

## WEDDING AND EVENT PACKAGES

Landscap is a new forward-thinking and environmentally conscious wedding, event and conference venue in Devonvale, close to Stellenbosch. Unobtrusively sculpted on the ridge of a hill, our gathering spaces are bathed in bright natural light and insulated by a living garden on the roof.

Designed by a leading architectural firm, our venue is modular and effortlessly transforms to accommodate a maximum of 220 people in cinema style and 160-seated guests with a dance floor for a wedding.

Whether you're after the wedding of your dreams, a designer celebration or an inspiring location for a full or half-day with colleagues, the team at Landscap looks forward to share our new point of view with you.



## VENUE HIRE

SUMMER: SEPTEMBER 2013 – APRIL 2014		WINTER: MAY 2014 – AUGUST 2014	
<b>Weekend Weddings &amp; Events</b>		<b>Weekend Weddings &amp; Events</b>	
Saturdays	R35 000	Saturdays	R26 250
Fridays	R30 000	Fridays	R22 500
<b>Mid-day Weddings &amp; Events</b>		<b>Mid-day Weddings &amp; Events</b>	
Sundays to Thursdays	R25 000	Sunday to Thursdays	R20 000
SUMMER: SEPTEMBER 2014 – APRIL 2015		WINTER: MAY 2015 – AUGUST 2015	
<b>Weekend Weddings &amp; Events</b>		<b>Weekend Weddings &amp; Events</b>	
Saturdays	R38 500	Saturdays	R28 875
Fridays	R33 000	Fridays and Sundays	R24 750
<b>Mid-day Weddings &amp; Events</b>		<b>Mid-day Weddings &amp; Events</b>	
Sundays to Thursdays	R27 500	Sundays to Thursdays	R22 000

All prices are excluding VAT

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## THE VENUE FEE INCLUDES THE FOLLOWING

### CEREMONY AND PRE-DRINKS

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- The use of the lawn, deck and all outside areas (weather permitting)
- Set-up of outside areas
- An arch and lectern for ceremonies

### RECEPTION

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- Basic set up of tables and chairs for reception. This includes the venue cutlery, crockery and glassware
- Furniture:
  - Lounge seating (about 25 guest)
  - Oak tables (2.4m x 1.2m) rectangular (no linen needed) x 16
  - Seating plan stand
  - Tiffany chairs for reception only
  - White plinths (for inside use only) x 4
  - Wine barrels (for outside use only) x 4
  - Ice coolers x 2

### CUTLERY, CROCKERY AND GLASSWARE

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- Contemporary silver-plated cutlery:
  - 160 sets for starters, mains and dessert
- Basic white crockery:
  - 160 units for starters, mains and dessert
- All basis glassware for 160 pax

### STAFF

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- 1 x Venue manager for duration of the event.
- 2 x Staff members for set up only.
- 2 x Porters for 6 hours.
- 1 x Parking marshal for duration of the event.
- We recommend the use of professional waiters and this can be arranged at a rate of R75\* per person, as well as an additional R250\* for transport costs per four person shuttle. (Subject to change – 3<sup>rd</sup> Party supplier costs.)
- Friendly request to have 1 x waiter per 10 x guest.

#### **The venue fee does not include the following:**

- Full wedding or event coordination
- Linen (tablecloths or serviettes)
- Ice buckets for tables
- Ambient lighting, sound and D.J. services
- Alcohol, beverages and food
- Chairs for a wedding ceremony
- Waiters and additional barmen (over and above the one included)

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## GENERAL INFORMATION

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### BAR AND BEVERAGES

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- Landscap is fully licensed and will meet and manage all your beverage requirements, please note that the bar will only be managed by Landscap and will not be outsourced to the client, caterer or any other party involved.
- **Bar Service:** Set up cost R2000.00 **excl. VAT**, which includes 1 x barman for the evening until 24:00, ice, hi-ball, tumbler, water and shooter glasses as well as the transport fee for the barman.
- Any additional bar staff can be arranged at a rate of R85.00 per barman per hour up until 24:00 and R90.00 thereafter including the Landscap barman. Please note transport fee is not included.
- Final bar arrangements will be required 14 days prior to the wedding/function. The choice of an open bar or cash bar is to be confirmed by the bridal couple/host. The client needs to pay a deposit before the wedding or function date for an open bar. Landscap will assist in calculating a possible bar estimate.
- **Wine:** Landscap will charge corkage of R40.00 per 750ml bottle of wine or sparkling wine (other than Landscap wines or sparkling wine) as per provided list. All wines brought onto the premises must be removed by no later than 09:00 the day after the wedding/function; Landscap will not take any responsibility for any loss or damage to wines brought in.

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### CATERING

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- All catering will be arranged by Landscap. We have a wide variety of menus for you to choose from (prices are subject to seasonality) and our chefs are flexible to cater to your needs should you need to make changes to our menus. Final number of guest and menu need to be confirmed 14 days prior to the function date.
- Prices are subject to change – 3<sup>rd</sup> party supplier cost or seasonal fluctuations. Clients will be notified in advance.
- **Kosher & Halaal** catering will be outsourced to a preferred supplier in Cape Town/Stellenbosch and there will be an additional hiring fee of R8 000 for use of the kitchen facilities. This fee also includes corkage on Kosher wines should Landscap wines not be consumed at the wedding.
- In case other glassware, cutlery or crockery are requested other than Landscap supplies, it will be for the client's own account.



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## WHEELCHAIR FRIENDLY

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- Landscap is a wheelchair friendly venue.

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## SMOKING

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- Please note smoking will not be allowed inside the venue – only at the designated open areas.

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## WEDDING AND EVENT TIMES

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The venue is available for setup and use during the following times:

- Breakfast wedding or event: 08:00 to 16:00
- Lunch wedding or event: 08:00 to 18:00
- Dinner wedding or event: 08:00 to 00:30

*Should you wish to extend the duration of your evening wedding/event until 02:00, an additional fee of R2500 will be charged to your account.*

*Please note our liquor licence only allows the bar to be open until 01:00.*

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## VENUE SETUP

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- If arranged and confirmed by Landscap, setup for an event or wedding can commence the day before the event. All arrangements must be confirmed in writing with Landscap in advance.
- Landscap will gladly assist with the basic layout and setup of tables and chairs from a floor plan (if Landscap's furniture is used), providing that such a plan is sent to management at least two days prior to the event.

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## MUSIC

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- Landscap does not provide any equipment for sound in any of the locations at the venue.
- The cut-off time for dance and live music is at 24:00 and only background music will be allowed between 24:00 and 02:00.
- No dance or loud live music will be allowed in outdoor spaces or on the open lawn area.
- No speakers are allowed on the deck and outside areas, only a PA system allowed outside during the ceremony.



## DÉCOR

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- All décor must be arranged and managed by the client or his/her event coordinator. Landscap's employees cannot assist the florist or any supplier in this regard at any stage during the setup, execution or strike of an event.
- Landscap's preferred floral and décor partner, Leipzig Floral Design, can assist clients if and when required. Please contact them at [info@leipzig.co.za](mailto:info@leipzig.co.za) or [www.leipzig.co.za](http://www.leipzig.co.za)
- All décor must be cleared and collected by 09:00 on the next day following the event apart from Sundays.
- Florist to bring in own table to use as working surface when setting up.
- No open candles are allowed on the tables.

## SAFETY AND SECURITY

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- Landscap will take the required precaution for the safety of your personal items and equipment, but will not take responsibility for any damage or loss of any item or equipment.
- Landscap and it's staff will not take any responsibility for any lost or injuries due to negligence or any other cause that led to the problem.

## SITE INSPECTIONS & VIEWINGS

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- Site inspections are by appointment only. Our office hours are Monday to Friday from 09:00 to 17:00 and on Saturdays from 09:00 to 12:00.
- Food and wine tastings only with prior arrangement in writing with Landscap. A maximum of 4 people will be allowed for food and wine tastings.

## WEATHER

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- Landscap takes no responsibility for outdoor events and the client remains responsible for any other extra cost or insurance involved should a radical shift in weather affect the arrangement of the wedding/function. Deposit and or full payments done for the use of Landscap's facilities are not refundable.





## CANCELLATION

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- Should a cancellation take place between 30 days after the booking date and 3 months prior to the function/wedding date, Landscap will retain the deposit.
- A cancellation within 3 months prior to the function/wedding date will result in a demand for full payment of the quotation & any costs incurred by Landscap regarding this particular function, event or wedding.

## TERMS & CONDITIONS

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- All rates are subject to change without prior notice.
- All rates excludes 14% VAT.(excluding beverages).
- No 3<sup>rd</sup> party will be allowed to change, add on or re-quote Landscap rates and prices; it is the client's responsibility to ensure that he/she is aware of all prices quoted by Landscap.
- When a booking is made, that booking will provisionally secure a wedding or event date for 14 days. A 50% deposit of the total venue hire and any additional service fees are required within 14 days to confirm a booking, failing which the booking will be cancelled.
- To confirm a booking a copy of the signed contract and confirmation of payment must be faxed or mailed to Landscap: Fax +27 (0)21 865 2736, Email [info@landscap.co.za](mailto:info@landscap.co.za)
- A deposit becomes non-refundable 30 days from the reservation date.
- The balance of the venue hire and any additional service fees are payable 14 days prior to the wedding or event date.
- The final number of guests must be confirmed 21 days prior to the wedding or event.
- A R5000 refundable deposit is required for any shortages, damages or breakages to any property of Landscap, the balance of which will be refunded within a week after the wedding/function.
- A 3.5% credit card transaction fee will be charged for payments by credit card.
- If full payment is not received before the wedding or event date, Landscap will not be able to host a function.
- Should a generator be required due to a power failure, one can be arranged and will be for the clients account.



## METHOD OF PAYMENT

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**Please indicate:**

Credit Card: Y / N

EFT/Deposit: Y / N

**EFT Payments must be made to:**

Landscap

Bank: Nedbank

Branch Code: 149 821

Account Number: 101795 0636

## CREDIT CARD AUTHORISATION FORM

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Name of Cardholder:

Credit Card Company:

Credit Card Number:

Expiry Date:

CCV Number:

I, ----- accept, in full the above mentioned Terms and Conditions and authorize that the following credit card may be debited, for charges that may be due.

## BINDING UNDERTAKING

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Please indicate your acceptance of the agreement of the above mentioned Terms and Conditions, by signing in the space provided below.

Bridal couple or client's full names and surnames:

Date of wedding:

Postal Address:

E-mail address:

Mobile number:

Fax number:

Signed at: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Client: Signature

\_\_\_\_\_  
Landscap Representative: Signature

Once completed, please fax or e-mail this and a copy of the deposit slip to the  
**+27 21 865 2736** or send an email to **info@landscap.co.za** to confirm your reservation.