



ERINVALE ESTATE
HOTEL & SPA

WEDDING/BANQUETING
OPTIONS & FACILITIES



DISTINCTIVE & CAPTIVATING HOSPITALITY

Contact Genine McIntyre, Conference & Banqueting Co-ordinator

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LOUIS GROUP 
hotels, spas & vineyards



WELCOME

Thank you for your interest in the Erinvale Estate Hotel & Spa as a possible venue for your upcoming wedding ceremony & reception. It gives us great pleasure in offering the following information to assist you in planning your special day.

Rates valid from 01 January 2009 - 31 December 2009

THE CHAPEL

Our chapel, built and designed around St. Kevin's church in Glendalough Ireland is set to provide the wedding of your dreams.

Capacity:	60 People
Fee:	R 750.00 if your reception is held at Erinvale.
Fee:	R 1500.00 Should you only wish to hold your ceremony in the Chapel.
Confetti:	You are welcome to use fresh flowers or potpourri. No paper confetti is allowed at Erinvale and should it be used, regardless of the agreement, the client will be charged for casual cleaning staff.

THE GARDEN

The hotel has a lovely lawn area which can seat up to 120 guests for your ceremony. There is a venue hire fee of R 750.00 if your reception is held at Erinvale. Should you only wish to hold your ceremony in the garden a fee of R 1500.00 is payable. A Gazebo, chairs and a red carpet can also be hired at an additional charge.

BIRCH ROOM

This elegantly furnished venue with its own fireplace can seat 40 guests with a dance floor or 60 without. A venue hire fee of R 2000.00 will be charged for use of this facility.

BANQUETING CENTRE

Our banqueting centre has been designed to suit the individual needs of your wedding reception. This venue can comfortably accommodate 130 guests, with a dance floor. A venue hire of R 5000.00 will be charged for the use of this facility.



SET-UP FOR FUNCTIONS

The function fee includes the use of the venue for a specified time period.

	Set-up	Cut off
Breakfast Functions:	07:00	11:30
Brunch Functions:	07:00	14:00
Lunch Functions:	07:00	16:00
Dinner Functions:	07:00	24:00

- Should the venue be available then arrangements can be made for the setup on the day prior to the function. In the case of Dinner-Dance functions, the Hotel reserves the right to ask the DJ or Band to lower the music volume, should it be loud enough to disturb our other guests. Any music is limited to 12:00 pm at the latest.
- Please note that tables, chairs, white linen table cloths and napkins, crockery and cutlery are included in the venue hire. All flowers, candles and other decorations must be supplied by the bride or the company she hires.
- No holes may be drilled into the walls or nails used for draping or any other decor (**only freestanding**). No adhesives i.e. prestick may be stuck onto the walls.

MENU SELECTION

Enclosed you will find our current menu selections for your perusal.

- A choice of menu items is available and is served subject to seasonal availability.
- We are flexible and "open for discussion" should you require a particular flavour to your menu, or to suit your individual needs.
- Buffet and set menus are served in the banqueting centre.
- A 10% service fee will be automatically charged on the final account.
- All prices quoted include VAT.
- Please note that should there be any leftover food this is not available to take away.
- We don't cater for Halaal/Kosher, if you do require catering it will be ordered from an outsourced company. A surcharge would be applicable over and above the standard menu prices.

BAR SERVICES

We require you to brief us with regards to your requirements for the provision of a cash bar, full bar or wine and malt bar on your account.

- A full bar includes the supply of a range of beers, cidars, spirits and wine.
- A local bar includes the supply of local brands only.
- Cocktails are only served on clients' request (by prior arrangement).



You are welcome to set a limit on the total bar spend on your account. In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function. Our management team can assist clients by advising them on how to save on and control bar accounts when necessary.

No wines, spirits or food may be brought onto the premises for consumption without the prior consent of management.

If non-wine list wines are requested, clients will be billed for the total number of units which have been ordered for the function, irrespective of whether consumed at the function or not.

A corkage fee of R30.00 will be charged, should you supply your own wine/champagne.

ACCOMMODATION

One of our Honeymoon Suites is offered as a complimentary gift to the bridal couple when we cater for 60 people or more at the reception, subject to availability. The premier Honeymoon Suite has a king sized, four poster bed, oversized bathtub and a private terrace which overlooks the rose garden. Should any guests wish to stay the evening, our discounted group rates will apply, subject to availability. Our reservations manager will be happy to assist you regarding this matter.

ANNIVERSARY

If your wedding day is at the Erinvale Estate Hotel & Spa, we offer you a candle-lit dinner for two and a fine bottle of wine in the hotel restaurant on your one year anniversary. A chance to reminisce over the year that has passed to refresh the memories of that very special day.

This gift is yours with our compliments.

CO-ORDINATORS

The people who will organize your wedding décor, flowers and set-up to the last detail while you sit back and relax.

- Cindy Herbst (Co-ordinates your wedding) 082 578 5080
cindy@eventsplanner.co.za
www.eventsplanner.co.za
- Events & You - Wencke Grobler
(International Event Co-ordinator, Fluent in German and basic French)
wencke@eventsandyou.co.za 078 314 3439
- Timeless Weddings-Noreen Swartz (International Wedding co-ordinator)
noreen@timelessweddingscompany.com



WEDDING STATIONARY

- Card Haven - Nadine Elema 082 925 6218
Nadine@cardhaven.co.za

MUSIC

- Dream Weddings Entertainment 082 892 0331
- Anton Els (Music Maestros) 021 447 0870 082 457 0784
anton@musicmaestros.co.za
- Sound FX Entertainment 021 988 7597 082 960 1196
macangel@soundfx.co.za
www.soundfx.co.za

PHOTOGRAPHER

- Unique Creative Photography 082 360 9387
www.vladiaphoto.com info@vladiaphoto.com
- Geoff Whiting Photography 082 658 0114 whiting@kingsley.co.za
- Gavin Withers 021 715 7533 083 658 0332
- Cindy Herbst 082 578 5080
cindy@eventsplanner.co.za www.eventsplanner.co.za

MINISTER

- Dr Peter Schoonraad 021 438 7206

International Weddings

- Walter Schwar (German speaking) 082 593 4441
- Rev. Nagel 021 854 5950 021 851 6559
083 999 5574

LIMOUSINE HIRE

- Rent a Rolls 082 572 1425 082 661 2074
- Dr. Hallwachs 021 855 2180

CHILDREN

Children under the age of 12 years will be charged 50% of the agreed adult menu price, while children under the age of four years will not be charged.



FURNITURE, EQUIPMENT & SET-UP

Erinvale's standard supply of furniture and equipment is at no extra charge. Please ensure that the equipment is satisfactory in advance for your function.

Round tables seat either 8 or 10 guests each and are set with white tablecloths and napkins. A variety of overlays are available on request, at your own cost:

- Downings 021 852 5405
- X-Clusive Décor (Hermien)
(The ultimate finishing touch) 021 853 0358
082 406 6360
- Cindy Herbst (Co-ordinates your wedding) 082 578 5080
cindy@eventsplanner.co.za
www.eventsplanner.co.za

FLOWERS

- Chelsea Flowers
Debbie Dingerman 021 852 4201
- The Flower Warehouse
Nicola Ackhurst 082 399 0344
- Cindy Herbst (Co-ordinates your wedding) 082 578 5080
cindy@eventsplanner.co.za
www.eventsplanner.co.za

WEDDING CAKE

- Mrs. Barbara Cameron 021 847 1072
(Mrs. Cameron resides in Erinvale Estate and is a member of the Icing Guild) nickcam@iafrica.com
- Gina Buys 021 855 3907 082 834 6469

HAIR STYLIST

- Yvonne (Our in-house Salon) 021 847 1160

MAKEUP ARTIST

- Chrisma 021 851 7514 073 188 8352
(Also do air brush tanning) team@wam.co.za



TERMS AND CONDITIONS OF SALE

1. Please note that all bookings/reservations must be received in writing
2. A non-refundable deposit of R3000.00 is required within 7 days of the enquiry to secure a booking.
3. Requirements and Due Dates:

- **60 Days Prior To Wedding:**

Confirm Menu and Bar Requirements
50% Deposit of the Total Bill to be Paid

- **30 Days Prior to Wedding:**

Balance of the Total Bill to be Paid

- **14 Days Prior To Wedding:**

Final Appointment
Procedure of Wedding Day Discussed
Final Check List
Number of Guests and seating plan to be Confirmed

- **2 Days Prior To Wedding:**

Clients to Give Final Seating Plan to Banqueting Manager for Seating and Set-up
Delivery of Additional Items by Clients/Suppliers Must be delivered
If the final numbers have decreased by no more than 10% then you will not be charged
(Reduction in guest numbers within 2 days prior to wedding will be charged in full)

CANCELLATION POLICY

1. All cancellations or changes must be received in writing
2. Cancellations 3 weeks prior to the function incur a 75% cancellation fee.
3. Cancellations 0-14 days prior to the function, 100% cancellation fee.
4. In the event of non-payment of the fees within the time specified, Erinvale shall be entitled to cancel the booking after notifying the client in writing.
5. Erinvale Estate Hotel & Spa reserves the right to cancel any booking forthwith and without liability on its own part, in the event of any damage to, or destruction of the venue by fire, shortage of staff, strikes, industrial unrest or any other cause beyond the control of the hotel, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternate venue.



RISK/LOSS/DAMAGES

1. Erinvale Estate Hotel & Spa shall not be held liable for the interruption of services i.e. Water, electricity, or sanitary services.
2. Whilst every precaution will be taken to ensure the safeguarding of your belongings, Erinvale Estate Hotel & Spa will not be held liable for the loss or damage of any property i.e. Décor, props, wedding gifts, valuables etc.
3. We recommend that all personal and valuable property be removed directly after the function.
4. Décor and props may be removed by 09h00 the morning after the wedding, subject to the prior arrangement and approval of management.
5. Should Erinvale Estate Hotel & Spa's building, surrounding garden's décor or napery be damaged during the set-up, duration or breakdown of the function, the client shall be held liable and will be billed accordingly.

BANKING DETAILS

The following methods of payment are available:

1. Direct Transfer Into Our Bank Account

Account Name:	Erinvale Estate Hotel & Spa
Bank:	Standard Bank
Branch:	Thibault Square
Branch Code:	020 909
Acc. No.:	070650454

Upon using this method of payment, a deposit slip needs to be faxed through to our Accounts Department on: 021 847 1982

2. Credit Cards

We accept the following credit cards:

Visa Card	Diners Club Card
Master Card	American Express

CONTACT DETAILS

Genine Mc Intyre

Conference & Banqueting Co-ordinator

Tel:	+27 21 847 1160
Fax:	+27 21 847 1169
Email:	conf@erinvale.co.za
Website:	www.erinvale.co.za

WEDDING/BANQUETING AGREEMENT

Thank you for your booking at the Erinvale Hotel. We will do our utmost to make your function an unequalled success. To assist in the smooth running of the event, we would appreciate you taking the time to fully familiarize yourself with our standard Terms and Conditions listed below.

These Terms and Conditions are applicable to all functions held at the Erinvale Hotel, and are binding on the person making the booking (the Host) upon confirmation of the reservation by payment of the specified deposit.

- 1. Upon the date of signature hereof the booking shall be considered provisional for a maximum period of 7 days.** If no deposit payment, being the cost of the venue hire is received within this period, the booking will be cancelled without further notice. To confirm a booking we require receipt of payment of the aforementioned, being a deposit of 50%, of the estimated Food and Beverage cost or the total Room Hire whichever is the greatest.
- 2. The contract price will be calculated by multiplying the expected number of guests by the per head charge.** The following additional charges may also be applicable and thus form a part of the contract price:

Banqueting Centre Hire: R 5,000.00

Chapel Hire: R 750.00 if your reception is held at Erinvale.

R 1500.00 Should you only wish to hold your ceremony in the Chapel.

Garden hire: R750.00 if your reception is held at Erinvale.

R1500.00 Should you only wish to hold your ceremony in the garden. A Gazebo, chairs and a red carpet can also be hired at an additional charge.

Birch Room Hire: R2,000.00

The menu price excludes: Flower arrangements, decorations, music (other than background music provided by our CD shuttle), beverages (except for Breakfast and Brunch functions where fruit juices are included) and optional staff tips.

- 3. The balance of the estimated Food and Beverage charges or the total of the Room Hire, whichever is greatest, is payable in full 30 days prior to the function.** You will be required to notify the hotel not less than 14 days prior to the function anticipated number of guests attending.

Please note that should there be any leftover food this is not available to take away.

- 4. The final numbers of the guests attending the function must be given to the Hotel 48 hours prior to the function.** This number may not be reduced by more than 10 % of the previously anticipated number. The amount payable by the customer shall be calculated on this final number, unless the number of guests attending is more than the final advised number.
- 5. The Hotel has a reasonably priced wine list.** Fruit juices, Minerals, Spirits, Wines and Beers may never be brought in and must always be purchased from the Hotel. We do not offer corkage, except sparkling wine at R30.00 per bottle.
- 6. The final balance of the amount due, which includes the beverage bill, can only be calculated immediately after the function,** and must be settled on the same day or night, unless other arrangements have been made.

All function charges are subject to an:

- a) Interest** penalty at the prime bank rate plus 2 % (two per cent) from the due date of payment until and including the actual date of payment, if payment for a function (and or any other costs) are not paid promptly in terms of the this booking;
- b) Administrative fee** of R225 for additional administrative work caused by such late payment, which charge the undersigned acknowledges as being fair and reasonable and shall pay same on demand.

7. The function fee includes the use of the venue for a specified time period.

	Setup	Cut Off
Breakfast functions	07h00	11h30
Brunch functions	07h00	14h00
Lunch functions	07h00	16h00
Dinner functions	07h00	24h00

8. The Hotel reserves the right to object to the employment by the customer and guests of any person in connection with any function.

9. The Hotel reserves the right to cancel any bookings forthwith and without liability on its part in the event of damage or destruction of the allocated rooms by fire or cause, any shortage of labour or food supplies, strikes, lockouts or industrial unrest, or any other cause beyond the control of the hotel which shall prevent it from performing its obligations in connection with any booking. Subject to the circumstances, an asserted, but reasonable effort will be made to persist with this booking.

10. The Erinvale Hotel does not take any responsibility for any of the Guest's or Host's belongings (including gifts) or for any injury, damage or loss suffered by any persons, and the Host accordingly indemnifies the Hotel against any and all claims arising out of the loss or damage to any such belongings.

In the case of Dinner-Dance functions, the Hotel reserves the right to ask the DJ or Band to lower the music volume, should it be loud enough to disturb our other guests. Any music is limited to 12:00 pm at the latest.

11. The Host is responsible for any loss or damages to the Erinvale Hotel's property and shall pay the amount due on receipt of a written request. The customer shall not be entitled to assign the booking to any third party nor utilize the Hotel's facilities for any other purposes than that stated in the covering letter without the prior written approval of Louis Group Hotels and Vineyards.

In the case of a stage being erected in the venue, care must be taken not to damage the flooring (i.e. rubber under stage)

No holes may be drilled into the walls or nails used for draping or other decor (only freestanding) No adhesives i.e. prectic may be stuck onto the walls.

12. The Erinvale Hotel reserves the right to use the Hotel's other venues for other functions on the same day as the Host's function, should space and numbers permit.

13. The Hotel requires an update of your accommodation-booking situation eight weeks prior to the arrival date. Please advice in writing if the full room allocation is to be maintained or if rooms may be released due to slow uptake on bookings. 30 Days / 4 weeks prior to arrival a preliminary rooming list in alphabetical order is required as well as a commitment as to how many rooms must be held for this function. A final rooming list with arrival / departure details must be submitted 14 days prior to the arrival date. Any additional bookings from this date must be confirmed with our reservations office directly. Should any rooms be cancelled between fourteen and seven days prior to arrival date, a cancellation fee of 50 % of the total contracted tariff will apply.

14. Cancellation policies. All cancellations or charges must be received in writing. Cancellations 3 weeks prior to the function incur a 75% cancellation fee. Cancellations 0-14 days prior to the function, 100% cancellation fee. In the event of non-payment of the fees within the time specified, Erinvale shall be entitled to cancel the booking after notifying the client in writing.

Erinvale Estate Hotel & Spa reserves the right to cancel any booking forthwith and without liability on its own part, in the event of any damage to, or destruction of the venue by fire, shortage of staff, strikes, industrial unrest or any other cause beyond the control of the hotel, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternate venue.

I acknowledge my acceptance of the above Terms and Conditions for:

NAME OF BRIDE & GROOM / HOST: _____

DATE OF WEDDING/FUNCTION: _____

NO OF GUESTS: _____

NAME OF SIGNATORIES (Please print): _____

TEL: _____ **FAX:** _____

PHYSICAL ADDRESS: _____

POSTAL ADDRESS: _____

EMAIL: _____

SIGNATURE: _____ **DATE:** _____

BANKING DETAILS:

Standard Bank
Thibault Square
ACCOUNT No: 070650454
BRANCH NO: 020909