



ELANDSKLOOF FOREL PLAAS ELANDSKLOOF TROUT FARM

R J Combrink, Dullstroom
Tel 01325 40136



BANQUETING INFORMATION 2012



WEDDINGS BIRTHDAYS WORKSHOPS
KIDDIES PARTIES TEAM BUILDING
CONFERENCES CORPORATE FUNCTIONS
YEAR END FUNCTIONS

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www.elandskloof.co.za





Dear Client,

We thank you for approaching Elandskloof as a venue and for the opportunity to provide you with particulars for your very special function. We provide a wide range of services to create a function unlike any other. Elandskloof is the ideal place for a wedding, birthday, corporate function or anniversary! A place to remember forever!

Just imagine: a beautiful natural setting, relaxed and romantic surroundings, the most amazing mountains and rocks in a picture surrounding for photos.

Elandskloof offers a natural setting with a thatched roof area or outside under a tree for your church service, a big thatched lapa area for your function. We also have sufficient affordable accommodation available to your guests to party until late and not having to drive home.

Our packages are designed to assist you to plan a perfect function or reception. We will work closely with you to ensure that all the arrangements are done in accordance with your very wishes. Our aim is to take as much as we can off your hands, so that you can sit back and enjoy.

Your ceremony will be concluded with a culinary feast. The presentation of the cuisine promises to live up to all your expectations.

Elandskloof is an unforgettable venue for your most important functions, never to be forgotten!

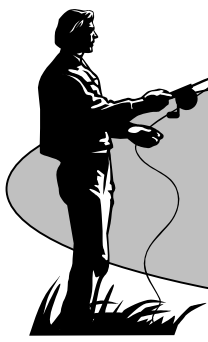
We are certain that once you have the opportunity to view our facilities and get a feel of the ambience, you will agree that it is the perfect setting for you.

We truly hope that we may be of service to you.

Farm Regards

Elandskloof Trout Farm Management





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Function Information

The following information is a short summary of important aspects. A lot of planning and organisation is required, and we like to ensure that you are familiar with the services Elandskloof offers.

Serving times

With your booking, you booked the venue for the whole day, you can have your meal when you like to and party until late. The bar can stay open until 00.30am and the music should end at mid night, these times can be extended with an extra cost of R 300 per hour.

Elandskloof provides

- Organiser on duty during the function, 15 years experience in 4* & 5* hotels
- 4 Waiters
- Bar facility, crockery, cutlery, glassware
- Glass jugs, salt and pepper, toothpicks
- Long or Square tables (round tables not included)
- Setting and laying of tables and buffet
- Main table and buffet table set up
- White table cloths (cream table cloths not included)
- Overlays – in variety colours (organza overlays not included)
- Beautiful surroundings for photo's
- Clearing and cleaning afterwards



Optional extras (by Elandskloof or client can arrange)

- | | | |
|---|---|---|
| • Chair covers | @ | R 5.00 per cover |
| • Chair bows | @ | R 3.00 per bow |
| • Napkins | @ | R 3.00 per napkin |
| • Overlays – Burchers linen | @ | R 4.00 per overlay |
| • Overlays – Organza | @ | R 7.00 per overlay (colours we have) |
| • Overlays – Organza | @ | R 10.00 per overlay (your choice of colour) |
| • 4 Flower stands (white) | @ | R 15.00 per stand |
| • 2 Outside Flower stands | @ | R 25.00 per stand |
| • 2 Stands (green) | @ | R 20.00 per stand |
| • Big white flower pot | @ | R 25.00 |
| • Glas vases | @ | R 10.00 per vase |
| • 4 Green flower pots | @ | R 10.00 per pot |
| • Gras mats for tables | @ | R 10.00 per mat |
| • Décor balls | @ | R 10.00 per table |
| • Candle Holders - Spiral | @ | R 15.00 per holder (candles not included) |
| • Candle Stands with glasses | @ | R 25.00 per holder (candles not included) |
| • Round Tables | @ | R 25.00 per table |
| • Red Carpet 10m | @ | R 180.00 |
| • Church pillows | @ | R 25.00 per pillow |
| • Bubble machine | @ | R 350.00 |
| • Smoke machine | @ | R 250.00 |
| • White drapings in lapa | @ | from R 1000 – R 3000 |
| • Draping for church | @ | from R 300 – R 500 |
| • Donkey car / horse carriage | | on request |
| • Music can be arranged | | on request |
| • Flowers can be done | | on request |
| • Accommodation can be arranged | | on request |
| • Beauty and Hair salon can be arranged | | on request |
| • Photographer can be arranged | | on request |





Costs Involved

Venue Hire

These costs are when you would like to only use our facilities:
 Please note: only a small kitchen set-up is available with basic equipment, the use of the restaurant is not included and not for hire. The Restaurant kitchen is not available.

- For your own use - full day (8am – 6pm) R 5 000
- half day (8am – 1pm / 2pm – 8pm) R 2 500
- evening (6pm – mid night) R 2 000

When you like us to do the catering and use our facilities:
 Special prices can be arranged for weddings and other functions.

- - full day (weddings) R 2 000
- weekend functions (for a weekend) R 3 500

Catering costs

The menu must be finalised 14 days prior to the function:

- Children under 4 – no charge
- Children from 4 – 10 at half price
- Non arrivals cannot be credited

The catering cost per guest may be determined by the client himself according to the attached menus. Any adjustments may be discussed with Elandskloof to suit the specific requirements of you, the client.

Please Note: the client may bring in No food or liquor.

A surcharge of R 30 per person will be charged for specialized dietary requirements such as vegetarians.

Serving costs

- Waiters : R 200 per waiter (one per 20 guests), 4 @ no charge
- Barmen : R 300 per barman (one for every 80 guests), 1 @ no charge

Bar facilities

Elandskloof holds a full liquor license and no liquor or beverages may be provided by the client or the guests thereof. (Exception for weddings, i.e. Wine and Sparkling @ R 20 per bottle) We will gladly order in any wine not on our wine list.

At the bar we can set a limit on your bar account and then switch to a cash bar. The full and final bar cost is payable to later than the end of the function.

The bar can stay open until 00.30am. For longer hours, please arrange with us in advance at an extra cost of R 300 per hour.

Booking / Deposit

After your temporary booking is made, a 25 % deposit of your estimated account must be paid within 7 days to confirm your booking, with a copy of the signed contract.

This deposit is NON-REFUNDABLE in the event of cancellation. All other monies must be paid at least 7 days before the function. Elandskloof reserves the right to change times for payments.





Breakage Deposit

A deposit of an R 1000 for breakages, loss and damages will be required together with the rest of the catering cost. This will be refunded within one month after the function, but less any breakages, loss, cleaning cost for florist and time after 24h00, and damages caused by the client or any persons connected to the client.

Banking Details

Account Name: Elandskloof Forel Plaas
Account Number: 622 869 29 511
Branch Code: 270351
Bank: First National Bank
Branch Name: Belfast

Please forward a deposit slip when paying by electronic transfer or direct payment into our account to: 086 614 2650. Specify date of function and name on payment advice.

Final Arrangements

In order to enable us to make your function a true success, we will contact you approximately two weeks prior to the function to do the final arrangements. Final number of guest must be confirmed 7 days prior to the function.

Final Booking and Payment

The final booking will only be confirmed upon receipt of the full outstanding balance of the complete function account. Elandskloof reserves the right to cancel any booking if the account is not settled at the latest 7 days prior to the function date.

Cancellation Costs

Should the client cancel the event, the following cancellation charges will be applied:

Up to 30 days prior to event	-	25% of anticipated account
Between 30 and 7 days prior to the event	-	75% of anticipated account
Between 7 days and day of arrival	-	100% of anticipated account

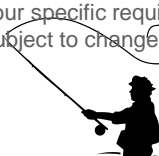
Final Account

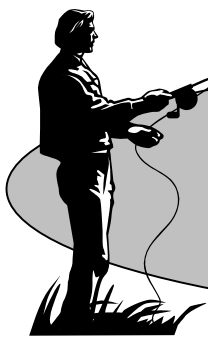
In certain circumstances, consumption levels are difficult to foresee. Although we do our utmost to prevent such a situation, the possibility of guests consuming more than their respective allowance cannot be avoided. In an unlikely event of this kind, the Farm cannot accept responsibility and all items confirmed and the client must settle their respective costs. All differences from the pro forma invoice to the actual account to be paid on departure.

MENUS

In order for us to cater for all your requirements, we have designed various menu options from which to choose. Attached hereto are some of Elandskloof's best traditional South African cuisine, served in true South African hospitality, for you and your guests.

Please do not hesitate to contact us regarding your specific requirements. We invite you to discuss them with us, and we will advise you accordingly. Please note price are subject to change without prior notice.





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PRICE'S

*Children between 4 - 10 is half price, Children under 4 eat for free
Prices are subjected to change without prior notice.*

Farm Breakfast @ R 50 per person

Summer Breakfast @ R 60 per person

Brunch @ R 75 per person

CHOICES FOR LUNCH AND DINNER

From 20 to 150 persons

Choice 1 - R 115

- No Starter
- 1 Meat dish
- 2 Starches
- 2 Vegetables
- 2 Salads
- 1 Dessert
- Coffee and Tea

Choice 2 - R 140

- 1 Starter /2 buffet
- 1 Meat dish
- 2 Starches
- 2 Vegetables
- 2 Salads
- 2 Desserts
- Coffee and Tea

Choice 3 - R 165

- 1 Starter /2 buffet
- 2 Meat dishes
- 2 Starches
- 2 Vegetables
- 3 Salads
- 2 Desserts
- Coffee and Tea

Choice 4 - R180

- 1 Starter / 3 buffet
- 2 Meat dishes
- 2 Starches
- 3 Vegetables
- 4 Salads
- 2 Dessert
- Coffee and Tea

Choice 5 - R195

- 2 Canape's
- 1 Starter / 3 buffet
- 2 Meat Dishes
- 2 Starches
- 3 Vegetables
- 4 Salads
- 2 Desserts
- Cheese and Biscuits
- Coffee and Tea

Choice 6 - R 210

- 3 Canapé's
- 1 Starter / 3 buffet
- 3 Meat Dishes
- 2 Starches
- 3 Vegetables
- 4 Salads
- 3 Dessert
- Cheese and biscuits
- Coffee and Tea

POTJIE KOS

Types of potjies available:

- Chicken
- Lamb
- Beef
- Venison

Choice 1 - R 105

- (Min 15 persons)*
- No Starter
- 1 Pot
- 2 Starches
- 3 Salads
- 1 Dessert
- Coffee and Tea

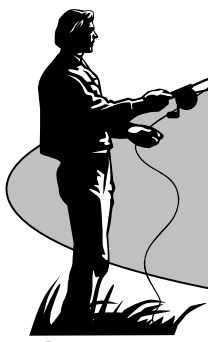
Choice 2 - R 120

- (Min 15 persons)*
- 1 Starter
- 1 Pot
- 2 Starches
- 3 Salads
- 1 Dessert
- Coffee and Tea

Choice 3 - R145

- (Min 30 persons)*
- 1 Starter
- 2 Potjies
- 2 Starches
- 4 Salads
- 1 Dessert
- Coffee and Tea





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SPIT BRAAI

Lamb Braai - R 125

(Min 40 persons)
Pap en sauce
2 Salads
Pot brood with butter and jam
1 Dessert
Coffee and Tea

Lamb/Pig/Venison Braai - R 145

(Min 80 persons)
Pap en sauce
Potato bakes
2 Salads
Pot brood with butter and jam
1 Dessert
Coffee and tea

BRAAI

Meat available:

- Lamb chops
- Steak
- Kebabs
- Wors
- Chicken
- Venison

Choice 1 - R 120

2 Meats
Pap en sauce
2 Salads
Pot brood with butter and jam
1 Dessert
Coffee and tea

Choice 2 - R 140

3 Meats
Pap en sauce
Potato bakes
2 Salads
Pot brood with butter and jam
1 Dessert
Coffee and tea

FINGER SNACKS

(1 ½ per person of each item is made)

Choice 1 - R75

4 Savoury
2 Sweet

Coffee & Tea

Choice 2 - R95

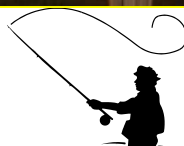
5 Savoury
3 Sweet

Coffee & Tea

Choice 3 - R 115

6 Savoury
4 Sweet

Coffee & Tea





TERMS AND CONDITIONS OF THE FARM

1. **Bar** – opening hours from the start of the function until 12.30am. Music can be played until midnight. If you require additional times please arrange with the farm prior to the event, an additional charge may occur.

Due to licensing laws, you are not permitted to bring in your own Alcohol.

Please note that the Licensing Laws are strict concerning the provision of alcohol and the Farm management are responsible for ensuring that no infractions take place. You are requested to ensure that all members of your party behave in such a way that Licensing Laws are not breached.

2. **Credit facilities** - Regrettably, we do not offer credit facilities. In all events, we will issue a pro-forma invoice and ask that all monies be settled seven days prior to your function.
3. **Storage** - Elandskloof will conditionally be prepared to make storage and preparation facilities available for goods like flower arrangements, décor, wedding cakes, gifts, etc., 24 hours prior to the function time.
4. **Set-up** – All decorations are to be discussed with management to ensure that no damage is done to the venue. Décor, set-up and flower arrangements must be completed three hours prior to commencement of the function in order to allow us to do final clearing, cleaning and preparing of catering. Any own décor needs to be cleared by 10.30 the next morning, failing which either a clearing charge will be raised or items may be taken by us for other use.

If the client makes use of their own chair covers etc, the client is responsible for dressing the chairs, if the client however wants us to do it, there will be a service charge of R 2.00 per chair.

5. **Decorating** – Flowers can be done for an extra charge. The client is responsible for any table decorations and venue decorations. You have to supply your own serviettes (only weddings) or we can do it for an extra charge.
6. **Final Invoice** - In certain circumstances, consumption levels are difficult to foresee. Although we do our utmost to prevent such a situation, the possibility of guests consuming more than their respective allowance cannot be avoided. In an unlikely event of this kind, the Farm cannot accept responsibility and all items confirmed and the client must settle their respective costs. All differences from the pro forma invoice to the actual account to be paid on departure.
7. **Damage:** Candles must be placed in appropriate containers to prevent the wax from dripping onto the linen or carpet. Any linen damaged due to red wine etc. Any damages will be deducted from the breakage deposit received.

Equipment - is hired on the understanding that it will be handled with care during the hire period. Any items lost or damaged because of negligence by the client will be charged for. Please do not hesitate to ask if you need any instructions for operating the equipment.

The client will be directly responsible and will be charged for any breakages, loss and damages regarding the property, venue, building, furniture, carpeting, linen, cutlery, crockery, utensils etc, caused by the client, guests, florists, disco, entertainers, suppliers or any persons associated with the client.

8. **Other Charges** - Unless otherwise advised in writing and officially acknowledged by the Farm, the client will be deemed responsible for all charges incurred during the event.
9. **Smoking** – According to the smoking laws, smoking is not allowed in the function halls.
10. **Confetti** – any flower petals, bubble confetti or streamers may be used as confetti. Strictly, no paper confetti is allowed.





11. **Final Numbers** - Confirmation of final guest attendance numbers is required seven days prior to arrival of the group. The number of guests may then be reduced by no more than 10%, until 48 hours prior to the event. Thereafter this figure or actual attendance, whichever is greater, will be charged for. **Catering charges for non-arrivals cannot be credited.**

12. **Food and Liquor** – No liquor or food leftovers may be taken from the venue, whether by way of “doggy bags” or in whatever manner, and may only be consumed in the venue.

13. **Accidents** – Elandskloof Trout farm or any of its employees do not accept responsibility or liability for loss, damage or theft by whatsoever cause concerning any items brought into or left in the venue by anybody, or loss or injury to persons due to negligence or any other causes whatsoever to the property of life of the client or persons associated with the client.

Elandskloof Trout Farm – reserves the right to cancel any booking forthwith in the event of any damage or destruction of the venue by any cause, or due to shortage of labour, strike, industrial unrest, power failure, order or non-approval by the local authority, or any other cause beyond control of the management, or due to any Act of God, which shall prevent it from fulfilling its obligation. Elandskloof does not accept responsibility of liability of any kind of loss or inconvenience of any nature due to the above causes.

14. The payment of the 25% secures the booking and is non-refundable in the event of cancellations. No provisional bookings will be allowed.

Cancellation - Should the client cancel the event, the following cancellation charges will be applied:

Up to 30 days prior to event	-	25% of anticipated account
Between 30 and 7 days prior to the event	-	75% of anticipated account
Between 7 days and day of arrival	-	100% of anticipated account

15. No changes, alterations, variations or cancellations of any of the above conditions as well as the signed arrangements shall be binding on Elandskloof unless agreed thereto in writing.

I, by my signature hereto, agree to bind myself as surety for all amounts that may be due or become due and owing by the client to Elandskloof from time to time and during the duration of the contract.

16. The venue hire may be extended after 24h00 at an additional charge of R 450 per hour.

Please contact us if you require any additional information.

