



Le Chateau

Guesthouse & Conference Centre

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INFORMATION AND AGREEMENT FOR WEDDINGS AND FUNCTIONS

- JANUARY TO DECEMBER 2017 -

Prices are subject to change without prior notice

Set in a lush and tranquil garden, **Le Chateau** offers friendly, welcome and warm hospitality. Your hosts take pride in their professionalism and the versatility of the facilities they offer – Accommodation, Conference, Weddings and Functions.

Be assured that your function will be an outstanding success!

The following guideline provides the basic information that you may require to plan your special event.

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Please read the following to ensure your optimum satisfaction regarding our service.

1. LAWS: TIME, VOLUME OF MUSIC, SMOKING

Due to the fact that Le Chateau is in a **RESIDENTIAL AREA**, we have to adhere to regulations laid down by the **Gauteng Provincial Government**, which stipulate that:

Volume of music:

Music cannot be played louder than **80** decibels. The volume has to be turned down at **22h30**, and the music switched off by **23h00**. **Le Chateau** reserves the right to control the volume. It is your responsibility to inform the DJ of these rules and of the Agreement to be signed by him/her (See Addendum A). **The DJ** is allowed to test his system for only 15 min. No shouting or hooting allowed, especially on departure after your function. Please stipulate on your invitations these time-slots!

Time restrictions:

All functions be restricted to the Dining Room and the Function hall (Not outside) and shall terminate by 22h00 during weekdays and 23h00 on Fridays and Saturdays. Every person, including the DJ must be off the premises at 23h15.

Smoking:

Due to new legislation on smoking in public areas, both function venues, as well as the Guest house itself, are **NON-SMOKING** areas. However, provision is made for smokers on the patio (Any uncovered area). We Appeal to smokers to be considerate and refrain from smoking inside the buildings. Please note, due to the severity of these laws and the influence of the contravention of these laws, it is of utmost importance that these laws are strictly adhered to. Any person failing to adhere to these laws will be acted on and prosecuted with possibility of a fine of imprisonment. We are acting according to Government legislation.

2. APPOINTMENTS:

It is essential to **schedule an appointment** to ensure that the venue and necessary staff are available to assist you. Please note that viewing is by appointment only. No viewing is allowed during functions, **Sundays** or on days we have weddings. We believe in giving our bride the **best service and attention** we possibly can, the same way we would like to be of assistance to you on your special day.

Final arrangements: A Consultation must be booked the week before the function to finalize detail, to confirm the numbers and to settle the payment. **Punctuality** will be appreciated.

3. BOOKINGS:

Your booking will only be **confirmed** upon completion of a **Function Booking Form** and after your **DEPOSIT** has been paid. Please note that **ALL changes**, whether it is the menu, date or other detail, **MUST** be given to management in **writing** to ensure both parties take note of the changes.

4. PAYMENT AND DEPOSIT (CONTRACTING):

A deposit of **R 6 000,00** for the Function Hall and **R 3 000,00** for the Formal Dining Room is required when your booking is made. **R 1 000,00 breakage deposit** will be kept until after the wedding. Any breakage done by you or your guests will be deducted from this R 1 000,00.

*Please note that a surcharge fee will be applicable for any function booked on a **Public Holiday**.

The number of guests have to be confirmed and the final payment has to be made at least the **WEDNESDAY** before the function. **If you pay by cheque**, the final payment must be made at least **10 days** before your function.

By **paying the deposit** you are **CONTRACTED** to all the laws and rules set out in this document.

The **DEPOSIT is not refundable.**

The **bar** account is regarded as a separate expense – of which the former should be settled after the function or as per arrangement with Management. Payment can be made by means of **cash/card or direct transfers.**

Banking details:

Account name: Herby Properties 22
Bank name: Standard Bank, Greenstone, Cheque Account
Account nr: 020201826
Branch code: 016342

5. WEDDING CEREMONIES:

Wedding ceremonies can be conducted in the hall or on the paved area in front of the Function Hall or on the grass in front of the slave bell. Only the Wedding March / Wedding Song are allowed to be played outside.

6. CATERING:

Le Chateau provides all catering and **no outside caterers** are allowed on our premises. Meals can only be served in the Function Hall or Dining Room. Your choice of menu must be confirmed with our office on the **Monday** before your wedding. Le Chateau makes ample provision for second helpings. Unfortunately we are not in a position to allow “take-a-ways”. Any leftovers will remain the property of Le Chateau as we also cater for our staff on duty.

7. CHILDREN:

We state that children are allowed at functions, but must be **looked after**. Full Supervision of a responsible adult is required and that they share a table with their parents. Children are allowed to play on the grass/paving: **Not in the flowerbeds!** We cannot take responsibility for their safety while playing around on the property. The above mentioned breakage deposit will also apply on children damaging our garden and irrigation equipment. Children must play **inside** after **21:00**. Take note that there are two open fountains on the premises which can be a danger to small children.

8. PHOTOGRAPHERS, DJ'S AND OTHER GUESTS

Your Photographer, DJ and other Guests or their helpers must be part of your guest list: i.e. **Count them in** as part of your guest list (Provide a chair, food and drinks for them).

9. TIME SLOTS:

Breakfast is SERVED until **10h00** only.

Morning functions should finish by 14h00.

Afternoon functions should finish by 15h00.

Evening functions should finish by 23h00.

During evening functions the bar will close at 22h30 (**No exceptions**). Approximately **six hours** are located to morning and afternoon functions and **seven hours** for evening functions (16:00 till 23:00). Please make sure that your guests will adhere to these time frames. Please ask the Master of Ceremonies to announce the timeslot at the starting of the party. The venue will be available two hours (or more if available) prior to the function for your own additional preparation (if desired).

10. BAR AND LIQUOR:

Please note that you **cannot bring your own** liquor onto the premises. **RIGHT OF ADMISSION RESERVED.** Should any person/s use their own liquor, immediate action will be taken and the person/s will be removed from the property. It is your responsibility to see to it that your guests do not bring any liquor onto the premises.

Champagne and Wine: If prior arrangements have been made to bring your own champagne and wine, a **corkage fee of R 30-00 per bottle** will be charged. The bottles will be opened by the staff and put on the tables. Your champagne and wine must be delivered one day before the function. In order to protect other guests from any form of unpleasantness, **Le Chateau does reserve the right NOT to serve or sell any liquor to anyone that has exceeded the alcohol limit.**

11. FLOWERS AND OTHER DECORATIONS:

It is your responsibility to see that all decorations and flower arrangements are **delivered** timeously before the function. Le Chateau will not be held responsible for the “care-taking” of flower arrangements and other decorations. Please arrange with management beforehand when and by whom the flowers will be delivered. Flower arrangements may be done on our premises on certain conditions, but not later than **20h00** the previous day.

You must provide the serviettes. The placement of **serviettes** and gifts must be arranged with management and be delivered at least one day prior to your function. We also need your **table layout** at least two days prior to your function – we cannot prepare the venue without it.

Candles: When using candles, there must be **protection under the candles.** If any damage occurs, **you will be responsible** for the account. Even drip-free candles cause damage. All decorations and candles must be removed from the premises after your function. When priority arranged with management, you can collect your decorations the following day. We will not be responsible for your decorations thereafter.

12. ACCOMMODATION:

A deposit of **R 550-00** is required upon the reservation of the Honeymoon Suite, and the balance to be paid in full one week prior to the date. A **special rate** (Saturday night only) of R 515,00 per person sharing and R 765,00 per single person, Bed and Breakfast, is available to wedding guests who wish to make use of our sleepover facilities. Unfortunately no floor beds are available for children.

13. PARKING:

There is enough space for ± 30 cars on the premises. For the rest there will be enough parking outside the gates. We do **arrange for security**, however, **parking is at the owner's risk.** Le Chateau takes no responsibility for any damage to, or theft of any vehicle/s.

14. GUEST HOUSE AND TELEVISION:

The watching of sport or other programs on TV will not be allowed during any function. We have to remind you that facilities within the Guesthouse are only for the benefit of overnight guests. The Guesthouse will be closed for unauthorized persons during functions. We need to respect the privacy of our accommodation guests.

**IF YOU HAVE ANY FURTHER ENQUIRIES OR QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT US DURING OFFICE HOURS:
MONDAY – FRIDAY = 8h00 – 17h00.**

**** THANK YOU FOR TRUSTING LE CHATEAU GUESTHOUSE WITH ALL YOUR FONDEST MEMORIES ****

15. INFORMATION AND PRICES ON THE VENUES:

VENUES:

Function venues are equipped with round tables each accommodating 6 – 10 people, chairs, table cloths (White, Cream or Black), crockery and cutlery (Not the serviettes)

Function Hall (81 – 130 people)	R 10 200,00
Function Hall (61 – 80 people)	R 7 600,00
Function Hall (41 – 60 people)	R 5 100,00
Dining Room (Max 40 people)	R 3 500,00
Bar Fee	R 850,00
Garden Wedding (Red carpet, arch, podium, chairs)	R 1 400,00
Backdrop	R 1 200,00
Corkage fee per bottle	R 30,00
Fruit Juice per liter	R 30,00
Fruit Punch per liter	R 35,00
JC Le Roux Champagne – white	R 90,00
Chair Covers @ each	R 20,00
Overlays available @ each	R 25,00
Tiebacks for chairs: limited colors available @ each	R 5,00
White and cream serviettes available @ each	R 5,00
Under Plates @ each	R 5,00

Please Note: You are responsible for all decoration items, overlays, serviettes, flowers, Table plan, etc.

AVAILABLE WEDDING PACKAGES:

All Packages includes: Venue, Chair Covers, Overlays, Serviettes, Tiebacks, Under Plates, Backdrop (Only Selective colors available)

Wedding Package A (81 – 130 people):	R 14 465,00
Wedding Package B (61 – 80 people):	R 10 970,00
Wedding Package C (41 – 60 people):	R 8 660,00
Honeymoon Suite and Dressing Room for 2 Package	R 1 980,00

ACCOMMODATION:

Honeymoon Suite (Including champagne, flowers, chocolates and breakfast)	R 1 485,00
Dressing room for bride (Family Room - Max 4 persons)	R 650,00
Dressing room for bride (Max 2 persons)	R 550,00
Snack Platter with Fruit Juice for Dressing Room (4 Persons)	R 195,00

Accommodation Rate for Saturday nights only - Including breakfast:

Function guests (Per Person Sharing)	R 515,00
Function guests (Single)	R 765,00

ALL PRICES ARE VAT INCLUSIVE

16. FUNCTION INFO:

Please enquire at Reception regards to information available about and suppliers of music, video, photographers, DVD, confectioners, hiring of drapings, flower arrangements, candles, wedding invitations, etc.

17. MENUS:

Menus range from R 220,00 to R 285,00 onwards, depending on your selection.

Rate per Child:	Ages 6 Years & younger: R 65,00
	Ages 7 Years to 13: Half the rate of your Menu choice p/child.
	Ages 14 & older: Full Rate



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AGREEMENT BETWEEN DJ AND LE CHATEAU GUEST HOUSE

DJ, please note that Le Chateau Guest House is in a RESIDENTIAL AREA, that means we have neighbours very close to us. The Wedding couple knows that and agreed on the first meeting with us that they will respect this fact. You have to undersign this agreement too and take note to the following:

- 1) Music is only allowed inside the building.
- 2) Music cannot be played louder than **80** decibels. **Le Chateau Guest House's** owners or managers reserve the right to control the volume.
- 3) **The DJ** is allowed to test his/her system for only 15 min and also not above 80 decibels.
- 4) The volume has to be turned softer at **22h30**, and the music switched off by **23h00**.
- 5) If DJ's do not comply with this the electricity **will be switched** off after the second warning.

Signed at *Kempton Park* on Day of 20.....

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FOR LE CHATEAU

NAME OF DJ:



Le Chateau Guest House

Wedding / Function Booking Form

Organiser

Name & Surname: _____

Tel nr.: (H) _____ (Cell): _____

Home Address: _____

Postal address: _____

E-mail: _____

Bride

Name & Surname: _____

Tel nr.: (H) _____ (Cell): _____

Home Address: _____

Postal address: _____

E-mail: _____

Groom

Name & Surname: _____

Tel nr.: (H) _____ (Cell): _____

Home Address: _____

Postal address: _____

E-mail: _____

Wedding / Function Information

Date of Wedding / Function: _____

Number of guests: _____ Time of Function/Wedding: _____

Amount discussed: R _____

Deposit for Venue Paid:	Yes	No	
Deposit for Honeymoon Suite Paid:	Yes	No	
Ceremony at Le Chateau	Yes	No	<i>Time:</i>
If yes, where?	<i>Function Hall</i>	<i>Dining Room</i>	<i>Garden</i>

Yes, I have read the Wedding Information (6 Pages) and agree on the Rules set out in it:

Signed By – Name & Surname:

Signature: 20...../...../.....

Witness: 20...../...../.....