



Zevenwacht

FUNCTION INFO AND CONTRACT 21st Birthdays, Student functions, Matric Ball 2021

School or client name and surname:	Date of Event:	
	Event:	
	Number of Guests:	
Contact Person:	Venue: Al Fresco or Lapa	
Identity No:	Special package and price:	R450 per person - 2021
Tel No:	Package includes:	Venue, tables, white tiffany chairs, cutlery, crockery and glasses, napkins Buffet menu. 2 jugs juice per table. 1 glass juice pp on arrival.
Cell No:	Function starting time:	
	Function ending time: (you have the venue for 6 hours)	
VAT no: (if applicable)	Bar set up fee Al fresco Lapa	R1500 R750
Email address:		
Address:		

Initials:

1. Matric ball/ student function/ 21st birthday package @ R450 pp in 2021
2. All booking confirmations need to be in writing, as per this contract. No verbal agreements between any will be binding. All booking details need to be in writing.
We offer a choice of 2 venues for your function:
The Alfresco - can accommodate up to 220 guests without a dance floor/200 guests with a dance floor.
(Minimum of 80 guests are required to book this venue – except for December minimum of 100)
Includes tables, white tiffany chairs, cutlery, crockery, glassware, white napkins.
The Lapa - can accommodate up to 80 guests without a dance floor/60 guests with a dance floor.
(Minimum of 40 guests are required to book this venue)
Includes tables, white tiffany chairs, cutlery, crockery, glassware, white napkin.
3. Cancellation policy:
Please be advised that all cancellations need to be in writing.
If a function is cancelled within 90 days from the function date (3 months before the function date) the full function invoice as per numbers/ details of the reservation will be due.
4. 50% of the pro forma invoice together with a signed contract will serve as a deposit to secure your reservation and is **NOT REFUNDABLE**. The deposit will be required no later than 5 days after the date of reservation. Should the deposit not be received within the 5-day period, the venue will automatically become vacant for alternative bookings. Please forward a copy of the deposit slip with a copy of the signed contract to confirm your booking.
5. **Full payment** for the Food must be received together with confirmation of final numbers which is due no later than 21 days prior to the function.
6. **Floor service**
Service staff required for the event are provided by an independent supplier. Generally accepted service staff numbers/service coordinators depending on guest numbers and food style will be provided for your final approval. Once your specific requirements have been confirmed, a detailed quote for this service including transport cost will be provided for your confirmation and deposit payment.
7. **Bar service**
Zevenwacht restaurant provides the bar service requirements for the event. We require 1 barman op to 70 guests. For numbers more than 70, two or more barman will be charged for, depending on final numbers. A bar set up fee of R750 for the Lapa and R1500 for the Alfresco will be charged. Once your specific requirements have been confirmed, a detailed quote for this service including transport cost will be provided for your confirmation and deposit payment
8. If an account bar is to be available, the bar limit/estimated consumption is to be provided and is payable in advance together with the food payment. The balance of the bar account is payable at the end of the function. Any balance owed by Zevenwacht Restaurant shall be duly refunded.
9. All changes to the chosen menu must be made 21 days before the function in writing.
If changes are made to your menu, the price will be subject to change.
As bookings are taken well in advance, price increases could materialize.
10. The final numbers for your function are to be finalized in writing 21 days prior to the date of your function, together with the order of events / time schedule / bar requirements, final menu etc. Any special dietary requests may result in additional costs. The client will not be refunded for guests that do not attend the function or cancel after the 21-day confirmation. Final numbers may not drop by more than 10% of the booked number.
11. Our premises are fully licensed and **only Zevenwacht Wines are stocked**. A Full range of liquor and beverage will also be available. (Please note: we are an independent operator of the various hospitality facilities situated on Zevenwacht Wine Estate. Wines are therefore sold by ourselves as per attached price list and can not be secured at wine sales for the purpose of a function.)
12. **Kindly note that no liquor, beverage or food may be brought onto the estate.**
13. The client is responsible for the Guest Seating Plans, Guest List and Table numbers.

INT

14. Normal function hours are: (unless otherwise arranged)
Evening Functions: Starting at 18h00 - Bar closes at 23h30
Venue to be vacated by 24h00
- Day Functions: Bar closes 5 and half hours after start of function
Venue to be vacated 6 hours after start of function
15. Any time frame changes you will be charged at an applicable rate. Should the bar be required to stay open for any **additional hours**, this can be arranged, at a charge of **R3000.00** per hour. (not later than 02h00)
16. **Set up of function:** Set up will commence **3 hours** prior to the guests entering the venue. Please note that Zevenwacht is not held responsible for any décor or equipment brought in for the function. The client is held responsible for arranging the collection of décor and equipment before or on the following day, no later than **9 am**.
For all draping and or fairy lights please be advised that Zevenwacht will have to be contracted. No outside suppliers allowed for draping and or fairy lights.
17. The Farm has accommodation at the Country Inn, Accommodation capacity is **76** people in total. For enquiries and reservations, please contact reservations@zevenwacht.co.za or 021 900 5700.
18. For décor purposes, the function facility is available to you on the day of your function from the time pre-arranged and confirmed with the undersigned only.
19. There are standard ranges of crockery, cutlery, glassware and serviettes for the various venues. Should you require other ranges, the cost of hiring will be for your own account.
20. Malicious damage to our property and theft will be charged for at full replacement cost.
21. **Please take note that any damage to the linen i.e., Burn marks, candle wax etc. will be invoiced fully to the client.**
22. Whilst every precaution will be taken to ensure the safeguarding of your belongings, Zevenwacht Wine Estate will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables etc.)
23. Should the Zevenwacht Wine Estate building, surrounding gardens, décor or napery be damaged during the setup, duration or dismantling of the function, the client shall be held responsible and will be billed accordingly.
24. Zevenwacht Wine Estate, its employees or any person employed at any function, will not be held liable for any loss, or injury to persons, due to negligence or any other cause whatsoever.
25. Please ensure that your service providers communicate their technical requirements to the banqueting department in advance, in order to confirm that their needs are in line with the available electricity supply.

26. **Banking Details:**

Account Name: Bay Group (Pty) Ltd
Branch Name: Tygerberg Winelands
Account Number: 1186 118 059
Branch Code: 11860200
Bank: Nedbank Limited
Swift Code: NEDSZAJJ
Deposit Reference: 00/00/2021 and surname
(date/ month/ year followed by your surname)

Please email the proof of payment to info@zevenwachtbanq.com together with the signed contract for confirmation of your booking.

Thank you for your co-operation. Should you have any further requests or queries, please do not hesitate to contact us.

CLIENT SIGNATURE

Date

ZEVENWACHT
STUDENT FUNCTIONS - MATRIC FAREWELL
21st BIRTHDAY PARTIES
BUFFET MENU

Starter – served plated

Choose 1

Creamy Mushroom soup or Butternut soup served with bread roll and butter

OR

Tandoori Chicken Kebab set on a seasonal Pickled Salad

OR

Bread Display with Chicken Liver Pate and Snoek Pate

OR

Butternut tart sided by a fine herb salad

Main Course buffet

Choose 2

Grilled Chicken Thighs with Lemon and Herb Sauce

Chicken and Mushroom Casserole

Chicken Curry with Sambals

Line fish with a Lemon Caper butter

Pan Roasted rolled Pork Neck in a Sweet and Sour sauce

Prime Roast beef with chef's gravy

Traditional Boboti

Beef Lasagne

Vegetable Lasagne

Farm Chicken Pie

Choose 3:

Savoury Rice

Basmati Rice

Roast Potatoes

Rustic Potato Wedges

New Potatoes in Herbed Garlic Butter

Grilled Butternut with Cinnamon Bark

Orange and Ginger Sweet Potato

Honey Glazed Carrots

Creamed Spinach and Feta

Cauliflower and Broccoli in Mornay sauce

Grilled Medley of seasonal Vegetables

Dessert

Choose one:

Baked Malva Pudding with Lavender Custard

Apple Crumble with whipped Cream

Lemon Meringue Pie

Layered Peppermint Crisp

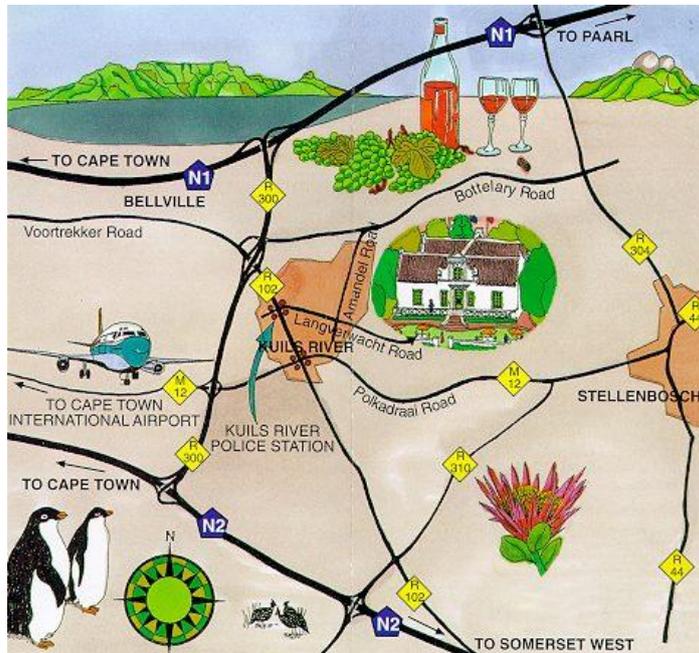
Dark Chocolate Mousse

Pavlova with Fresh Fruit selection

Chocolate Brownies

Milk Tart and Koeksister display

Vanilla Ice Cream



From Cape Town International Airport:

Take the N2 to Somerset West
 Take the R300 Bellville exit 22a turn off (left)
 Take the M12 Stellenbosch Arterial road off-ramp (right)
 Cross the Van Riebeeck Road (Kuils River Main Road) crossing, do NOT turn into Kuils River!
 +/- 1 km Turn left @ the Zevenwacht Link Road
 Turn right at the T-junction – follow signage

N1 - From Cape Town

Follow N1 to Paarl. Take the R300 Mitchells Plain off ramp (right).
 Take the M12 Stellenbosch Arterial road off-ramp (left)
 Cross the Van Riebeeck Road (Kuils River Main Road) crossing, do NOT turn into Kuils River!
 +/- 1 km Turn left @ the Zevenwacht Link Road
 Turn right at the T-junction – follow signage

N2 - From Cape Town

Follow N2 to Somerset West
 Take the R300 Bellville exit 22a turn off (left)
 Take the M12 Stellenbosch Arterial road off-ramp (right)
 Cross the Van Riebeeck Road (Kuils River Main Road) crossing, do NOT turn into Kuils River!
 +/- 1 km Turn left @ the Zevenwacht Link Road
 Turn right at the T-junction – follow signage