

Brennaissance

WINE & STUD ESTATE

VENUE PACKAGE & AGREEMENT

WEEKEND FUNCTIONS 2014 & 2015 Friday, Saturday, Sunday, Public Holiday's & New Year's Eve		
	Excl. VAT	Incl. VAT
Venue Package	R 37 719	R 43 000
Luxury Suite – Room only	R 1 710	R 1 950 per room
Vineyard Suites (8 Suites) – Room only	R 1 140	R 1 300 per room

**Kindly note the above accommodation rates are subject to seasonal change*

MID – WEEK FUNCTIONS 2014 & 2015 Monday – Thursday		
	Excl. VAT	Incl. VAT
Venue Package	R 28 947	R 33 000
Luxury Suite – Room only	R 1 315	R 1 500 per room
Vineyard Suites (8 Suites) – Room only	R 964	R 1 100 per room

**Kindly note the above accommodation rates are subject to seasonal change*



Suite 3, Private Bag X4, Die Boord, Stellenbosch, 7613
Brennaissance Wine & Stud Estate, Devon Valley Rd, Stellenbosch, 7600



REG: 2007/022366/07 VAT: 4490250836
T: 021 200 2537 F: 086 680 5303 E: info@brennaissance.co.za

WWW.BRENAISSANCE.CO.ZA
@BrennaissanceSA www.facebook.com/Brennaissance

Initial: _____

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THE VENUE PACKAGE INCLUDES THE FOLLOWING:

BEAUTIFUL VENUE SETTINGS:

- The Rose Conservatory / Chapel (max 160 pax)
- The River Deck
- The beautifully landscaped gardens, courtyard, plum orchards & vineyards
- The main Brennaissance Hall (including bar, lounge & boardroom) (max 250 pax)

FURNITURE:

- 1 x White console table
- 1 x Wrought iron gazebo
- 32 x White benches seating 160 pax (3m)
- 160 x White tiffany chairs & cushions
- 16 x White tables (2.4m X 1.2m)
- 6 x White plinths
- 5 x Sets of outdoor wrought iron furniture (5 tables & 20 chairs)
- 1 x Set black antique lounge suite (lounge area in main Brennaissance Hall)

CUTLERY, CROCKERY & GLASSWARE:

- Cutlery: 160 sets (starter knives & forks, main knives & forks, dessert spoon & fork)
- Crockery: 160 units (side, starter, main & dessert plates)
- Bar glassware

STAFF:

- 1 x Brennaissance Venue Manager for duration of the function
- 1 x Brennaissance barman for duration of the function
- 1 x Security guard for duration of the function

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THE VENUE FEE DOES **NOT** INCLUDE THE FOLLOWING:

SERVICES:

- Event coordination - We require a professional coordinator for all functions hosted at Brenaissance.
- Décor, flowers & styling
- Lighting, sound & DJ
- Other service suppliers

CUTLERY, CROCKERY & GLASSWARE:

- Pre-drinks & table glassware
- Coffee / Tea cutlery & crockery
- Soups bowls & spoons

STAFF:

- We will arrange for a professional floor manager, porter, additional barmen & waiters/waitresses on your behalf.

Staffing rates:

- Floor manager: *R 225 (incl. VAT) per hour
- Porter: *R 91 (incl. VAT) per hour
- Barman: *R 91(incl. VAT) per hour
- Cocktail Barman: *R 108 (incl. VAT) per hour
- Waiters / waitresses: *R 91 (incl. VAT) per hour
- Service Staff Travel Allowance: * 136 (incl. VAT) per person

Staffing ratios:

- Floor manager: 1:160
- Porter: 1:160
- Barman: 1:50
- Waiters / waitresses: 1:10

Staffing hours:

- Barman, porter & floor manager: Start time is 2 hour before the guest arrival time
Ending time is 1 hour after guest departure time
- Waiters / waitresses: Start time is 1 hour before the guest arrival time
Ending time is 1 hour after guest departure time

****Kindly note the above staff rates are subject to change***

OTHER:

- Linen (table clothes & serviettes)
- Catering – Please see our “Preferred Suppliers List” for our 4 caterers to select from
- Alcohol + other beverages
- Accommodation

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HOW TO BOOK

Once you have decided to book Brenaissance as your venue, you will need to:

Step 1: Check availability for your requested date with the Brenaissance Venue Manager (venue@brenaissance.co.za)

Step 2: Request a formal quotation for your function

Step 3: Brenaissance will forward you 4 documents:

- i. "Quotation"
- ii. "Venue Package & Agreement"
- iii. "Function Information Booking Form"
- iv. "Recommended Suppliers List"

Step 4: Sign the "Quotation" & this "Venue Package & Agreement" which acknowledge our T & C's

Step 5: Complete the "Function Information Booking Form"

Step 6: Forward completed documents (i – iii) together with your confirmation of deposit payment to the Brenaissance Venue Manager (venue@brenaissance.co.za)

Step 7: Brenaissance will confirm your booking in writing

You will also receive the following docs:

- "Bar & Beverage Order Form"
- "Floor Layout"
- "Brenaissance Menu"
- "On-the-day coordination package"

Step 8: 8 Weeks before your function date, attend the pre-function meeting with the Brenaissance Venue Manager

Step 9: 6 Weeks before your function date, kindly return the completed "Bar & Beverage Order Form" & "Floor Layout" to the Brenaissance Venue Manager

Brenaissance will not reserve any provisional dates, unless specifically requested by the client & Brenaissance has issued written confirmation thereof.

BRENAISSANCE TERMS & CONDITIONS

1. PAYMENTS & DEPOSITS:

- 1.1. Payment can be made via EFT or credit card
- 1.2. A 2.5% credit card transaction fee will be charged for credit card payments
- 1.3. A 50% deposit of the venue package fee & *refundable breakage deposit is required within 24 hours of making the booking in order to secure the reservation with Brenaissance
- 1.4. A balance payment of the venue package, *refundable breakage deposit & any additional service fees is required no later than 21 days prior to the function date
- 1.5. *A R 6 000 refundable breakage deposit is required for any shortages, damages or breakages to any property of Brenaissance. The balance will be repaid to the client within 7 working days after the function

2. CANCELLATION POLICY:

- 2.1. Should a cancellation take place after a deposit has been paid, the deposit will not be paid back
- 2.2. Should a cancellation take place within 3 months prior to the function date, full payment of the venue package will be payable

3. VENUE TIMES:

- 3.1. Venue hire: Venue hire will start from 09h00 on the day of the function and end at 00h30 the night of the function. Should the client wish to extend these times up to 02h00, a charge of R 2 000 (incl. VAT) per hour will be applicable & additional staff costs charged at rates indicated above
- 3.2. Set-up & décor: Set-up & décor for the function will commence at 09h00 on the day of the function. All equipment & décor must be cleared from the venue straight after the function unless prior arrangements have been made and confirmed by the Brenaissance Venue Manager

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4. SITE INSPECTIONS:

- 4.1. Kindly contact us if you would like a site visit. Viewings will be allowed by appointment only
- 4.2. Wine tastings for your function can be arranged by appointment
- 4.3. Flower & décor mock-ups can be arranged by appointment only

5. MUSIC:

- 5.1. Brenaissance does not provide any equipment for sound
- 5.2. All music (electronic & live) must stop promptly at 24h00
Due to local noise regulations & consideration to our neighbors; all music needs to end at 24h00
- 5.3. Brenaissance reserves the right to control the volume of the music during the function

6. BAR & BEVERAGE ARRANGEMENTS:

- 6.1. Brenaissance is fully licensed & will meet all your beverage requirements for your function
- 6.2. The bar will be managed by Brenaissance & will not be outsourced to the client or any other party
- 6.3. Included in our venue package is: 1 x Barman for the evening until 00h30, ice, bar glassware & bar equipment
- 6.4. Any additional bar staff will be arranged by Brenaissance at rates indicated above
- 6.5. Only Brenaissance wines will be served at functions
- 6.6. A corkage fee of R 40 (incl. VAT) per bottle will be charged on brought in Cap Classique & Champagne
- 6.7. The "Bar & Beverage Order Form" must be completed, signed & submitted to the Brenaissance Venue Manager no later than 6 weeks before your function date
- 6.8. Kindly confirm your preference of a CAPPED BAR TAB, OPEN BAR TAB or CASH BAR
CAPPED BAR TAB: In the case of a CAPPED BAR TAB, the full amount is due no later than 21 days prior to the function date.
OPEN BAR TAB: In the event of an OPEN BAR TAB, a deposit of R150 per person will be due no later than 21 days prior to the function date. The balance of the beverage bill must be settled within 2 working days after the function. In the event of a reimbursement being due, the balance will be repaid to the client within 7 working days after the function.

7. CATERING:

- 7.1. Brenaissance can arrange all catering - Please refer to our "Brenaissance Menu" for further details
- 7.2. Alternatively only Brenaissance approved caterers may be used for your function - Please refer to our "Recommended Service Providers List" for further details

8. SMOKING:

- 8.1. In accordance with South Africa's legislation, smoking will not be permitted in any of the venues & accommodation suites
- 8.2. Smoking will only be allowed in outside areas

9. DÉCOR, FLOWERS & HIRING SUPPLIERS:

- 9.1. All décor, flowers & hiring supplies need to be arranged by the client
Brenaissance staff cannot assist the coordinator, décor stylist, florist or any service provider in any regard
- 9.2. Brenaissance takes no responsibility for any damages to décor, flowers or any movable property of service providers
- 9.3. All décor, flowers & hiring supplies must be removed straight after the function unless prior arrangements have been made and confirmed by the Brenaissance Venue Manager
- 9.4. Brenaissance does not provide staff to set-up / lay tables

10. BRENAISSANCE VENUE MANAGER:

- 10.1. Brenaissances' Venue Manager acts on behalf of Brenaissance & its venues
- 10.2. Her role is to take guided venue viewings, answer any questions you may have with regards to Brenaissance, facilitate bookings, finalize agreement & act as a representative & Venue Manager of Brenaissance on the day & or night of your function
- 10.3. Please note that the Brenaissance Venue Manager's role is not to act as an event or wedding coordinator in any way



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11. COORDINATION SERVICE:

- 11.1. If you are not making use of an outside coordinator, you will need to make use of a Brennaissance Affiliated Coordinator for your on-the-day coordination in the last week, up to & including the day of your function
- 11.2. This is to ensure that all outside parties are managed effectively, logistics are taken care of, final coordination executed & on-the-day management handled
- 11.3. An additional fee of R 7 000 (incl. VAT) will apply

12. ACCOMMODATION:

- 12.1. Brennaissance offers on-site accommodation for a total of 18 guests in 8 Vineyard suites & 1 Luxury (Bridal) suite
- 12.2. Accommodation bookings must be booked via email (stay@brennaissance.co.za)
- 12.3. Check-in time: 14h00 – 17h00
Check-out time: 09h00
- 12.4. Rates quoted are a room only rate (max of 2 guests per room)
- 12.5. Brennaissance offers guests a picnic breakfast at a rate of R100 p.p. A 24h00 notice period is required
- 12.6. Should your party exceed the number of rooms we have available, we will gladly assist in recommending nearby accommodation
- 12.7. Please note that accommodation will operate on a first come, first serve basis.
It is highly recommended that you book out our accommodation exclusively for your guests.
Exclusive use of the accommodation cannot be guaranteed.
- 12.8. 100% Deposit is required to secure accommodation bookings.

13. SAFETY & SECURITY:

- 13.1. Brennaissance will take precautions for the safety of your personal items, but will not take responsibility for any damage or loss of any item

14. INDEMNITY:

- 14.1. Brennaissance will not be held responsible for any loss, damage, theft, injury or death of any host, guest, service provider or any other individual who attends, visits or makes use of any property or amenities on Brennaissance Wine & Stud Estate

