

SELF-CATERING INFORMATION

Please read through the following very carefully as the info is different to the standard wedding information.

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1) VENUE HIRE FOR SELF-CATERING

Season	Saturday	Sunday	Fridays & Public Holidays	Monday to Thursday	Min nr of guests required	Surcharge per head
LOW SEASON : MAY, JUN, JUL, AUG	R17,500	R15,000	R15,000	R12,500	50	R50
HIGH SEASON: JAN, SEP, OCT, NOV	N/A	R17,500	R16,500	R14,500	50	R50
PEAK-SEASON : FEB, MAR, APR	N/A	R17,500	R17,500	R15,500	80	R65
HIGH-PEAK : DEC	N/A	R18,500	R18,500	R17,500	80	R65

VENUE HIRE INCLUDES:

- ✓ Exclusive use of the venue. We only host one function per day
- ✓ Reception Hall & front garden area
- ✓ Round tables (14) Excludes table cloths
- ✓ Ruckstack chairs (140)
- ✓ Buffet tables (3)
- ✓ Standard setup & cleaning of venue ; excluding cleaning of kitchen
- ✓ Event Manager
- ✓ Barman
- ✓ Parking attendant (1)
- ✓ Scullery staff (2)
- ✓ Use of the kitchen (which will be supervised by a Blue Horizon Estate supervisor)
- ✓ Please note that allocation of above will be based on the final number of people confirmed 21 days prior to the function date

YOU / YOUR CATERER ARE TO PROVIDE:

- All cutlery, crockery, cookware, serving utensils, chafing dishes, serving dishes, urns etc
- Waiters (You also have the option of using Blue Horizon Estate's waiters. Please refer to our price list)
- Five (5) signs clearly stating that the catering was not provided by Blue Horizon Estate

Please note:

All aspects of the bar, alcohol & beverages (except corkage as explained on page 3), as well as all aspects relating to the décor and flowers for the function will be provided by Blue Horizon Estate, and you therefore acknowledge and agree that all aspects relating to the afore-mentioned will be sourced by Blue Horizon Estate and Ruva Décor Design.

2) FOOD & BEVERAGE

Menu Surcharge

- A menu surcharge per person applies when outside caterers are used
- Children under the age of 3 years will not be charged the menu surcharge
- Please note that should you have less than the minimum required number of guests, a surcharge per person short of the minimum number of guests will apply (Please see the venue hire table on page 2 for the minimum number of guests required)
- Should the actual number of guests exceed that of the guaranteed number given, billing will then be charged on the actual number of guests
- Final numbers are to include DJ's, photographers etc

Bar Services

- The bar at Blue Horizon Estate is fully licensed
- The use of Blue Horizon Estate's stocked bar and barman is compulsory. The client has the option of a non-alcoholic bar

Various billing options are available:

There are a number of ways to organize the workings of the bar on your wedding day

- ✓ **Cash Bar:** Your guests pay for their own beverages at the bar
- ✓ **Limited Tab:** You select a monetary tab limit that you will pay towards the bar. Once the limit is reached then the bar changes over to a cash bar
- ✓ **Open Tab:** Your guests may drink anything at the bar for the entire evening and you settle the full tab before departure

If you choose to have a limited tab, then you will have the option to set a new limit on the evening

NB. Regarding bar tabs:

A credit card would need to be left with the barman and full and final settlement of the total bill must be paid at the end of the function.

- Guests who wish to run a tab must provide the barman with a credit card. (Debit cards, car keys & driver's licences are not acceptable)
- No alcohol will be served to any person under the legal drinking age of eighteen, and no alcohol may be bought for any person under the legal drinking age of eighteen
- We require clients to brief us regarding their bar requirements
- Special requests such as specific brands of liquor / wines can be provided for if requested no later than 21 days in advance
- Bar items are subject to availability and prices may change without prior notice
- Absolutely NO spirits, beer, soft drinks or food is to be brought and consumed on the premises without prior consent of Blue Horizon Estate Management. Non-compliance to this will lead to items being confiscated. This may also lead to immediate dismissal / eviction from Blue Horizon Estate's premises
- Guests are not permitted in the bar at any time
- Blue Horizon Estate reserves the right to close the bar at any time should there be any irregularities on the guest's behalf
- Last rounds are called half an hour before your function time is over
- Blue Horizon Estate will provide all bar glassware. Should there be a specific glassware required that we do not stock, then this would need to be rented in by the catering company or client, and be dropped off 2 days prior to the function and must be clean and in crates
- Bar closes at 24h00 for evening functions. Extensions can be made by prior arrangement until 2am as per our liquor license. An hourly venue hire rate after 24h00 will apply. Please enquire what the after-hours seasonal rate will be for your function.
- A 10% gratuity fee is applicable for bar tabs. Please note that this fee is non-negotiable

3) CORKAGE RATES

- You may bring in up to 4 bottles of 750 ml wine per table. A corkage fee of R45 per bottle of wine applies. Additional wine can be ordered through the venue
- Corkage rates are only available for 750ml bottles of wines and/or champagnes
- Prepaid corkage items must be delivered the day prior to your event
- Only prearranged corkage items will be allowed

4.) RULES PERTAINING TO THE USE OF BLUE HORIZON ESTATE'S KITCHEN

Please note that the following rules and regulations are there to protect all parties concerned. Therefore, please read through the following points carefully. If anything is unclear, please do not hesitate to contact the coordinator assigned to your function, and she will set up an appointment with the Head Chef to clarify any points and/or questions you may have.

- Kindly note that all rules for self-catering packages must be adhered to at all times in order to uphold the standards of the venue
- **A meeting with Blue Horizon Estate's chef and the client's caterer must take place at least 3 weeks prior to the function to discuss all kitchen and scullery rules and regulations. Failure to do so will result in the caterers not being allowed in the kitchen**
- Blue Horizon Estate will under no circumstances provide any cutlery, crockery, glassware, serving utensils etc if this was not previously arranged
- The caterers and staff are to be dressed appropriately and are to wear chef's hats / hygiene nets at all times when in the kitchen / scullery area
- All electrical equipment must be in a good and safe condition and no plug points may be overloaded
- Caterers are to provide a sufficient amount of cleaning staff with cleaning materials as well as a sufficient amount of waiters to assist in the serving and clearing of plates etc. General cleaning procedures such as clearing plates into dustbins before washing must be adhered to.
- All equipment that does not belong to Blue Horizon Estate's must be removed on the same day as the function
- Blue Horizon Estate will not be held responsible in any way should loss or damage occur to equipment being brought in from outside caterers. All equipment brought in must be safe without any hazards. Equipment that does not meet these standards will not be allowed
- All chafing dishes, serving utensils etc. must be clean before being presented to guests
- Neither Blue Horizon Estate's staff nor chef is responsible for the serving or dishing up of food
- The caterer is responsible for the feeding of Blue Horizon Estate's staff once all guests have eaten
- Blue Horizon Estate's kitchen is to be left in a clean and tidy manner once the function is done. Failure to do so will result in a R1000-00 cleaning fee
- Failure to adhere to the kitchen rules will result in the caterers and staff being asked to vacate the kitchen and scullery area, in which case neither Blue Horizon Estate's nor any member of its staff will be responsible / liable for the consequences thereof
- When booking a self-catering wedding / function, you are obligated to print at least 5 messages to be displayed that clearly states that Blue Horizon Estate's did NOT cater for your function.

5) FUNCTION STAFF

- An Event manager and barman, parking attendant (1) and scullery staff (2) will be available for 8 hours
- Waitrons and/or runners can also be provided by Blue Horizon Estate. Please enquire about our rates
- Coordination Services: Assistance from our coordination team is available, by appointment, to all clients throughout the planning stages of their wedding / function
- Due to the busy nature of the industry, meetings with a coordinator is strictly by appointment, ensuring that the coordinator can give you their full undivided attention
- Waiters and barman are available for a maximum of 8 hours per function
- Waitrons and bar attendants cut off time is 24h00 for evening functions, unless by prior arrangement and written consent by Blue Horizon management
- Should waiters or barmen exceed their usual 8 hour working period due to your prolonged function, the client will be charged for the overtime per waiter, per bartender, per supervisor per hour, and the balance must be settled on the evening
- A 10% service fee on beverage applies. Please note: This fee is not negotiable

6) FLOWERS & DÉCOR

- You acknowledge and agree that all aspects relating to the décor and flowers for the function will be provided/ sourced by Blue Horizon Estate and Ruva Décor Design. You may therefore not contract with any third party supplier of flowers and/or decor to provide the aforementioned goods for any function to be hosted on our premises
- Flowers are subject to seasonal availability and prices are influenced by market value
- Clients are free to make use of their own suppliers regarding photography, musicians and stationary
- To assist you further, our coordinators can supply you with a list of recommended services providers upon request
- Bedouin tents must be sourced through Blue Horizon Estate or Ruva Décor Design

7) SUPPLIERS, SET-UP & BREAK DOWN

- Due to the demand for the venue, we unfortunately cannot guarantee that you can setup the day prior to your function. A time & date will be confirmed by your coordinator closer to the time
- Setup should be completed no later than 4 hours prior to your function / guests arrival time
- Please ensure that all deliveries and collections are done during office hours. (Mon to Fri 8h00 to 17h00)
- Please note: Should you prefer to use your own service providers; then we cannot take any responsibility for quality, late deliveries or incorrect orders delivered
- All service providers must have the correct and valid licenses and / or certificates for their services. DJs / entertainers / other service providers are to adhere to all Blue Horizon Estate's rules and regulations at all times
- Music must be turned down / immediately off upon instruction from Blue Horizon Estate management
- All wires / cables must be neatly taped to the floor with insulation tape & speakers should be placed where they are not an obstacle and/or safety hazard for guests, employees and staff alike
- **It is the duty of the client booking the function to communicate these rules & regulations to the entertainer/s**
- No fixtures, fittings or electrical points may be tampered with
- The standard setup for your function will be executed by Blue Horizon Estate. Standard setup refers to; Tables and chairs, as well as any items belonging to Blue Horizon Estate in terms of the agreed rental items
- Please refer to point 3 – function staff, regarding set-up fees and times
- Decor and props must be removed from the venue at a time and date specified by Blue Horizon Estate.
- **Please note: Certain items and services can be supplied by Blue Horizon Estate. Please refer to our price list**

8) TIMES

- A function is a standard 8 hours (Starting from guest arrival) This does not include the set-up time
- Blue Horizon closes at 24h00 for evening functions. A venue fee of R2300 per hour thereafter will apply.
- Last rounds for evening functions will be called at 23h30. Extensions are only allowed until 02h00am according to our liquor license
- Cleaning of the venue will commence half an hour after your function time is over

9) BREAKAGES & DAMAGES

- A refundable retainer of R2500-00 will be payable in case of any loss or damages to Blue Horizon estate's kitchen equipment property
- Blue Horizon Estate's reserves the right to charge for any breakages / loss / damage that may occur as a result of the client, his/her invitees, employees, relatives or service providers utilising the venue or any of its facilities and/or equipment, glassware, cutlery, crockery, table linen, napery, kitchen equipment, buildings, garden, etc
- The client will be responsible for any amounts exceeding the retainer amount for any damages or loss of Blue Horizon Estate's property
- A representative of Blue Horizon Estate's will jointly inspect all items and facilities with the client before and after the function
- Neither Blue Horizon Estate nor its agents or employees shall be liable for any loss or damages which may be caused to the property of the customer or its guests', nor for any injury or loss of life of the customer or its guests', by any means whatsoever, including but not limited to any Act of God, unless the aforementioned loss, damage, injury or death is attributed to Blue Horizon Estate, its agents or employees' gross negligence.
- The customer further indemnifies and holds harmless Blue Horizon Estate against any claim that may be made against the Company or by any third party relating to the provisions of the clause
- Blue Horizon Estate will not be held liable for unforeseen service interruptions such as water, electricity or sanitation
- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Blue Horizon Estate's property. This includes buildings, cutlery, crockery, equipment etc. This does not include damage by Blue Horizon Estate's staff
- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Blue Horizon Estate's property and/or injury that may occur in the entire venue, kitchen or scullery area
- Should instances such as blocked drains occur due to noncompliance, the client will be charged for services such as the unblocking of the drains

10) ACCOMMODATION

Please note: The rooms are exclusively available for the guests attending a function at Blue Horizon Estate

Blue Horizon Estate offers the following accommodation:

- | | |
|--------------------------------|-------------------------|
| 🛏 A luxurious sea-facing suite | R1850 per night |
| 🛏 Twin rooms (2) | R550 per room per night |

Check-in: from 14h00 to 18h00

Check-out: from 8h00 to 10h00

- Early check-ins or late check-outs can be arranged at an additional rate per hour per room & is subject to availability of the room.
- All rooms are non-smoking
- Breakfast for guests is charged at R95-00 per person & must be pre-booked and prepaid no later than 24 hours in advance
- Accommodation is subject to availability
- **Accommodation bookings** are secured by a 50% non-refundable deposit & the balance is payable 7 days prior to the reservation date
- We can also provide you with a list of accommodation in and around Simons Town

VERY IMPORTANT: Please inform us if you will be checking in later or checking out earlier as we do not have a 24 hour reception desk

11) GENERAL

- Viewings, meetings or rehearsals are by appointment only
- Due to new legislation, smoking is strictly prohibited in-doors
- Please note that the hall can accommodate a maximum of 120 seated guests with a dance floor, and 140 seated guests without a dance floor. 140-300+ for a cocktail styled function. If a marquee or Bedouin tent with flooring is rented in, then the outside area can take up to 300+ people seated
- Final number of guests are to include DJ's, photographers etc
- No loud music or hooting will be allowed in drive ways or parking areas
- No paper, polystyrene, rice, feathers, sparklers, coloured streamers or plastic confetti is allowed, **however** Blue Horizon Estate welcomes the use of flower petals, potpourri and bubbles
- Absolutely no fireworks or biodegradable floating lanterns are allowed on Blue Horizon Estate's property
- All changes and cancellations must be made in writing by the client
- Please note that there is a minimum and maximum number of guests required on different times of the year and / or days of the week. Please refer to the venue hire clause of this document
- The person making the booking is responsible for the conduct of all guests attending
- A beach permit allows Blue Horizon Estate and Ruva Décor Design to host a ceremony on the beach, however it is still a public area and Blue Horizon Estate cannot take responsibility for the conduct of the public
- **Please be careful when using the facilities in and around the Estate premises, including but not limited to the area around the pathways and railings, as it may be slippery and dangerous.**
- **To ensure the safety of your children, it is requested that children must at all times be under the supervision of their parents/guardian.**
- **We will not be responsible for any injury or damage caused to you and/or your dependant(s) and/or your guests and/or employee(s) or their property when using the venue if the loss or damage was caused due to their failure to adhere to these safety precautions.**
- A maximum increase of 15% annually can be anticipated
- Blue Horizon Estate may utilize any photographs taken during the event for marketing purposes.

Yes

No

Signed: _____

12) BOOKING & PAYMENT

- The booking fee will be deducted from the total amount due on your final invoice
- Final payment is due 21 days prior to function date as per final invoice
- Payment can be made by cash or electronic bank transfer. **Please note we do not accept cheques.**
- Upon request, a provisional booking can be made for 7 days from the date of enquiry
- A booking fee as well as signed Terms and Conditions is required to secure your date and venue
- The venue is available from 16h00 to 24h00 for afternoon functions
- Blue Horizon Estate reserves the right to cancel the event should all outstanding amounts not be paid timeously as indicated as above
- Proof of payment must please be emailed to admin@bluehorizonestate.co.za.
- **VERY IMPOTANT –Please use your name and the date of your function as your reference. Eg. Mary & Joe / 2 Dec 2017**

13) BANK DETAILS:

Account Name: WEDFIN SA
Bank: First National Bank
Branch code: 250655
Acc. Nr. 6262 9012 501
Ref: Names / date of function

14) CANCELLATION POLICY:

Please note: in case of a cancellation, for whatever reason, the following applies:

- 50% of the booking fee will be levied as a cancellation fee for notice received 271 days – 1 year prior to the event
- 85% of the booking fee will be levied as a cancellation fee for notice received 181 days to 270 days prior to the event
- 100% of the booking fee will be levied as a cancellation fee for notice received 91 days – 180 days prior to the event.
- 100% of the booking fee as well as 100% of the full quoted amount will be charged for notice received 90-0 days prior to the event
- Any date or venue change/s will be considered a cancellation of the function
- Negligence to inform us if you are not using the venues booked due to whatever reason, will result in holding you liable for the full quoted amount
- All changes and cancellations must be made in writing by the client

15) CONTACT DETAILS

Office: +27 21 786 4013
Cell: +27 82 066 4537
Email: admin@bluehorizonestate.co.za
Website: www.bluehorizonestate.co.za
Facebook: www.Facebook.com/BlueHorizonEstate

PLEASE COMPLETE THE FUNCTION DETAIL FORM ON THE NEXT PAGE...

16) FUNCTION DETAILS. Please complete

Type of function: (Eg Wedding, Year End, Private Function etc):	
Name/s:	
Function Date:	Function Day:
Ceremony Venue (If applicable):	Start time:
Reception Venue: BLUE HORIZON ESTATE	Start time:

1st CONTACT PERSON

Full name & surname	
ID number:	
Work number:	Mobile number:
Email address:	

2nd CONTACT PERSON

Full name & surname:	
ID number:	
Work number:	Mobile number:
Email address:	

PERSON RESPONSIBLE FOR THE ACCOUNT

Full name and surname:	
ID number:	
Work number:	Mobile number:
Email address:	
Residential address:	
Postal Address:	

I hereby confirm that I have read and understand the terms and conditions as set out herein. I further agree to abide thereby and bind myself for all monies owing and arising out of the agreement.

Sign: Person responsible for account

Date

Sign: Client

Date

Sign: On behalf of Blue Horizon Estate

Date

17) SELF-CATERING PRICE LIST 2016

Please note: Certain items may require a delivery fee and a quote will be provided on request.

STAFF (8 hour shift)

Waiters	R55 per hour
Runners (Only clear tables, don't take bar orders)	R40 per hour
Additional Scullery	R40 per hour
Additional Parking attendants	R550 per parking attendant
Hostess (Compulsary)	Included
Barman(Compulsary)	Included

CATERING RENTALS

Crockery & cutlery set Includes: <i>Start knife & fork; Dinner knife & fork; Dessert spoon; Starter plate, Dinner plate, Side plate; Dessert plate, Wine glass & champagne flute</i>	R30 pp
Coffee cups, saucers & teaspoons	R8 each
Milk jugs	R10 each
Ice buckets	R45 each

SPECIAL SERVICES. A quote will be wsupplied for the following services on request

Minsiter / Marriage officiator
Musicians – Saxaphonist, duet with violinist and guitarist, Classical or jazz trio, etc
White doves for the ceremony
Speciality Cake
Transportation to & from the venue

ACCOMMODATION

Sea-facing suite (sleeps 2)	R1850 per night
Twin rooms (sleeps 2 each)	R550 per room
Continental breakfast served to the rooms (Available on request)	R95 per person

FLOWERS & DECOR

After your first consultation with your Venue Coordinator at Blue Horizon Estate, a customized package will be emailed to you.

If there are any additional items or services that you require, please do not hesitate to let us know and we will do our utmost to source it for you.

Make it memorable!

