



VERGENOEGD LÖW | *Since 1696*

BOUTIQUE HOTEL AND SPA



WEDDING PACKAGES & CONTRACT

Thank you for your interest in Vergenoegd Löw Wine Estate, Boutique Hotel & Spa as the venue to host your special day. We can assure you of our highest attention to detail in making your wedding a success and a memorable experience.

WHAT WE OFFER

- Celebrate on one of the most historic Wine Estates in South Africa in a unique position between the Helderberg Mountains and False Bay, close to all the major attractions of the Cape.
- Catering by well renowned South African chef Bertus Basson.
- Award winning wines from Vergenoegd Löw The Wine Estate.
- Choose to have your ceremony on “Amelie’s Island” on the lake with spectacular views of the werf and the mountains.
- Alternatively, a dedicated ceremonial venue seating up to 80 guests is available for a chapel style ceremony, or as a backup venue in case of a rainy day.
- Enjoy a laid-back cocktail hour on the manicured lawns or in the historic homestead.
- Host your reception in the beautifully restored Clara’s Barn - one of the oldest barns in the Cape.
- Accommodation for up to 44 guests.
- Luxurious 140 sqm Honeymoon Suite (Presidential Suite) with double volume ceilings and lots of natural light, ideal to gather family and friends for the bridal preparation. An extensive outdoor terrace with a private 12 x 4-meter pool and a jacuzzi complete the experience of utter luxury.
- Book our vintage Rolls Royce to take you to the ceremony or for a photo session!
- Option to host pre and/or post wedding events on the Estate.
- Solar power as well as a back-up generator to power the entire Estate.

ACCOMMODATION

The Boutique Hotel currently offers 4 Deluxe Lodge Rooms, 4 Vineyard Suites, and a two bedroom Presidential/Honeymoon Suite, sleeping up to 20 adults.

Six additional family cottages will be completed by late 2023, accommodating another 24 guests.

Accommodation Package

It is essential that the Presidential/Honeymoon Suite and all four Deluxe Lodge Rooms are booked by the hosting party for at least two nights (the night before the wedding and the wedding night) and up to three nights during peak times and the festive season.

Additional rooms can be booked separately and qualify for a 10% discount

FOUR DELUXE LODGE ROOMS & THE PRESIDENTIAL SUITE	Romantic 2023	Summer 23/24	Festive 23/24	Romantic 2024	Summer 24/25
Sleeping up to 12 guests. Rates are based on bed & breakfast and discounted by 10%	1 May 23 to 31 Oct 23	1 Nov 23 to 30 April 24 (Except Festive Season)	20 Dec 23 to 10 Jan 24	1 May 24 to 31 Oct 24	1 Nov 24 to 30 April 25 (Except Festive Season)
2 Nights	R73 620	R94 680	N/A	R75 744	R104 400
3 Nights	R110 430	R142 020	R156 600	R113 616	R156 600

Accommodation rates include:

- VAT at the current rate of 15%
- Full breakfast
- A welcome drink
- Fresh farm flowers & fruit basket on arrival
- One complimentary wine tasting per stay
- Limited mini bar – water, soft drinks, beer, Vergenoegd Löw house red and white wine, local spirits (the minibar will be re-stocked once per day)
- Tea & coffee facilities including Nespresso
- Wireless internet access
- Personalized concierge service
- Access to the spa, gym and yoga room

Accommodation rates exclude:

- Lunch & Dinner
- Laundry
- Tours & transfers
- Telephone
- Gratuities
- Spa treatments
- Any room changeovers will be charged at an additional R1000.00 per room and change

VENUE FEES NB Venue fees apply until 30th Sept 2024 and subject to increase thereafter.

Reception Venue	Maximum Capacity	Venue Hours	Minimum spend
Option 1 Full Day Exclusivity of Clara's Barn, Clara's Restaurant and the Quad	80 guests seated	Set up from 9h00 Function to end at 0h00	R125,000.00 minimum spend on food and wine
Option 2 Non-exclusivity of the Quad for pre-drinks and Clara's Barn for the reception	80 guests seated	<u>Lunch Event:</u> Set up from 9h00 Canapes from 11h00 Function from 12h00 - 16h00 <u>Dinner Event:</u> Set up from 16h00 Pre-drinks from 17h00 Function from 18h30 to 0h00	R20,000.00 minimum spend on food and wine

Ceremony and Pre-drinks Venues	Maximum Capacity	Venue Hours	Venue Fee
Amelie's Island	80 guests seated	Set up from 9h00 Ceremony between 15h00 and 17h00	R10 000 venue fee
Ceremonial Venue	80 guests seated	Set up from 9h00 Ceremony between 15h00 and 17h00	R15,000.00 venue fee
The Homestead	80 guests cocktail style	Set up (N/A) Function from 16h00 – 19h00	R15,000.00 venue fee

The venue fees include:

- VAT at the current rate of 15%
- Use of the booked venue(s) for the stipulates set up and venue hours.
- Standard tables & chairs for the reception (as per venue booked)
- PA system for background music in Clara's Barn, the Homestead and the Ceremonial Building
- Venue manager on the day (only responsible for venue related queries)
- Clean up team after the wedding

The venue/accommodation fees exclude:

- Food & beverages (except breakfast for the in-house guests)
- 12.5% service charge on all food & beverages
- Professional waiter & bar staff (minimum of one waiter per 10 guests, one barman per 40 guests and 1 supervisor per 80 guests; minimum shift of 8 hours). Only venue approved staffing companies may be used. A quote can be supplied on request.
- Marquees and tents if required (to be quoted, booked and co-ordinated by the venue)
- Table linen and napkins for the reception
- Crockery, cutlery and glassware
- Dance floor - please note that a dance floor is compulsory to protect the floor
- Ceremony furniture and the set up (chairs/benches, gazebo, arches, carpets etc.)
- Wedding co-ordinator services, any flowers, decoration, entertainment and stationery

THE VENUES EXPLAINED

Clara's Barn, Clara's Restaurant, and the Quad

This beautifully appointed and elegantly restored venue is housed in one of the oldest barns in the Western Cape and boasts wooden floors as well as a thatched roof with exposed trusses. Despite being able to seat 80 guests on a long table, the layout of the venue can also comfortably accommodate smaller groups. The Quad is the large lawn area between the Barn and the Homestead, with beautiful views on the mountains.

Option 1 – This option allows full exclusivity of Clara's Barn, Clara's Restaurant as well as the Quad. Set up can commence from 9h00 on the day of the event, and the Restaurant will be closed to the public all day. With option 1, it is possible to have the ceremony and the pre-drinks in the Quad and/or the Restaurant. Dancing is possible in the bar area or in the Quad; however, a dance floor is compulsory to protect the floor.

Option 2 – With option 2, the wedding party will have exclusivity only of Clara's Barn for either a lunch or dinner event. No extensive décor may be set up, simple flower arrangements and table décor may be placed on the tables from the stipulated set up time and must be removed immediately after the function. Pre-drinks may be served in the Quad; however, the Restaurant is not included in this option and may be open to the public during the event. Music and dancing are not possible, except for light background music in the Barn. The Ceremony can be held on Amelie's Island or the Ceremonial Building.

Amelie's Island

The Island on the lake overlooking the werf and the mountains offers a picture-perfect setting for the ceremony. The Island is a blank canvas and easily accommodates your chosen set up of arches, gazebos, chairs or benches. It is possible to set up a tent or marquee on the Island.

Ceremonial Venue (available from early 2024)

The newly built ceremonial venue stands a short distance from the main dwellings and enjoys beautiful views of the lake and the historic homestead. The venue is ideal for couples seeking a traditional chapel set up for the ceremony, or as a back-up venue in case of inclement weather.

Historic Homestead

The graceful Cape Dutch homestead dates to 1773 and is celebrated as a National Monument to this day. With an eclectic mix of heritage pieces and modern lounge furniture, the Homestead is the ideal venue for a formal cocktail reception or a more laid back, relaxed affair. The venue includes two large reception rooms with lounge pockets, a grand sitting room with an open log burning fireplace, two smaller private dining areas, a library and a terrace overlooking the mountains, for al fresco seating.

Kindly take note that the Homestead is exclusively reserved for hotel residents and hence can only be booked if the hosting party takes over all the guest rooms in the Boutique Hotel for exclusive use.

Rolls Royce

Book our vintage Rolls Royce to take you from the Presidential Suite to the ceremony venue (including driver) – R5000.00

Photo session with Rolls Royce in the Quad – R1000.00 per hour

CATERING

Food & Menu

The catering will be provided by Clara's Barn & Restaurant. Our amazing kitchen team will prepare all the food and we do not allow outside caterers or food to be brought in, except for celebratory cakes made by a professional cake maker.

Menus and prices are subject to change and the final menu should be discussed as close as possible to the function date. Please note that the pre-determined menu will be the only menu served at the function and no additional choices will be available on the night, however, indicated dietary requirements will be accommodated. All dietary requirements need to be confirmed at least 14 days prior to the function date.

We require confirmation of final numbers strictly 14 days prior to the function and no refunds will be made if the group decreases in number thereafter.

A document outlining the sequence of events for the reception must be agreed with the Events Co-ordinator 14 days prior to the event. Our team of chefs will be using the agreed 'Sequence of Events' as a guideline to the timing of their preparations. Situations such as lengthy speeches, additional spontaneous speeches, or sudden changes in the order of events affect the efficiency of the kitchen considerably and may affect the quality of the experience.

Strictly Halaal and Kosher meals can be sources at an additional fee.

Service provider meals can be provided at an additional cost.

A service charge of 12.5% on all food applies. Should you wish to increase your gratuity, we would be more than happy to accommodate this request.

Tastings can only be arranged once the venue has been confirmed or you may join us for lunch or dinner at Clara's Barn during opening hours, to experience our offering. The tasting selection will be charged for accordingly.

Beverages & bar arrangements

We can arrange a full open bar, a limited bar, or a cash bar (a cash bar can be arranged at an additional cost of R 2 000). Credit card facilities are available.

A selection of wines from our wine list will be at your disposal. Please pre-select a maximum of 5 different wines (including MCC).

We can arrange for your favorite beer and liquor brands; however, the quantities must be confirmed before the time and any leftovers will be charged for accordingly at the applicable selling price and can be collected by the wedding party after the function. No beverages or liquors may be brought onto the premises.

The final bar arrangements must be confirmed at least 14 days before the function.

A service charge of 12.5% on all wine and beverages applies. Should you wish to increase your gratuity, we would be more than happy to accommodate this request.

All beverages are to be settled on departure. In the event of a guest not paying his/her private obligations, the client agrees to make payment to the venue on their behalf.

Vergenoegd L w requires credit card information as standard procedure, which will serve as security on the beverage account.

CONFIRMATION OF RESERVATION AND CANCELLATION POLICIES

Provisional reservation & booking confirmation

Provisional reservations will be held strictly for a maximum of 7 days; we reserve the right to release your reservation any time without prior notice, should we have not received the signed contract and a deposit.

Payment schedule

To secure the venue a signed wedding contract, along with a deposit of 50% on the accommodation and venue fee/minimum spend fee is due, which includes a non-refundable deposit of R15,000.00. The remaining 50% on accommodation and venue fee/minimum spend are due 12 weeks (84 days) prior to the function. Full payment of the booked revenue is required 4 weeks (28 days) before the function and any additional charges that occur on the day must be paid at the end of the function, prior to your departure. Please note that we reserve the right to cancel your reservation if payments are not received as per the agreed payment schedule.

All payments will be deducted in South African Rand, as per your invoice at the rate of exchange applicable on the day of transaction and converted into your currency by your bank.

Our banking details are as follows:

<u>Account name:</u>	<u>Bank:</u>	Nedbank
1696 Accommodation Pty Ltd	<u>Branch code:</u>	198765
	<u>Account number:</u>	1233940643
	<u>Swift code:</u>	NEDSZAJJ

NB We do not cover for any bank charges from overseas transfers. Payments may be processed by Mastercard or VISA credit card or debit card (NB a 2.5 % two-point five percent credit/debit card transaction fee will be charged).

Cancellation fees & Refunds

Cancellations deemed valid only if received in writing. Please ensure that you get a response acknowledging your cancellation. Refunds of monies paid are at the discretion of Management and are subject to a 15% administration fee.

Following cancellation fees apply for confirmed bookings:

- From confirmation: A non-refundable amount of R15, 000.00
- Within 12 weeks (84 days) prior to the function: 100% of the paid deposit (50% of the accommodation and venue hire fee/minimum spend fee) and other additional fees incurred.
- Within 8 weeks (54 days) prior to the function: 100% of the paid deposit (100% of the accommodation and venue hire fee) and other additional fees incurred.
- Within 4 weeks (28 days) to the function: 100% of the booked revenue (100% of the accommodation and venue hire fee, chosen menu – minimum menu charge applies in case the menu has not been confirmed yet - as well as other additional fees incurred).

Final confirmation

The final number of guests together with your agenda, menu, beverage selection, bar arrangements, service supplier list and special requirements needs to be confirmed 2 weeks before the function. The confirmed number of guests on this day will be the number that will be charged for. No cancellations will be accepted after this date. Any guests that fail to arrive will be charged for in full.

Postponement of date

If the wedding date is to be postponed for whatever reason, our general cancellation fees as stipulated above apply. A postponement will be treated like a cancellation and a new contract must be signed, keeping in mind that there might be a rate increase and the terms & conditions are subject to change.

TERMS & CONDITIONS

Wedding co-ordinator services

All weddings are required to be co-ordinated by a professional, venue approved wedding planner.

Venue hours, music & bar

Adjustments to the stipulated venue hours may be possible in co-ordination with the venue.

An earlier start time for set up can be accommodated at a fee of R3500.00 per hour. This is dependent on Restaurant availability.

Clara's Barn and Geuwels can only exclusively be booked if there are no current reservations on the selected function date.

The bar closes at precisely 0h00 and due to local noise regulations, dance music has to end at 0h00 sharp. Should you wish to extend these times, a charge of R5500.00 per hour (plus staff) will be levied. Soft background music may be played after 0h00.

A function officially ends as soon as the bar closes, and the music stops. All guests are requested to leave the premises within 30 minutes thereafter. Please take note that the management of Vergenoegd Löw Boutique Hotel & Spa reserves the right to limit the duration of the celebration and/or regulate the volume of the music at any time.

Only live-performance musicians as well as DJs that are approved by Vergenoegd Löw will be allowed.

Each indoor venue has an existing PA system for background music, however, should any additional sound equipment be needed, it would need to be hired in by the client.

Service suppliers, equipment & set-up

Delivery of equipment and set up can only commence from the stipulated time. Earlier set up times may be accommodated at an additional venue fee of R3500.00 per hour. The décor specialist will be responsible not only for the punctual set up but also for the lighting

of candles and checking that the desired ambiance is created.

All equipment, décor and structures must be removed right after the end of the event. Service providers have one hour after the function for breakdown to be completed. All set up (flowers, candles and décor) must be cleared by 9h00 the day preceding the function date. Please remember that suppliers might have a surcharge for collection on a Sunday. Should the equipment not be removed by the stated time, management will dispose of any items as it sees fit. Occurring cost hereof will be carried by the client. We therefore urge you to advise your wedding co-ordinator and service suppliers accordingly.

If the set-up is too elaborate and time consuming, we request for (an) extra day/s to be booked.

Kindly note that the Vergenoegd Löv staff cannot assist service suppliers in carrying or cleaning of equipment, in moving flower arrangements or decoration from one venue to another, nor in cleaning or washing of hired cutlery, crockery, glassware and linen.

Please remember that some service suppliers request food & beverages to be provided by the wedding party. Please ensure to advise us in advance of the requirements.

Clearing and Cleaning

Should the event require extensive waste clearing, including packaging or organic waste other than produced through the kitchen, as well as extensive decoration and chemicals, we reserve the right to charge anything from R2,000.00 for the cost of an outsourced clearing company chosen by the venue. In case the function requires extensive cleaning, e.g., heavily stained chairs, walls, carpets, etc. we will charge the invoiced amount of cleaning, from an outsourced cleaning company chosen by us, to the client at cost.

Damage of property

Malicious damage to our property, theft and excessive breakages will be charged to the hosting party at the full replacement cost. Please note that a refundable breakages deposit of R5000.00 will be added to your account. This is fully/partly refundable within fourteen days after the wedding (depending on damages/losses incurred). Please send us your banking details to receive any credit payments after your wedding.

Environmental & heritage concerns

Confetti – only biodegradable confetti may be used for the ceremony outside; confetti are not allowed inside

Balloons – while we strongly discourage the use of balloons for environmental reasons, helium balloons may be used for decoration, however, may strictly not be released

Fire – open fire or fireworks are strictly prohibited

Sparklers – are allowed, however we request for the used sparklers to be collected and discarded of immediately. Any damages caused by sparklers will be charged for.

All decorative items must be fire repellent.

Due to the historical significance of the buildings, nothing may be hung from the walls and strictly no confetti allowed inside.

In accordance with South Africa's legislation, all indoor facilities are strictly designated non- smoking areas. Smoking will only be allowed in designated smoking areas.

Cancellation of function

Please note that Vergenoegd Löw reserves the right to cancel your reservation, without liability on its part, should it be forced owing to any of the following factors: Damage or destruction of the allocated rooms or venues by fire or any other cause, any shortage of labor or food supplies, strikes, lockouts, industrial unrest, or any other causes beyond its control. In the rare case of this happening, we will do our very best to assist in finding a suitable venue for your function.

Bad weather conditions

Vergenoegd Löw takes no responsibility for outdoor events and cannot be held liable for any poor weather conditions and consequences thereof. The hiring of a waterproof Bedouin tent or parasols is to the account of the hosting party. A quote will be submitted subject to the requirements of the function. **Please note that the hiring, quoting and co-ordinating of a tent or marquee will be organized by Vergenoegd Löw and this is not negotiable.**

Children

Children are most welcome, however Vergenoegd Löw cannot be held responsible for any unforeseen mishaps and children are brought onto the premises at the parent's own discretion. Parental supervision must be maintained at all times with the responsibility for safety and well-being resting with the parents.

The final number and ages of children as well as the children's menu have to be confirmed 2 weeks prior to your function date.

Sleeping arrangements

It is strictly prohibited for in-house guests to invite non-residents to their room or suite, or for non-residents to sleep in public areas. Any guests who fail to comply will be asked to leave the premises.

Bridal preparation

Please be advised that the number of non-residents (i.e. service suppliers, bridesmaids as well as family and friends) is limited to ten additional visitors for the bridal preparation. The bridal preparation can only take place in the Presidential Suite. Non-residents are welcome to arrive from 9h00 on the wedding day and need to register at reception and provide personal details including a copy of the identity book, residential address, phone number etc. Should the number of non-residents exceed 10, we may charge a day use fee.

Check-in & check-out time

Check-in is strictly after 14h00 and check-out is strictly by 10h00.

Pre-wedding function / Post-wedding function

We will gladly host your pre-wedding (rehearsal) dinner or post-wedding function on the Estate, subject to availability. Please speak to our venue manager for further details.

Site inspections

Vergenoegd Löw Boutique Hotel & Spa is a luxury retreat and exclusive to in-house guests, therefore venue inspections are strictly by appointment only. Any inspections with service suppliers must be pre-booked with us at least two days prior and are subject to availability. The exclusivity and privacy of the in-house guests staying at the time must be

respected at all times and the inspection has to be kept as short as possible. Meetings can be held at Geuwels Restaurant or Clara's Restaurant during opening hours. We are unfortunately not able to host flower & décor mock-ups on site.

Conditions & Prices

Conditions and prices may change without prior notice. Quoted prices of sub suppliers are guidelines only; prices valid on the day of performance will be billed.

Indemnity & Liability

The client (signatory to this agreement), suppliers, guests, children, approved event co-ordinators and all 3rd party or independent co-ordinators, contractors or organizers indemnify Vergenoegd Löw from any liability, loss, damage, death or injury that may be suffered by any client/ guest or other individual who attends, works or visits the Estate or who makes use of any of the amenities during their visit to the Estate.

Indemnity under this agreement shall be in effect prior to, on and after the date of the event of the signatory to this agreement.

Vergenoegd Löw cannot and will not be liable for any guests that leave any items unsupervised, or cars, doors or windows unlocked during their visit. We ensure that we will do our utmost to prevent any loss or damage but cannot be liable for any negligence caused by any guest who visits the Estate.

READY TO TIE THE KNOT?

If you would like book Vergenoegd L w for your big day, please fill in the section below, initial page 1 to 11 of this contract and send it back to us along with a 50% deposit on the accommodation and full venue fee/minimum spend in order to confirm your reservation.

Your details:

Name of bride/groom (first and surname):	
Telephone number:	
E-mail address:	

Name of bride/groom (first and surname):	
Telephone number:	
E-mail address:	

Accommodation & wedding details:

Chosen accommodation:	<input checked="" type="checkbox"/>	Farm Lodge & Presidential Suite (compulsory)		
	<input type="checkbox"/>	Additional rooms needed?		
Check-in date:				
Check out date:				
Wedding date:				
Expected number of guests (approx):				
Chosen venues:	<input type="checkbox"/>	Amelie’s Island		
	<input type="checkbox"/>	Ceremonial Building		
	<input type="checkbox"/>	Clara’s Barn		
	<input type="checkbox"/>	Homestead		
	<input type="checkbox"/>			
	<input type="checkbox"/>	Rolls Royce (to ceremony)	<input type="checkbox"/>	Rolls Royce (photo session)



ACKNOWLEDGEMENT

We, _____
PLEASE PRINT FULL NAME

and _____
PLEASE PRINT FULL NAME

accept, in full, the above-mentioned Terms and Conditions and authorize that the following credit card may be debited for the bar deposit, breakage deposit, any overtime or damages, clearing or other applicable charges occurring through events other than described on the terms and conditions, that may be due, unless other arrangements are made with management at least 10 days prior to the function date.

VISA or Mastercard only	
Credit card holder	
ID number of credit card holder	
Credit card number	
Expiry date	
CVV number (last three digits on back of card)	

- We would like to use the provided credit card for the deposit to secure the venue.
- We would prefer to pay the deposit via EFT and have attached the proof of payment.

NAME/DATE/SIGNATURE

NAME/DATE/SIGNATURE