



***Dear Potential Bride or Function Holder,***

Hoogeind Manor provides distinctive hospitality and function facilities, and is the ideal picturesque venue for your upcoming wedding day or function. The premises are surrounded by the Hottentots Holland Mountains with a unique view over the garden, vineyards and Atlantic Ocean. Our main reception area can host 80 guests comfortably with a dance floor and up to 140 guests without a dance floor. The chapel, front lawn area, bar lounge and surrounding terraces offer endless layout and entertainment possibilities. Our venue is also wheelchair friendly.

Hoogeind Manor prides itself in hosting only one wedding or function at a time and we can assure that you will enjoy absolute privacy and exclusivity. Our vision is to help you coordinate a personalized wedding or function that suits your unique style and personality, and to ensure that all activities take place strictly according to plan. Our event management is driven, passionate and hardworking and will always do their utmost to guarantee that your wedding or function runs smoothly and that it will be a unique and memorable day. Rest assured that Hoogeind Manor's team is as committed to your special day or event as you are!

We hope that you fall in love with our beautiful venue and that you will visit us soon for a guided viewing of the different function locations. Kindly note that venue viewings are by appointment only, so please contact our event manager to schedule a suitable meeting day and time.

Please let us know if you have any questions. We know that every wedding or functions is very unique and special and therefore want to encourage brides and function holders to speak to us about their specific needs and requirements in order for us to compile a custom quotation and meet your budget needs and requirements.

Friendly regards,

***Hoogeind Manor Management***

**HOOGEIND MANOR SOMERSET WEST**

*B&B and Group Accommodation · Wedding & Function Venue · Conferencing & Training Facility*

88 Mondeor Road, Somerset West, 7130

tel: +27 (0)66 381 2724 | [events@hoogeindmanor.com](mailto:events@hoogeindmanor.com) | [www.hoogeindmanor.com](http://www.hoogeindmanor.com)



## VENUE HIRE

### ***Venue Hire Includes:***

- Usage of the chapel (The Villa Room)
- Cash bar facility and ice
- A dedicated event coordinator
- Exclusive use of the main venue and basic facilities
- Welcome drinks setup
- Setup of your preferred layout with basic table setting
- 14 x 10 seater rustic wooden tables (240 cm x 90 cm rectangular)
- 140 x Black plastic chairs with white chair covers
- White rectangular tablecloths
- White rectangular "air laid" napkins
- Standard cutlery, crockery and glassware
- Complimentary B&B for the bridal couple on the night of the wedding
- Wedding Room availability for the bride and following on the day of the wedding

### ***Venue Hire Excludes:***

- Any additional items or furniture if you require more than 140
- Cork fees
- Barmen
- Waiters
- Venue overtime fees after 24:00
- Catering surcharge (for outside catering)
- All food & catering services
- All beverages, alcoholic drinks, wines & coffee
- Ice buckets & wine coolers
- All B&B and/or Group Accommodation
- Back-up power generator
- All sound and lighting equipment as well as a sound technician or DJ
- A Bedouin or stretch tent (if required)
- All fees are excluding VAT at 15%

## VENUE VIEWINGS

1. Venue viewings are strictly by appointment only. Please contact the events manager to schedule an appointment.
2. Viewings can be done between 08:00 and 16:00 on weekdays, and between 09:00 and 12:00 on Saturday mornings.

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## **SECURING THE DATE**

1. Unfortunately, we do not accept provisional bookings.
2. A non-refundable deposit + VAT as part of the venue hire fee will secure your booking and must be accompanied by the proof of payment and a copy of the signed terms & conditions.

## **VENUE HIRE TERMS & CONDITIONS**

1. Our Venue Hire Terms & Conditions will be forwarded to you by our events manager and must please be signed and returned, accompanied by your proof of payment in order to secure your booking.

## **GENERAL**

1. Damages and/or breakage and overtime will be invoiced additionally and is fully payable by the following working day after the wedding/function.
2. Please ensure that you only use eco-friendly and biodegradable confetti at your wedding ceremony.
3. Guest totals must be finalized 30 days prior to the wedding day or function.
4. Your invoice can be paid in three installments. The entire invoice must be paid seven working days prior to your event date. Please arrange your payment options with our event manager.
5. All prices are exclusive of VAT at the current rate of 15%, as from 1 April 2018.

## **CATERING**

1. Hoogeind Manor offers exclusive in-house catering services for all weddings and functions. No outside catering is allowed.
2. Menu items can be selected from our variety of menu options in order for us to compile a

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- custom quotation for your catering.
3. In the rare case where an exception is made and an outsourced caterer may be used by the function holder, a surcharge of R3500 is applicable for not using Hoogeind Manor's chef and catering services.
  4. Waiters are not included in the venue hire fee and are charged at R100 per hour per waiter for a minimum of 8 hours.
  5. The minimum hours must include and allow for setup an hour prior to the start of the function, and an hour after the function has ended for cleaning and locking purposes. Alternatively an additional 2 hours will be added when required.
  6. We require the use of one waiter per every 20 guests.

### **BAR, BARMEN & DRINKS**

1. We have a fully licensed bar that is included in your venue hire fee.
2. We make use of one barman per every 50 guests at R95 per hour per barman for a minimum of 8 hours.
3. The minimum hours must include and allow for setup an hour prior to the start of the function, and an hour after the function has ended for cleaning and stock take purposes.
4. The bar facility closes strictly at 24:00 (midnight) and the last round must be made at 23:30.
5. We do have Hoogeind Manor wines available at reasonable prices that we recommend for weddings and function. Please discuss your wine requirements with our events manager.
6. A cork fee of R30 is applicable per 750ml of fruit juice, alcohol free wines or other non-alcoholic beverages, beer, wine, MCC or sparkling wine that is brought onto the premises.
7. No other beverages and hard liquor is allowed on the property.
8. If a bar tab is required, the account limit must be established and paid in advance.
9. In the case of an open bar, the bar account must be settled on the night of the wedding.

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## **DÉCOR SETUP & DISMANTLING**

1. Hoogeind Manor does not supply or setup any décor, flowers and/or additional furniture. The function holder is responsible to source and arrange their own, including the setup and dismantling thereof.
2. The venue is available to you and your service providers for setup the day prior to your wedding or function and for dismantling the day after the wedding or function, or the next working day.
3. All supplier deliveries must be made the day prior to the event strictly between 08:00 and 13:00. No deliveries will be accepted after hours.
4. Setup times the day prior to the event is strictly between 13:00 and 16:30, and on the day of the event strictly from 09:00 until 12:00.
5. Dismantling must take place the next morning after the wedding/function strictly between 09:00 and 10:00, or the next working day between 08:00 and 11:00. Please arrange the dismantling times in advance with our event manager.
6. All personal items must be removed directly after the wedding or function. Hoogeind Manor will not be held liable for the loss or theft of any personal items.
7. Please arrange with your service providers to collect their items strictly between 08:00 and 11:00 on the next working day.
8. Not adhering to or exceeding the setup and dismantling times will result in an overtime charge of R500 per hour.

## **ACCOMMODATION**

1. Hoogeind Manor also offers bed & breakfast accommodation. We have six beautiful double en-suite guestrooms available that form part of the Cape Dutch Manor House.
2. We also offer budget group accommodation for up to 40 people, where each room sleeps up to six guests dormitory style with a shared en-suite shower and toilet.
3. When you confirm your wedding/function date, we automatically block book the night before

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and the night of the function for your guests.

4. The accommodation may appear online as unavailable, so please ask your guests to contact us directly to make a room reservation.
5. Please visit our website for more information and photographs, or contact our accommodation manager directly at [bookings@hoogeindmanor.com](mailto:bookings@hoogeindmanor.com)

### **SMOKING POLICY**

1. Smoking is not allowed inside any of the buildings. Please make use of the designated smoking areas and cigarette butt containers outside.

### **OVERTIME CHARGE**

1. The venue is available on the day of the wedding or function from 09:00 until 24:00.
2. We recommend strictly adhering to the venue closing times. Exceeding of the closing times will result in an overtime charge of R2000 per hour for the use of the venue and R1000 per hour for the use of the bar facility.

### **CONTACT DETAILS**

Contact person: Elzanne Botha  
*Hoogeind Manor Events Manager*

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Email: [events@hoogeindmanor.com](mailto:events@hoogeindmanor.com)

Address: 88 Mondeor Road  
Somerset West  
7130

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