



2017/2018

Thank you for your interest in having your special event at **The Venue** at Kavinga.

Our Costing Summary for 2017 (Please add 10% for 2018 prices)

Below is a brief outline of the costing involved in the hire of the venue. Please feel free to contact me if you have any other queries. I am very flexible and want to help tailor-make this event to your every requirement.

The Deluxe Package

Rates:

Numbers	Rate	Breakage Deposit
80 PAX	R30 000.00	R2 500.00 refundable breakage & key deposit
100 PAX	R33 500.00	As above.
120 PAX	R36 500.00	As above.
150 PAX	R48 000.00	R3 000.00
200 PAX	R56 500.00	R3 500.00
250 PAX	R71 000.00	R3 500.00
Accommodation 1 x night 10 PAX	R5,200.00	Included.

** These rates are specifically for the use of the venue only. Terms & conditions apply.

This Rate includes:

- Tiffany Chairs with cushion (available in gold, ghost & white)
- Wooden table 3m x 1.1m (8 p/table) **OR** Round tables 1.8m with white tablecloth & under blanket
- Main plate porcelain 29cm
- Side plate porcelain 16cm
- Cotton Napkins
- Silver or Gold knife & fork - Main
- Silver or Gold knife & fork - Starter
- Silver or Gold Dessert spoon
- Champagne tall
- Red wine tall
- White wine tall
- High ball beer glass
- Ice bucket with stand (1 x p/table)

Package Includes:

- The use of the 450m2 Venue and all the aspects thereof listed under **Overview** below...
- The South African Music Performance Rights Association licence fee;
- Liquor licence for the retail sale of liquor for consumption on the premises where the liquor is sold. This means that you can bring in your own alcohol, I do not charge any corkage fees.
- Supervision of deliveries of hired equipment;
- Set up & laying of tables;
- Counting & Supervision of collection of hired goods after the function;
- Servicing of restrooms up until midnight, incl. toilet paper, hand wash & lotion, air freshener & paper towels.
- Overnight security on the evening of the event;
- Cleaning of 'The Venue' before your event; (not during)
- Cleaning of 'The Venue' & the removal of refuse once all hired items have been removed after the function;
- A back-up generator (in case of load shedding) which we will operate: @R350.00 per hour. (R550.00 per hour after midnight).

Rate excludes:

- Table runners, décor, flowers & candles;
- Accountability for lost, stolen or broken hired items;
- Menu Design & Food service;
- Wedding cake;
- Tea & coffee service;
- Bar services;
- Service staff (waiters & dishwashers) This should be provided by your caterers.
- Rental of any buffet/catering service requirements;
- Sound, Musical entertainment / DJ Service

Overview

The Venue facilities include: A large stone fireplace for chilly evenings. Spacious and tastefully decorated ladies and gents restrooms are fully serviced throughout the duration of your event (until midnight). Should you require after hours' service, we can discuss this at an additional overtime rate for your account. A large, fully equipped industrial kitchen, a chest freezer, a walk-in cold room, a two door display fridge in the bar, & a store room to lock things away.

Expansive lawn for outside events and ceremonies overlooking the Lowveld panorama, the perfect spot for ceremonies, picnics, sundowners and canapés...

Attractive gardens & ample parking: Our beautiful gardens are maintained all through the year, representing characteristics of each season. The parking is lit at night and patrolled by security until the last person leaves.

The Food

Zest Restaurant offers preferred catering services, tailor made to your requirements. They have a range of sample menus, but GT, the owner & Chef, will meet with you personally to design your menu.

Zest Restaurant: 013 – 007 0066/7

Email: admin@zestrestaurant.co.za Website: www.zestrestaurant.co.za

The Guest House

Our guest house consisting of 4 double en-suite guest rooms situated 200 meters from The Venue. Should you book the venue for a wedding, you will be obliged to occupy all the rooms.

Suites

Room 2 – Double Room with Queen size bed – R1,200.00

Room 3 – Double Room with King size bed – R1,200.00

Room 4 – One King bed & two single beds & kitchenette. R1, 600.00

Room 5 – Double Room with Queen size bed – R1,200.00

*All Rooms are en-suite, have tea/coffee making facilities, a small fridge, microwave, hairdryers, fans & limited Dstv.

Receive a 15% discount when booking for 2 x nights!!! Terms & Conditions apply.

Please note: **All** meals are available at the on-site Zest Restaurant but are not included in the price.

Use of 'The Venue'

The Venue will be made available for set-up from 2 to 3 days preceding the event depending on availability or unless specifically otherwise agreed.

- All staff services terminate at midnight. (Except the security guard.) Should you require any staff to work after midnight on the day of the event, an additional fee of R150.00 per member of staff per hour will be charged.
- Additional help for the day preceding and the day after the day in question is available on prior arrangement at an extra cost for your account.

Booking and Confirmation

A 50% deposit (which includes the refundable breakage deposit) is payable on confirmation of booking of The Venue. This deposit is non-refundable (excluding the refundable breakage deposit) if cancelled within 6 (six) months of the specified day of use, **unless** we are able to re-hire the venue for the day. The remaining 50% is payable 6 (six) months before the event day.

Service Providers

I can assist with the issues you prefer not to deal with and take care of all your additional requirements and needs. Please enquire about this service should you feel like a little less effort yourself. People that I have worked with many times & highly recommend:

Make-up: Beauty Box – Cindy Brooks – 083 356 1210

Flowers: Lush Signature Floral Styling – Sara Marie Snyman - 082 908 2902

<http://www.lushfloral.co.za/>

Event Planning: Vanilla Pod Design – 082 385 2814 – <http://www.vpod.co.za/>

Bar Services: The Thirsty Bar Tender – 076 674 5536

Sound: AVS Hire - 013 752 7782 – Bernadette <http://www.avshire.co.za/>

Cakes: Kiss My Cake - <https://www.facebook.com/Kiss-my-Cake-295729147231825/>

Fine Print

Breakage deposit

A minimal refundable breakage deposit is charged as part of the invoice. This includes any damages and / or breakages to any permanent equipment / The Venue / Guest House and the use of the keys to The Venue for your event. The full deposit or balance thereof will be refunded electronically within 7 (seven) working days after your event.

Terms & Conditions

- The Guest House & the Venue are separate from Zest Restaurant but we work hand-in-hand and highly recommend that they do the catering in order to keep our standards high. Although, if for specific religious needs you need to make use your own caterer, this can be discussed;
- Bar Services will need to be sub-contracted,
- Use of The Venue including the bar, surrounding gardens and parking area is entirely at your own risk. Although we endeavor to make the venue safe and secure, we cannot accept responsibility for any injuries, losses or damages.
- Due to our love for nature we cannot allow any fireworks in the vicinity – please don't bring any;
- And to add to that, please keep confetti bio-degradable. No paper confetti please.
- Please liaise with us should you wish to use braziers at your event. We only use them in specific places to prevent damage to the lawns.
- Please do not park or drive on the lawns in direct surrounding of the venue. Ensure to inform your service providers of this, as any damages to the lawns will be for your account.
- NO nails or screws (i.e. any permanent fixtures) may be used in the walls in or around the venue. The full breakage deposit will be withheld if any permanent damage is done.

I hope this answers your immediate questions and if you have not seen the venue in person, please don't hesitate to make an appointment with me to come and have a look. There are also heaps of pictures on our Facebook page & Instagram.

Kavinga Guest House & Venue: Louise Hulley-Miller 082 885 2090
Email: kavinga@kavinga.co.za Website: www.kavinga.co.za

