

The Terrace

AT OLIEWENHUIS

Ideal Catering Contractors
T/A The Terrace Coffee Shop and Restaurant
VAT: 4910204321

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Function / Wedding of: _____

Contact Person: _____

Tel: (w) _____ Mobile: _____ Fax: _____

Email address: _____

Postal Address: _____

Physical Address: _____

VAT Reg. No: _____

Date of Function: _____

Number of Delegates: _____

Arrival Time of Delegates (Weddings and Dinner functions not earlier than 17h00):

Type of Menu: Breakfast: Dinner: Lunch: Wedding:

Venue hire paid: The Terrace R _____ The Reservoir R _____

Deposit paid: _____

Any special requirements:

1. Wedding Receptions, Formals and Corporate Functions

The Terrace:	Minimum guest	-	60 pax with or without dance floor
	Maximum guest	-	100 pax with dance floor outside
The Reservoir:	Minimum guest	-	100 pax with or without dance floor
	Maximum guest	-	250 pax without dance floor
	Maximum guest	-	200 pax with dance floor

Please note that the minimum guest amount required for each venue is the amount of guests you will be invoiced for in the event that the final number of guests confirmed is less than the required minimum.

Tables:	Round Tables of 8 pax – comfortable
	Round Tables of 10 pax – comfortable
	Round Tables of 12 pax – less comfortable, but does fit

Please note that amount of guests in each venue may change depending on the table setting, layout and menus !!

Due to new legislation, smoking is not permitted in the two above-mentioned venues. We would appreciate it if you would inform your guests accordingly. We would like to bring to your attention that excessive loud music will not be tolerated as we are in a residential area.

The client will accept full responsibility for any damage. Should any damages to any part of the interior of the premises, fixtures, fittings, artworks or any other property belonging to Oliewenhuis Art Museum or The Terrace occur during a function, the client shall be held responsible for all costs and will be billed accordingly. Whilst every precaution will be taken to ensure the safeguarding of your belongings, Ideal Catering Contractors or their staff will not be liable for loss or damage to any property whatsoever. We strongly recommend that all personal and valuable property be removed directly after the function. We as management do not accept any responsibility for injury, loss or damage to you or your guests or their property. As we are renting the facility from the National Museum, no artworks may be removed or damaged. You, the client will be held solely responsible for any damages.

Drapings and fairy lights in the Reservoir must be discussed with management before the function, as there are some restrictions. No permanent alterations are allowed, this include nails or hooks in the walls, roof or frames. If confetti are being used at anytime during a function or event it must be eco friendly for example: Rose petals, Popcorn, Rice or Bubbles.

1.1 Coordination

Our management team is available for assistance with all the phases of planning your function. Please feel free to visit or contact us at any time. If you need any information regarding photographers, florists, etc. please ask us for their details, we will be happy to assist you. We do have some candle holders and candle holders with flower bowls available to rent discuss your requirements with the coordinator.

Church Ceremonies for weddings can be arranged in a few of the nearby churches please ask you function coordinator to supply you with the contact details of churches in close vicinity. This arrangement is between the client and the church and Ideal Catering Contractors will not be part of this arrangement.

Please note that no flowers are allowed to be prepared on the premises due to the fact that we still need to run the restaurant as normal and do not always have the appropriate space. Our cleaning staff will not be responsible to clean-up after the florists, DJ's, etc. A meeting will be arranged with you one week prior to your function in order to discuss final arrangements and procedures / programmes to be kept by.

Please note that assistance with decor and detail should be arranged with the event coordinator. There will be a fee levied for this services based on what detail should be assisted with and amount of decor that needs to be performed for function. Please note we don't pay any commission fees to any agents, event coordinators, wedding planners or any party organising and event on behalf of any client or any third party involved.

Sign: _____

1.2 Set-up times and Break-down times

The venue is available on the day of the function from 08:00 and functions may not end after 24:00, unless otherwise arranged with the manager on duty at the function. Please note there will be an additional charge of **R1000.00 per hour for every hour after 24h00 as an overtime fee.** This money must be paid on the evening of the function in advance for every hour directly to the manager on duty or he/she serves the right to end the function at 24h00. All items belonging to the client must be removed by **09:00 the following morning.**

An additional cost of **R500.00** will be levied per hour if articles are not removed. This includes items belonging to other suppliers like florists, etc. If the venue is required a day prior to the function or a day after the function, an additional cost of **R600.00 per day** will be levied. Availability however depends on business operation and cannot be verified until one week prior to the function. The additional day refers to normal business hours from 8h00 to 17h00, if more time is required special request must be made to function coordinator and might affect the costs.

1.3 Parking and Security

Parking at Oliewenhuis is at own risk and we do not accept any liability to personal loss or damage. Unfortunately, in the past guests attending functions have damaged works in the garden. As we are part of, and work in collaboration with the Art Museum, one of our main concerns is the safety of the artworks. Full responsibility rests on you, the client to inform your guests attending functions of this. A security guard will be on duty to assist us at a cost of **R350.00, which is for your account and compulsory. Please note that this security guard will only be watching the sculptures in the garden, not the art in the Reservoir or any of the cars. A car watch, who works on a tip basis ONLY, will still be on duty.**

2. Regulations concerning functions

2.1 Menu's

No outside caterers are allowed onto the premises. Food may not be brought onto the premises and food may not be taken off the premises, so under no circumstances will we allow take-aways at a function or wedding. Please take note we don't do menu tastings.

Food Service Waiters (Plated or Buffet Style):

Waiters at functions will be charged at R 200 per waiter per function and you can budget on waiter service accordingly:

60 guests	2 Waiters
80 guests	3 Waiters
100 guests	4 Waiters
120 to 150 guests	6 Waiters
150 to 200 guests	8 Waiters

Please note the above waiters are there to serve food and clear tables and under no circumstances will they be beverage waiters. If you require beverage waiters please request this specifically at your function coordinator as this service must be arranged.

We provide you with our basic menus, according to your needs and type of function requested. Our extensive menus are interchangeable to accommodate your personal requirements as far as possible. Please feel free to contact us in this regard to meet your specific needs. Some of our menus form part of packages, if your package includes table linen and overlays then please take note that candles may not be placed directly on the linen. Ideal Catering Contractors reserves the right to remove the candles if necessary.

In the case of children attending functions, special arrangement can be made to provide them with a kiddies meal, party pack and milkshake rather than the plated meal. The kiddies plated meal is available at R 120 per child (1yr to 12yr) and includes a place setting for the child. If the meal options is Buffet then children can eat from the buffet and the children between the ages of 6yr to 12yr will pay R 120 per child and it includes a place setting. Children 6yr and younger will be free of charge. (Kiddies eating from the buffet will not receive a plated starter). We don't specialize in wedding cakes so please feel welcome to organize your own wedding cake. If you need assistance with contact numbers of suppliers for wedding cakes feel welcome to ask the event coordinator to assist.

Sign: _____

Bar Facilities

Bar facilities are available at both venues and arrangements concerning a cash, open or limit bar can be made and prior to the function. Wine lists and bar prices are available on request.

Barman Fee:

60 to 80 guests one barman required @ R 350.00

80 to 150 guests two barman required @ R 350.00 each (Total Amount R 700.00)

Additional Barman can be requested prior to the function and paid accordingly at R 350.00 per barman.

We do not allow our guests to enter the premises with any alcohol, please inform your guests of this in order to avoid any conflict. We do permit our clients to supply 2 bottles of wine per table with no corkage fee. Any additional bottles of wine will have a R20.00 per bottle corkage fee.

A credit card imprint will be required as security against your bar tab if you have settled on an open bar or limit bar for your function. An invoice will be sent to you with payment due within 7 days. Non-payment by this date will be deemed as acceptance from you for us to debit your credit card for the amount due. We will however contact you prior to this action being taken to ensure no double payments are made.

2.2 Risk / Loss / Damages

Ideal Catering Contractors will not be held liable for interruptions of services i.e. water, electricity, sanitary services etc. which are beyond our control. Oliewenhuis Art Museum did install a new generator on the premises for load shedding that we are currently experiencing, however if the generator is used during your function due **to loadshedding or power failure it will be at an additional cost of R 1000 to you the client.** This will be charged as part of the deposit which is refundable after the function if the generator was not required.

2.3 Confirmation – Deposits and Payments

All quotations are valid for seven days from the date of the quotation. **A deposit of 30% of the total bill on the estimated amount of guests is required for all functions.** Unfortunately no provisional bookings are taken, once the required deposit is paid and proof of payment has been received then only is the booking confirmed. Quotes may be sent for the same date and therefore the first client to confirm their reservation will have rights to the date. **Under no circumstances are deposits refundable.**

The final number of guests must be confirmed at least one week prior to the function and you will be billed accordingly. **Upon confirmation of final participants and at least four days before the function full settlement is required.** If the method of payment is by credit card an additional charge of 2.5 % will be levied to your account. We do prefer internet transfers.

Please note that we reserve the right to stop the ongoing of the function if the final payment has not been made prior to the function and proof has not been received.

2.4 Cancellations

Once the deposit has been paid and the client would like to cancel or postpone the function for whatever unforeseen reason the client will forfeit the full deposit amount. A cancellation fee of 100 % (one hundred percent) on the confirmed amount of guests will be made payable if cancellation takes place four (4) weeks or less from the day of the function. Please take note that cancellations must be done in writing and the fee is to compensate for loss of business.

Please be assured of our top quality, quantity and service at all times. Do not hesitate to contact us at any time regarding your special occasion.

We appreciate all feedback, favourable or constructive !

I, the under signed, hereby acknowledge the above mentioned to be legally binding.

Name: _____

Signature: _____

Date: _____