



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 lovely well-kept gardens, the Hoogeind Manor vineyards as well as Gordon's Bay and the Atlantic Ocean. Our main reception area can host 80 guests comfortably with a dance floor and up to 140 guests maximum without a dance floor. The required minimum amount of guests for a wedding or function is 40 persons.

The chapel, front lawn areas, bar lounge and surrounding terraces offer endless entertainment possibilities. Our venue is also wheelchair friendly and we have different accommodation options available for our function guests.

It is our vision is to help you plan and coordinate a personalized wedding or function that suits your unique style and personality, and to ensure that all activities take place strictly according to the plan and time schedule. Our event management is driven, passionate and hardworking and will always do their utmost to guarantee that your function runs smoothly and professionally. Rest assured that Hoogeind Manor's team is as committed to your function as you are!

Please visit Hoogeind Manor 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. Unfortunately we are unable to accommodate walk-in guests for viewings on weekends.

Please let us know if you have any questions. We know that every wedding and functions is very unique and therefore want to encourage our function holders to speak to us regarding their special function requirements and budget.

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 | www.hoogeindmanor.com



VENUE HIRE

The venue hire includes:

The wedding chapel (optional)
The reception venue
The cash bar facility
Standard 8-seater rectangular wooden tables

The venue hire excludes:

Function staff (compulsory)
Function catering and food service charges
Welcome drinks, wines and/or cork fees
Chairs, chair covers, round tables, table linen,
cutlery, crockery and glassware
Overtime fees after 24:00

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 11:30 on Saturday mornings. The venue is closed on Sundays.

SECURING THE DATE

1. A 50% non-refundable deposit as part of the venue hire fee will secure the booking and must be accompanied by the proof of payment and a copy of the signed and initialed terms & conditions.
2. Unfortunately, we do not accept provisional bookings.

GENERAL INFORMATION

1. All prices are excluding VAT.
2. An additional refundable breakage deposit is required for unforeseen damages and/or breakages and is payable prior to the function.
3. Any damages will be recovered from the breakage deposit and the difference will be refunded to the function holder. If there are no damages to be recovered from the deposit amount, the full amount will be refunded. If the damages total is greater than the deposit amount, the function holder will be invoiced for the difference at cost.
4. Chairs, chair covers, chair cushions, round tables, table linen, napkins, cutlery, crockery and glassware are not included in the venue hire fee or catering services, and can be rented through Hoogeind Manor. Please request a list of items from our events manager.
5. Overtime and corkage totals will be invoiced additionally after the function and is payable by the next working day.
6. Guest totals must be finalized 30 days prior to the function.
7. If the guest total decreases closer to the function date, the fees will remain unchanged since the necessary provisions and arrangements had already been made for the function, and consequently the function holder remains liable for the full amount.

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8. Should the guest total increase closer to the function date, the additional charges will be added to the final invoice.
9. The pro-forma invoice can be paid in three installments. The entire invoice must be paid in full no later than seven working days prior to the event date. Please arrange the payment dates with our event manager.
10. Our staff is available to attend to the function over a time span of maximum 8 hours, e.g. from 16:00 until 24:00. Should the function holder require staff for a longer time period, the extra hours and/or overtime hours will be invoiced additionally after the function at a fixed rate per staff member per hour.
11. An on-the-day function coordinator is not included in the venue hire fee and is compulsory to use for the function at an additional charge. This person serves as a general function supervisor and oversees the function schedule and all staff. The function holder is not allowed to use an outsourced on-the-day coordinator for the function.
12. Vehicle ushers are not included in the venue hire fee and is compulsory for the function. One usher is required per every 35 guests. The function holder is not allowed to use outsourced vehicle ushers or parking attendants for the function.
13. Flowers, décor, DJ and sound services, live music, photography, videography, wedding cake, lawn furniture, lawn games, plinths, cocktail furniture, couches, ottomans, patio heaters, parasol umbrellas, tenting and canopies, wooden dancefloor, power generator, ice buckets and wine coolers are all excluded from the venue hire fee and is for the function holder's own account.

CEREMONY

1. The function holder must ensure that only eco-friendly and biodegradable confetti are used at the wedding ceremony or cultural event.
2. Hoogeind Manor has an in-house interdenominational marriage officer available on request that offers wedding services, premarital counselling services and marriage preparation courses. Please enquire with our events manager should there be an interest.

CATERING

1. Hoogeind Manor offers high standard food and catering services for all weddings and functions done by our exclusive in-house chef.
2. We offer custom "per item" menu compilation options, as well as predesigned menu options in different price ranges. Please request the different menu options from our events manager.
3. In the case where an outsourced caterer is preferred by the function holder, a catering surcharge is applicable per guest for not using Hoogeind Manor's chef and food services.
4. Our catering kitchen is not Halaal certified and the function holder will need to outsource any Halaal catering. (The surcharge remains applicable.)
5. Waiters are not included in the venue hire fee or Hoogeind Manor catering services and are compulsory to use for the function. One waiter is required per every 20 guests and the function holder is not allowed to use outsourced waiters or serving staff for the function.

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6. Guest totals must be finalized 30 days prior to the function if the function holder is making use of Hoogeind Manor's catering services.
7. If the guest total decreases closer to the function date after the cut-off date, the catering fee will remain unchanged since the necessary provisions had already been made for the function and consequently the function holder remains liable for the full amount.
8. Should the guest total increase closer to the function date after the cut-off date, the additional catering fees per person will be invoiced additionally and is payable prior to the function with the final invoice.
9. No left over food may be taken away after the function when using Hoogeind Manor's catering services.
10. Kitchen dishwashing staff is not included in the catering fee and is compulsory for the function. One dishwasher is required per every 35 guests. The function holder is not allowed to use outsourced dishwashers for the function.

BAR FACILITY, BARMEN & BEVERAGES

1. We have a fully licensed cash bar facility that is included in the venue hire fee. The fee includes ice and all standard glassware served from the bar only.
2. Barmen are not included in the bar facility fee and are compulsory to use for the function. One barman is required per every 35 guests. The function holder is not allowed to use outsourced barmen or bar services for the function.
3. The bar facility closes strictly at 24:00 (midnight) and the last round must be made at 23:30. Should it be required for the bar and venue to remain open after 24:00, an overtime fee is applicable and the bar facility may legally operate until 02:00 with the last round at 01:30.
4. We have a selection of welcome drinks and Hoogeind Manor wines available at reasonable prices that we recommend for all weddings and functions. Please discuss the wine and drinks requirements with our events manager.
5. A standard cork fee per bottle is applicable on all wines, sparkling wines or champagne brought onto the premises by the function holder or any guests. No other juices, non-alcoholic beverages, alcoholic beverages or any hard liquor will be allowed on the property.
6. The full cash bar facility is still mandatory even when only welcome drinks, table wines and fruit juice are being served during the function.
7. If a bar tab is required, the account limit must be established and paid in advance.
8. In the case of an open bar, the bar account must be settled on the night of the function.

DÉCOR SETUP & DISMANTLING

1. Hoogeind Manor does not supply or setup any décor, flowers and/or additional furniture.
2. The function holder is responsible to source and arrange their own décor and flowers (or any other professional wedding and function services) and must arrange for the setup and dismantling thereof within the hours provided below.

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3. On request Hoogeind Manor can provide the function holder with a list of recommended local service providers whom we have work with in the past and can fully endorse.
4. The venue is available to the function holder and service providers for setup the day prior to the function between 13:00 and 16:00, only if there is no other function taking place on the day.
5. Service provider deliveries can be made the day prior to the function before 16:00. No deliveries will be accepted after business hours.
6. The venue is available to the function holder and service providers for setup on the day of the function between 09:00 and 12:00.
7. The venue is provided to the function holder in a neat and clean condition on the morning of the function. Cleaning up and sweeping after setup on the day of the function must be done by the function holder and/or service providers themselves.
8. The venue is available to the function holder and service providers for dismantling between 08:00 and 11:00 on the next working day after the function.
9. The venue is closed on Sundays and all personal items and belongings must be removed immediately at the end of the function.
10. Not adhering to the setup and dismantling times will result in an overtime charge per hour and will be invoiced additionally after the function.

ACCOMMODATION

1. B&B accommodation is available to guests and Hoogeind Manor has six double en-suite guestrooms available that form part of the beautiful Cape Dutch manor.
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 the function date is confirmed, we automatically block book the night prior to the function as well as the night of the function for the guest. The accommodation may appear online as unavailable, so please ask the guests to contact us directly to make a room reservation.
4. Please visit our website for more information and photographs, or contact our accommodation manager directly at bookings@hoogeindmanor.com

SMOKING POLICY

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

OVERTIME CHARGE

1. Exceeding of the closing times will result in an hourly overtime charge for the reception venue and bar facility respectively.
2. Staff overtime hours will be charged per staff member per hour.
3. Overtime charges will be invoiced additionally after the function and is payable by the next

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working day.

CANCELLATION POLICY

1. Hoogeind Manor reserves the right to cancel the function when the final invoice had not been paid in full seven working days prior to the event.
2. Cancellation by the function holder more than 30 days prior to the function date will result in 50% forfeiture of the venue hire deposit.
3. Cancellation by the function holder less than 30 days prior to the function date will result in a 100% forfeiture of venue hire deposit as well as catering penalty fee of 50% of the catering total.
4. Cancellation must be done in writing. E-mail confirmation is acceptable and must be sent from the function holder's official email address.
5. No telephonic cancellations or Whatsapp messages are accepted.

CONTACT DETAILS

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+27 (0)21 858 1877
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