

Welgemeend Function, Event & Conference Venue Cape Town

Terms & Conditions, Contract and Venue Hire Rates



A venue in the heart of the city on the slopes of majestic Table Mountain, offers great service and
ambiance.

Our venue comprises of a Historic Cape architecture home from the 1700's and beautiful lawns to host
your function.

Enquiries and Information
karin@welgemeend.com
www.welgemeend.com
021-4222601

PLEASE READ THE TERMS AND CONDITIONS BEFORE YOU BOOK A FUNCTION AT WELGEMEEND

Welgemeend Venue Hire Pricelist

Please Note: **This price list is only a Guideline.** The actual venue hire will be quoted according to the number of guests and hours at the venue and special requests of the client. **MAXIMUM CAPACITY OF THE VENUE: 120 Cocktail, 100 Sit down, 80 Sit down with small dance floor**

ROSA VAN DE CAAB



This is our largest function room leading onto a beautiful large patio with views of the garden and Table Mountain. The Rosa package includes the patio area and hosts a maximum of 100 guests due to the venues kitchen and bathroom facilities.

100 guests seated
120 guests cocktail style
80 guests seated + dance floor

R 7500 for function of 5 hrs
Additional hours R 900.00p/h
For functions less than 4 hours R2200 per hour for a minimum of 3 hours.

PATIO



Wedding rates are based on 8 hours
Enjoy your event on our beautiful wine leaf covered patio and Rosa room.

80 - 100 guests seated
120 guests cocktail style

R 16500 (Exclusivity of the Venue) for 8 hours.

SANLAM



An elegant intimate room.

10 guests Business Meetings
Small Functions

R 3000 per day

INVESTEC



This elegant room with working fireplace is perfect to host; dinners, breakfasts, conferences, meetings, music concerts.

36 guests classroom style
60 guests cinema style
24 guests U-Shape

R 5500 per day

MEDIA 24 THEATRE



A functional room perfect for training sessions.

36 guests class room style
28 guests U-SHAPE
70 guests cinema style

R 6000 Full Day
R 3,500 Half Day

BOERNEEF & PIERNEEF



Personal cosy lounge style. Perfect for small lecture classes.

10 guests class room style

R 1,500 Full Day
R 1,000 Half Day

GARDEN



A tranquil green space in the middle of the city, a magical location with inspiring mountain views. Perfect to host a Picnic, Braai, Garden Tea Party or your Wedding Ceremony.

On Request

WEDDING PACKAGE DEALS



Exclusivity of the venue incl. Patio and Garden
PLEASE find out more on our Package deals on www.welgemeend.com.

100 guests seated
60 - 80 guests with a dancefloor

R 16500 for 8 hours
Please contact us should you have less than 40 guests.

CONFERENCE PACKAGE DEALS



Exclusive use of venue, white board, flip chart, projector, screen, wi fi, tea breaks and lunch

On Request, depending
On seating style

R 440 p/p Full day
R 425 p/p Half day

Terms and Conditions:

1. Venue hire fee includes the following

FOR A MAXIMUM OF 100 GUESTS:

-) Tables – round tables for guests and long buffet tables
-) Chairs
-) Cutlery, Crockery, Glassware
-) White linen – table clothes and serviettes
-) DJ Table
-) Cake Table
-) Use of the venue, garden and parking area
-) Two planning meetings (Additional meetings will be charged at R 350.00 per hour.)

Please note: Staff hours are not included in the venue hire fee. An extra charge is applicable for staff to set up for your function, service during the function, breakdown and cleaning after your function.

Event coordinating is not included in the venue hire, should you want Welgemeend Management to plan and coordinate your event please ask us for a quote.

The venue can be viewed by appointment only.

2. Venue times

-) **The venue will be available 3 hours before your function for décor/deliveries and set up.**
-) PLEASE NOTE: IF YOU REQUIRE EXTRA HOURS FOR YOUR SET UP YOU NEED TO BOOK THESE HOURS AT R800 PER HOUR.
-) All venue hire fees quoted is for a maximum of 100 guests.
-) Venue hire hours:
 - Breakfast and Lunch functions - 4 hours.
 - Dinner functions - 5 hours until 23h30.
 - Weddings - 8 hours including photo sessions/ceremony and reception until 23h30.
 - Any additional hours will be charged at R900.00 per hour.
 - **Hours after mid night R1500 per hour.**
 - Please note if you have your ceremony in the garden there is a separate set up and break down fee of R800.
-) We offer package deals (please see www.welgemeend.com) which are designed to let you have a completely hassle free function. Price per person includes waiters, set up, menu as per package deal chosen, venue hire and parking for 8 hours.
-) On Sundays only, breakfast and lunch functions till 18h00 are allowed with **soft background music**.

3. Booking and payment

-) Provisional bookings must be confirmed within seven (7) working days.
-) A signed contract and a 50% deposit of the venue hire are required to confirm the booking.
-) Final confirmation of the number of guests attending the function to be confirmed ten (10) working days prior to the function.
-) NO REFUNDS AFTER YOU MADE YOUR FINAL PAYMENT.

4. Final payment due

-) Final payment for the function will be calculated according to the number of guests confirmed or the final number of guests attending the function, whichever number is the highest.
-) The balance of the payment is payable in full, twenty-one (21) days before the function.
-) Welgemeend reserves the right to charge interest in the event of late payments.

) **Confirmation of electronic payment is required (Proof of payment) via Email**

) There will be no refund in case the function is cancelled 21 days or less before the function date.

) In this case the FULL invoice amount is due and non-refundable if payment is already done.

5. Post function invoice

• A third and final invoice will be due 2 days after a function with all costs related to shortages, corkage, loss, damage, extra staff hours and additional expenses and costs incurred by the function.

• This invoice must be paid immediately and please send proof of payment to karin@welgemeend.com.

6. Cancellation terms for functions

) All cancellations must be advised in writing.

) Cancellation of a confirmed booking and deposit refund:

- A 4-month notice period prior to the date of the function, is required to receive a full refund with a R 500.00 admin fee deducted.

- For cancellations less than 4 months prior to the function date the deposit is **non-refundable**.

7. Setup and strike of venue

) A staff member will be available on the premises three (3) hours prior to your function allowing you access to the venue for setup.

) Welgemeend staff will be on site to facilitate final arrangements and preparations of your function. Any additional hours over the 3 hours will be charged at R800.00 per hour. Should you use our in-House décor company or DJ you will not be charged for any extra hours for set up.

) Should you require additional setup and strike staff, this will be charged at R60.00 per staff member per hour

) **PLEASE NOTE: If you use an outside catering company YOU HAVE TO USE OUR WAITERS AND BARTNDERS – NO OTHER WAITERS ALLOWED AT OUR FUNCTION FACILITY. NO FUNCTION WILL TAKE PLACE WITHOUT SERVICE STAFF/CLEANING AND SCULLERY STAFF.**

) **Welgemeend staff will not check-in or check-out any hiring equipment or drinks on the client's behalf. THIS IS YOUR RESPONSIBILITY!**

8. Right of admission

) Right of admission is reserved and will be strictly in accordance with the contract.

) No unauthorized persons, goods, weapons, food or drinks will be allowed on the premises

) All equipment, decorations, drinks, must be removed from the premises by **10h00(AM)** the next day after your function. We cannot store hiring equipment and/or personal belongings. Anything left behind on the premises will be at your own risk.

) All delivery and collection times must be arranged with Welgemeend Management prior to the event.

) Welgemeend do not provide take away containers or take aways after a function.

) If you would like to take food after a function you do it at your own risk and provide own take away containers.

9. Bar facilities

) Bar facilities will be arranged in accordance to the client's requirements.

) **No cash bar available.**

) No unauthorized beverages or food items will be allowed on the premises. **Please note there will be a charge for bringing food or drinks onto the premises, if you unsure please consult with management.**

) The bar will close at 15h30pm for lunches and at 23h00pm for evening functions

) Please note: Last rounds will be served at 23h00, **even if you did supply your own drinks.**

) **Bar Option 1**

) Guests provide their own liquor.

) Handling fee is R35 per bottle for wine and sparkling wine, R60 for spirits(750ml), R40 per case of beers, ciders or similar.

) Handling fee includes ice, glasses, scullery person for washing up, fridge facilities.

-) Bar Option2
-) Welgemeend will provide alcoholic and soft drinks on a sale and return basis.
-) Please request our bar price list for your function.
-) You need to choose from the bar list what you would like available at your function.
-) Welgemeend **does not have** a fully stocked bar we get all the products in for your function.
-) PLEASE NOTE: Prices quoted are **valid for 4 weeks**. We reserve the right to adjust prices after that accordingly.
-) Should you require us to provide bartenders for your function, we charged R95 per hour per bartender.

10. Wedding ceremony

-) There is no extra charge for weddings ceremonies in the garden it is included in the venue hire fee.
-) **There is a charge for staff hours, to setup and strike chairs required for the ceremony if we need to set up in the bottom garden of R800.**
-) We suggest that you use benches for your ceremony – please ask us for a quote.

11. Outside caterer's/service providers

-) For conferences and business meetings, catering is provided by Welgemeend only.
-) If you prefer to use your own caterer a fee of R3500 will apply for the use of Welgemeend kitchen facilities.
-) **Outside caterers will have to be approved by Welgemeend Management.**
-) A meeting with your caterer must be arranged, to discuss all the rules and regulations pertaining to the kitchen and the equipment of Welgemeend.
-) If you are bringing in additional dishes such as dessert, please inform your caterer so that they bring in the plates and serving dishes required to plate these on your behalf. Welgemeend is not responsible for the plating and providing of serving gear if you choose to use an outside caterer.
-) In keeping up with the standards of the venue, **only professional caterers** will be allowed with a chef and staff responsible for all plating and preparation of food.
-) **If you would like to bring any food onto our premises, please check with management first.**
-) **Every function needs waiters/scullery person and a cleaner please discuss this with us.**
-) **Your chosen caterer will be responsible for necessary arrangements in the case of load shedding.**
-) **Welgemeend has a list of preferred outside catering suppliers and service providers:**

- Celebration Cafe | Cynthia | 082 4115581 | cynthia@celebrationcafe.co.za
- Annalize Sainsbury | Escoffier | 0824414595 | annalize@escoffier.co.za
- Décor – Estelle Franken – 0823349893 – estellefranken@vodamail.co.za www.decordate.co.za
- DJ/Audio / Visual – Juergen Eder – 0835280897 – je@ladolcevita.co.za
- Clive Pringle | Trilogy Group - info@trilogygroupp.co.za
- Hiring – Jacques at Makiti Hire 082 381 7785
- Hiring – Miles at Top Table 021 447 4000
- Tents – Daniel Meyer – Stretch INC – 021 8204783 – dan@streichinc.co.za

The above companies have all worked at Welgemeend. They know the venue and the rules and regulations and adhere to our high standards of quality & service

12. Menus and function packages

-) A selection of menus and packages are available.
-) Please go to our website www.welgemeend.com to find out about our wedding packages.
-) We are very open to discuss menu choices and options.
-) We are happy to assist you in creating a menu that perfectly suits your needs and requirements.
-) Please note a surcharge is charged for any additional food brought onto the premises.

13. Conference package deals

-) Full day conference package, for a maximum of 8hrs at R440 p/p
-) Half Day conference package, for a maximum of 6hrs at R425 p/p
-) Additional hours will be charged at R 600.00 per hour

14. Service staff

-) Service staff is included in some of our menu packages, please see menus attached.
-) **Service staff is charged at R 95.00 per hour per waiter.**
-) To ensure professional service, we provide trained service staff.
-) **YOU HAVE TO USE OUR WAITER COMPANY.**
-) **Casual friends/family unfortunately will not be accepted**, to stand in for professional staff due to safety and hygiene regulations as well as this will affect the high service standards set by Welgemeend.
-) Staff rates (per staff member, per hour for a minimum of 4 hours):
 - o Setup staff R65.00 per hour
 - o Waitrons/Bar Tenders R95.00 per hour
 - o Cleaning/scullery staff R60.00 per hour
 - o Manager on duty R150.00 per hour
 - o Security staff R300.00 per function

15. Risk / Damage / Losses

-) Welgemeend does not take responsibility for any loss or damage to the client's property.
-) **It is strongly advised that all personal and valuable possessions, equipment, decorations, gifts be removed from the premises immediately after a function.**
-) Welgemeend cannot be held liable for any interruption of water, power, sanitary or other similar supplies.
-) The client shall be liable for any costs occurring due to loss or damage to the property, premises or equipment of Welgemeend during or resulting from the function.

16. Piano

-) Nothing may be placed on the Pianos lid, e.g. candlesticks, candles, flowers, tablecloths, gifts.
-) Use of the piano is only possible by agreement with the management at a fixed rate.
-) Should require the tuning of the piano before your function this can be done at your expense of R1000.

17. Children at Welgemeend

-) Parents please note Welgemeend is an old historic building and art gallery, if you have children attending your function please make sure that they are always under adult supervision.
-) There are many water features at Welgemeend, you need to have someone to keep an eye on the kids for the duration of your function – no swimming in the ponds are allowed.
-) Should anything happen to a child attending a function at Welgemeend it is not our responsibility, you as the host will take responsibility for all guests at your function.
-) Please inform parents of children that attend a function at Welgemeend that we have water features in the garden and a swimming pool next door.
-) Please discuss with Welgemeend Management the setup of your party, not to damage the lawns or patio stones
-) **NO water slides, splash pools and jumping castles are allowed at the venue.**

18. Tenting

-) It is compulsory that you discuss your tenting plans with us before you book a tent.
-) Please remember that you will need to take care of the lights in the tented area.
-) Should you plan to cover the lawn with flooring please tell us beforehand.
-) No evening functions are allowed on the bottom garden after 7pm due to Residential restrictions.

19. Audio & Visual

-) We have a preferred DJ and equipment that can be hired, for options and pricing please contact us.
-) No amplified music is allowed in the bottom garden due to residential area limitations.

) **Amplified music, speeches and dancing must be set up in the manor house to comply with the restrictions of the residential area Welgemeend is situated in.**

) No loud music or shouting/talking in the parking area when guests depart, please bring this to your guest's attention.

) **Music turned off 23h00.**

) We reserve the right to take pictures and videos of your function for promotional use. Please let us know beforehand if you disagree.

20.Decor

) Any form of lighting and decor for e.g. lanterns; candles must be discussed with management.

) No confetti, glitter and/or paper streams are allowed.

) Please consult with Welgemeend regarding your decor setup. We are happy to give you advise on all the possibilities.

21.Public Events

Welgemeend is a function facility that accommodates a maximum of 100 – 120 guests for private or corporate functions. If you are organising a bigger event/festival/market for the public, you as the client are responsible for the following, including cost:

) Medic's

) Event permit

) Liquor licence

) Insurance

) Public Liability

) Waste Removal

) Security

) Extra supply of Electricity

) Generators

) Coordination of parking and entrance fee

) Toilet facilities

Welgemeend
Function and Conference Contract Agreement

Function	
Date of function:	
Date deposit paid:	
Client	
Name:	
Contact details	
Contact person:	
Mobile number:	
Landline number:	
Email:	
Postal address:	
Host of function:	
Rooms/facilities required:	
Details of Function	
Style of Function:	
Number of Guests:	
Timeslot booked:	
Table plan:	
Bar option:	
Outside service providers:	

I herewith confirm my booking at Welgemeend as set out above. **I have read and understood the attached Terms & Conditions and I undertake to adhere to the Terms & Conditions.** In my personal capacity I guarantee payment of all money owed because of this agreement and I take full responsibility for my guests/clients during the function.

Signed at On this day of.....

Signature.....Name printed

- To signify your agreement to the above, please sign a copy of this document and return with a copy of the relevant payment of deposit to Welgemeend.
- Signing this contract, you as the host of the function will take responsibility for your guests/clients attending your function.
- **All guests enter Welgemeend premises and parking area at own risk.**
- **Please note Welgemeend will not allow any service providers/deliveries or guests on the premises for your function, if we have not received proof of payment of full amount and signed copy of contract.**