	R95
Du Toitskloof Cabernet Sauvignon	R110
Villiera Merlot) wooded matured dry red)	R110
Villiera Jasmine (Fragrant, slightly sweet white blend)	R110
Villiera Down to Earth White	R95
Villiera Down to Earth Red	R110

### BEER & CIDERS

Amstel	R24
Black Label	R21
Castle / Lite	R21
Heineken	R24
Windhoek Lager / Light	R24
Brutal Fruit	R24
Savanna Dry / Light	R24
Hunters Dry / Gold	R24
Smirnoff Spin / Storm	R24
Smirnoff Double Black	R24

### BRANDY

Klipdrift	R15
Richelieu	R15
Olof	R15

### RUM

Red Heart	R18
Captain Morgan	R18
Bacardi	R18
Spiced Gold	R18
Malibu	R18

### LIQUERS

Jose Quervo Gold	R24
Ponchos Tequila Coffee	R24
Caramel Vodka	R24
Choc Vodka	R24
Amarula Cream	R20
Apple Sours	R20
Jägermeister	R25
Pimms	R18
Peppermint Liquor	R18

### SPARKLING WINE

Pongracz	R180
Pongracz Rose	R180
JC Le Roux – Le Domaine	R95
JC Le Roux - Le Domaine (non-alc)	R80
JC Le Roux – La Chanson	R95
JC Le Roux – Sauvignon Blanc	R95
JC Le Roux – La Fleurette	R95
Monis Classique White & Red (non-alc)	R80
MCC Villiera Traditional Brut	R130
MCC Villiera Traditional Rose Brut	R130
MCC Villiera Starlight Brut	R130

All prices quoted are subject to increase at any time and without prior notice

Client Signature.....

## Terms and Conditions applicable to Functions

### 1. General

R3000 refundable breakage deposit payable when booking the Venue.

Venue hire fee does not include set up / staff / catering / beverages / décor / linen.

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.

Deposits and or 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.

Nantes Estate does not have a generator in case of a power failure. This however can be arranged prior to your function and charged to the clients account.

### 2. 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 rice or paper confetti.

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's staff cannot assist the florist, or any other supplier, with decorations, carrying of material or moving of flower arrangements. Nantes Estate's staff will not be able to assist with the placement of name tags on table settings or small gifts or any napkin binding with ribbons. This must all be organised with the decorator and florist. 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.

### 3. Bar:

We are fully licensed. The bar closes at 01H00

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 @ R40 corkage per bottle opened (750ml).

### 4. Barmen & Waiters:

These fees **exclude** VAT

Waiters are charged separately to the clients account (no additional service fee gets added)

#### **Barmen & Headwaiters @ R85.00 per hour, per member**

2 Barmen are required for more than 60 guests. (Waiter Ratio 1:15 Buffet menu / Waiter Ratio 1:10 Plated menu / Bar Ratio 1:60)

Staff transport (R180 per vehicle)

The waiters are required for the duration of your function and 2 hours before and 1 ½ hours after the function to set-up and strike.

To ensure that your function runs smoothly, the number of staff required will be calculated by Nantes Estate based on number of guest attending and type of menu selected.

Payment for waiters and barman are due 30 days prior to the function date.

**\* Public Holidays & Sundays: Double rates apply for staff booked on these days.**

### Menus:

**Plated menu options on request (maximum 120 guests). Additional waiters are required when a set menu is served.**

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)

We have 3 exclusive caterers at Nantes Estate. Menu on request. Food tasting can be arranged with preferred caterer.

**NB: All prices quoted are subject to increase at any time and without prior notice**

### 5.Sound:

All DeeJay's 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.

### 6.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.....

**Bookings & Conditions:**

1. Bookings will not be confirmed without receipt of the completed confirmation sheet, signed agreement and payment of the deposit of the venue fee and the deposit for breakages. Only faxed or emailed confirmation will be accepted. All correspondence must be made via email/fax.
2. Provisional bookings are valid for 7 days, where after the venue fee 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 or fax within this period.
3. Should you cancel your confirmed booking 3 months prior to function date, full payment of the Venue fee is payable. Should you cancel between 4 or more months prior to the function date, any paid deposits will be forfeited
4. Should your function be cancelled within 7 days of the function a 100% cancellation fee, based on the estimated costs, calculated on the number of guests confirmed 30 days prior to the Wedding date (including accommodation / staff / catering / beverages).
5. Should you postpone your confirmed function date; your deposit will be forfeited.
6. Final numbers must be confirmed 30 (thirty) days before your function and this will be the minimum bill deposit charged to your account. 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
7. 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.
8. Indemnity: 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.
9. Children are most welcome to Nantes Estate; however adult supervision is of the utmost 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.
10. Kindly note that smoking is not permitted in the function venue. The venue has demarcated outdoor areas where smoking is allowed.
11. Lost/found items must be collected within 7 days, if not collected it will be sponsored to charity.
12. All prices quoted are subject to increase at any time and without prior notice
13. Kindly note that we do not have hotel/guesthouse rights and we are therefore not permitted to serve meals, snacks or refreshments to the public. Should special catering be required, please make such arrangements with the manager or coordinator prior to the function.

**Terms and Conditions accepted**

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

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

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

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

\_\_\_\_\_  
Nantes Manager: Full Names

\_\_\_\_\_  
Nantes Manager: Signature

## CONFIRMATION SHEET & CLIENT ACCOUNT PARTICULARS

<b>CLIENT INFORMATION</b>			
<b>BOOKING / FUNCTION NAME</b>			
<b>FUNCTION DATE</b>			
<b>FUNCTION TYPE (please select)</b>	<b>Superior Room</b>	<b>Standard Room 1</b>	<b>Standard Room 2</b>
	<b>Conference</b>	<b>Cocktail Function</b>	<b>Year-end Function</b>
	<b>Breakfast Function</b>	<b>Lunch Function</b>	<b>Dinner Function</b>
	<b>Matric Dance</b>	<b>House Dance</b>	<b>Launch / Expo</b>
<b>Function duration (from start to end)</b>			
<b>Number of Guests ±</b>			

<b>Company Name</b>		
<b>Full Name of Director</b>		
<b>ID Number (copy of ID required)</b>		
<b>Company Registration Number</b>		
<b>Company VAT Number</b>		
<b>Physical Address</b>		
<b>Telephone Numbers</b>	<b>Office</b>	<b>Direct</b>
	<b>Cell phone</b>	<b>Fax</b>
	<b>Email Address</b>	

<b>Full Name of Company Managing Event</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>Home</b>
	<b>Cell phone</b>	<b>Fax</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>Home</b>
	<b>Cell phone</b>	<b>Fax</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>Deposit Paid and date Paid</b>	
<b>Payment Reference (Function Date)</b>	

Should you want to secure your booking, please complete the confirmation sheet 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

\_\_\_\_\_