The venue in the heart of the city on the slopes of majestic Table Mountain, offers outstanding service and unique ambiance.

Our venue comprises of a Historic Cape architecture home from the 1700’s and beautiful gardens 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.

WE prefer to do weddings for a max of 80 guests, to allow for enough space.

### 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 venue's 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 900.00 p/h
For functions of 4 hours or less R 2500.00 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.

Up to 80 guests seated
Up to 100 -120 guests cocktail style

R 17500 (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 guest’s classroom style
60 guest’s cinema style
24 guests U-Shape

R 5500 per day

### MEDIA 24 THEATRE

A functional room perfect for training sessions.

36 guest’s classroom style
26 guests U-SHAPE
70 guest’s cinema style

R 6000 Full Day
R 3,500 Half Day

### BOERNEEF & PIERNEEF

Personal cosy lounge style. Perfect for small lecture classes.

10 guest’s classroom 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.

80 guests seated
60 - 80 guests with a dancefloor

R 17500 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 470 p/p Full day
R 450 p/p Half day
Terms and Conditions:

1. **Venue hire fee includes the following**

For a maximum of 100 guests:
1. Tables – round tables for guests and long buffet tables
2. Chairs
3. Cutlery, Crockery, Glassware
4. White linen, table clothes and serviettes
5. DJ Table
6. Cake Table
7. Use of the venue, garden and parking area
8. 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.

1. **Venue times**

1. The venue will be available 3 hours before your function for décor/deliveries and set up.
2. Clients that hire the venue per hour and use a max of 3 hours, venue is open 1hour30min before your function.
3. Please note: Should you require extra hours for your set up you can book these at R 800.00 per hour.
4. The venue hire fee is quoted and based on a maximum of 100 guests.
5. Venue hire hours:
   5.1. Breakfast and Lunch functions - 4 hours.
   5.2. Dinner functions - 5 hours until 23H00.
   5.3. Weddings - 8 hours including photo sessions/ceremony and reception until 23H30.
   5.4. Any additional hours will be charged at R 900.00 per hour.
   5.5. Hours after mid night R 1500.00 per hour.
   5.6. Please note if you have your ceremony in the garden there is a separate set up and break down fee of R 800.00.

6. We offer package deals (please see [www.welgemeend.com](http://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, parking and venue hire for 8 hours.

7. On Sundays only breakfast and lunch functions are allowed **until 18H00 with soft background music.**

2. **Booking and payment**

1. Provisional bookings must be confirmed within seven (7) working days.
2. A signed contract and a 50% deposit of the venue hire are required to confirm the booking.
3. Final confirmation of the number of guests attending the function to be confirmed ten (10) working days prior to the function.

3. **Final payment due**

1. 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.
2. The balance of the payment is payable in full, twenty-one (21) working days before the function.
3. Welgemeend reserves the right to charge interest in the event of late payments.
4. Confirmation of electronic payment is required (Proof of payment) via Email
5. There will be no refund in case the function is cancelled 21 working days or less before the function date.
6. In this case the full invoice amount is due and non-refundable if payment is already done.

Terms and Conditions – Welgemeend Function, Event and Conference Venue Cape Town
4. **Post function invoice**

1. 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.
2. This invoice must be paid immediately and please send proof of payment to karin@welgemeend.com.
3. If you go on honey moon please make arrangements that this payment will still be made 2 days after the wedding.

5. **Cancellation terms for functions**

1. All cancellations must be advised in writing.
2. Cancellation of a confirmed booking and deposit refund:
   2.1. 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.
   2.2. For cancellations less than 4 months prior to the function date the deposit is non-refundable.
3. No refund in case the function is cancelled 21 working days or less before the function date.

6. **Setup and strike of venue**

1. A staff member will be available on the premises three (3) hours prior to your function allowing you access to the venue for setup.
2. 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 R 800.00 per hour. Should you use our in-House décor company or DJ you will not be charged for any extra hours for set up.
3. Should you require additional setup and strike staff, this will be charged at R 60.00 per staff member per hour
4. Please note: If you use an outside catering company without service staff it is compulsory to use our waiters and bartenders. No other staff is allowed.
5. Service and cleaning staff are compulsory for every function.
6. It is the client’s responsibility to check-in and check-out any hiring equipment as well as drinks.

7. **Right of admission**

1. Right of admission is reserved and will be strictly in accordance with the contract.
2. No unauthorized persons, goods, weapons, food or drinks will be allowed on the premises
3. All equipment, decorations, drinks, must be removed from the premises by 10H00 AM the next day after your function. We cannot store hiring equipment or personal belongings. Anything left behind on the premises will be at your own risk.
4. All delivery and collection times must be arranged with Welgemeend Management prior to the event.
5. Welgemeend do not provide take away containers or take away after a function, except if this was arranged prior to the function with the client.

8. **Bar facilities**

1. Bar facilities will be arranged in accordance to the client’s requirements.
2. No cash bar available at the venue.
3. No unauthorized beverages or food items will be allowed on the premises. Please note there will a be a charge for bringing food and/or drinks onto the premises if you unsure please consult with management.
4. The bar will close at 15H30 pm for lunches and at 23H00 pm for evening functions
5. Please note: Last rounds will be served at 23H00, even if you did supply your own drinks.
6. **Bar Option 1**
7. Guests provide their own liquor.
8. Handling fee is R 40.00 per bottle for wine and sparkling wine, R 70.00 for spirits (750 ml), R 60.00 per case of beers, ciders or similar.
9. Handling fee includes ice, glasses, scullery person for washing up, fridge facilities.
10. **Bar Option 2**
11. Welgemeend will provide alcoholic and soft drinks on a sale and return basis.
12. Please request our bar price list for your function.
13. You need to choose from the bar list what you would like available at your function.
14. Welgemeend does not have a fully stocked bar we order in all the products specifically for your function.
15. Please note: Prices quoted are valid for 4 weeks. We reserve the right to adjust prices after that accordingly.
16. Should you require us to provide bartenders for your function, charge is R 95.00 per hour per bartender.
17. If you book a package deal bar staff is not included.
18. If you have any spirit at your function, we need to have an extra bartender to serve drinks.
19. Please note there will always be a fee to provide your own drinks.
20. Please ask for quote on kegs/gin bars etc – what corkage will be applicable on this.

9. Wedding ceremony
1. Charge for staff to setup and strike chairs required for a garden ceremony is R 800.00.
2. We suggest that you use benches for your ceremony. Please ask us for a quote.

10. Outside caterers and service providers
1. For conferences and business meetings, catering is provided by Welgemeend only.
2. If you prefer to use your own caterer a fee of R 3500.00 will apply for the use of Welgemeend kitchen facilities.
3. Outside caterers will have to be approved by Welgemeend Management.
4. A meeting with your caterer must be arranged, to discuss all the rules and regulations pertaining to the kitchen and the equipment of Welgemeend.
5. If you are planning to bring in additional dishes (i.e. dessert), please organise with your caterer. They need to bring in plates and serving dishes required to plate on your behalf. Your caterer is responsible for the plating and providing of serving gear.
6. 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.
7. If you would like to bring any food onto our premises, please check with management first.
8. Every function needs waiters, a scullery person and a cleaner.

9. Your chosen caterer will be responsible for necessary arrangements in the case of load shedding.
10. If we provide your catering, we will do whatever it takes to deliver on time and the same standard as without load shedding. We will provide basic light.
11. Please inform your other service providers they must please take responsibility for their service they deliver. Including load shedding or if there is anything that prevent them from doing their job perfectly, they need to speak to us immediately and take responsibility for the quality of their product or service.
   There is always a manager on duty, and we are always happy to help you.
12. Welgemeend has a list of preferred outside catering suppliers and service providers:
   - Celebration Cafe | Cynthia | 082 4115581 | cynthia@celebrationcafe.co.za
   - Velvet Effect / Damien Stemmet / damien@velveteffect.co.za / 0744950784
   - Décor – Estelle Franken – 0823349893 – estellefranken@vodamail.co.za  www.decordate.co.za
   - DJ/Audio / Visual – Cassidy – 0837477994 – CP Sounds – cassidy@cpsounds.co.za
   - Clive Pringle | Trilogy Group - info@trilogygroup.co.za - 0837208098
   - Hiring – Jacques at Makiti Hire 082 381 7785
   - Hiring – Miles at Top Table 021 447 4000
   - Tents – Daniel Meyer – Stretch INC – 021 8204783 – dan@strechinc.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.
11. Menus and function packages
1. Please go to our website www.welgemeend.com to find out about our wedding packages.
2. We are always open to discuss menu choices and options.
3. We are happy to assist you in creating a menu and package deal that perfectly suits your needs and requirements for your specific function.
4. Please note that there is a surcharge for any additional food brought onto the premises.

12. Conference package deals
1. Full day conference package, for a maximum of 8 hrs at R 470 p/p
2. Half Day conference package, for a maximum of 6 hrs at R 450 p/p
3. Additional hours will be charged at R 600.00 per hour

13. Service staff
1. Service staff is included in some of our menu packages, please check our Package Deals on the website.
2. To ensure professional and highest quality service, we provide trained service staff. Service staff is charged at R 95.00 per hour per waiter.
3. Friends and family unfortunately will not be accepted to stand in for professional staff due to safety and hygiene regulations.
4. Staff rates (per staff member, per hour for a minimum of 4 hours):
   4.1. Setup staff R 65.00 per hour
   4.2. Waitrons/Bar Tenders R 95.00 per hour
   4.3. Cleaning/scullery staff R 60.00 per hour
   4.4. Manager on duty R 150.00 per hour
   4.5. Security staff R 300.00 per function

5. Risk / Damage / Losses
6. Welgemeend does not take responsibility for any loss or damage to the client’s property.
7. It is strongly advised that all personal and valuable possessions, equipment, decorations, gifts be removed from the premises immediately after a function.
8. Welgemeend cannot be held liable for any interruption of water, power, sanitary or other similar supplies.
9. 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.

14. Piano
1. Nothing may be placed on the Pianos lid, e.g. candlesticks, candles, flowers, tablecloths, gifts.
2. Use of the piano is only possible by agreement with the management at a fixed rate before the function.
3. The key of the piano is at the school; therefore, you must book the piano before the function and pay for it.
4. Should require the tuning of the piano before your function this can be done at your expense of R 1000.00.

15. Children at Welgemeend
1. Parents please note Welgemeend is a historic building and art gallery, if you have children attending your function please make sure that they are always under adult supervision.
2. There are many water features at Welgemeend, you need to have someone to keep an eye on the children for the duration of your function – swimming in the ponds is not allowed.
3. 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.
4. Please discuss with Welgemeend Management the setup of your event to avoid damage to the lawns or patio stones
5. No water slides, splash pools and jumping castles are allowed at the venue.

16. Tenting
1. It is compulsory that you discuss your tenting plans with us before you book a tent.
2. Please remember that you will need to take care of the lights in the tented area.
3. Should you plan to cover the lawn with flooring please tell us beforehand.
4. No evening functions are allowed in the bottom garden after 19H00 pm due to Residential restrictions.

17. Audio & Visual
1. We have a preferred DJ and equipment that can be hired, for options and pricing please contact us.
2. No amplified music is allowed in the bottom garden due to residential area limitations.
3. PLEASE INFORM YOUR D.J. ABOUT OUR RULES AND REGULATIONS BEFORE YOUR FUNCTION.
4. NO BASS BOXES ALLOWED AT THE VENUE; WE WILL MAKE THE D.J. TURN THEM OFF.
5. Welgemeend is not a NIGHT CLUB.
6. D.J. must be approved by venue.
7. 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.
8. Music outside – Only soft background music – no live bands
9. No live bands at the venue
10. No loud music or shouting/talking in the parking area when guests depart, please bring this to your guest’s attention.
11. Music turned off 23H00.
12. We reserve the right to take pictures and videos of your function for promotional use. Please let us know beforehand if you disagree. If you feel uncomfortable on the day, please inform us immediately. We normally just take a couple of pictures for our website or social media page.

18. Decor
1. Any form of lighting and decor for e.g. lanterns; candles must be discussed with management.
2. No open candles allowed.
3. No confetti, glitter and/or paper streams are allowed.
4. Please consult with Welgemeend regarding your decor setup. We are happy to give you advise on all the possibilities.
5. If you need extra set up hours, you will be charged for it.
6. The less paper, the better.
7. Please inform your guests that our pond is a heritage site and not a swimming pool.

19. Public Events
Welgemeend is a function facility that accommodates a maximum of 100 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
13 Very Important Points of the venue

Please read this before you book any service providers

1. MUSIC
   1.1. Welgemeend is in a residential area - music off by 23H00 pm during weekends (Friday and Saturday) and 22H00 pm during the weekdays.
   1.2. Sundays very soft background music allowed.
   1.3. No live bands, bass guitars, bass boxes, drums, saxophones allowed at the venue.
   1.4. Before you book any music or entertainment please speak to us.
   1.5. No dancing and loud music allowed outside.
   1.6. No long speeches allowed outside max of 30 minutes. No screaming and shouting over microphone.
   1.7. No karaoke at the venue.
   1.8. If your music is too loud on the day, we will have to adjust immediately, please inform your music provider of this and they have to work with us not against us.

2. Evening functions later than 20H00 must be set up inside for dinner

3. BAR
   No cash bar available at the venue.

4. NUMBER OF GUESTS
   Max number of guests is 100 for a sit-down function. 80 guests with a small dance floor and 120 guests for cocktail parties. We prefer to accommodate 80 guests sit down, especially for our weddings.

5. ENVIRONMENT
   Welgemeend is a Heritage site and Art gallery, please consult with us about décor what is allowed and what not. We are environmentally conscious. Please use as little paper as possible, no dripping candles, no glitter, streamers, feathers, no paper confetti, candles must be closed in a lantern.

6. CHILDREN
   Please have a carer to look after the children. There are water features in the garden. Speak to us about menu’s for children under 8 years.

7. CATERER
   If you would like to bring in an outside caterer, it must be a professional catering company. We need to meet with them before the function. Please remember the caterer and staff must be on the venue’s required standard and needs to meet with us.

8. STAFF
   It is compulsory to use our waiter staff. Every function needs a cleaner, scullery person, security and waiters supplied by Welgemeend.

9. DRINKS
   If you provide your own drinks, there will be a fee involved. Please check quantities together with us before function.

10. BOOKINGS
    Your date is confirmed as soon as the deposit is in our account. The full amount is due ten (10) working days before the function takes place.
    Please keep to the prices we quoted you in correspondence it might be different from t&c, because we make the effort to quote every client individually according to their needs.

11. DELIVERIES
    Please stick to the delivery times discussed with management. We are unable to take responsibility for your deliveries and collections.

12. WEATHER
    If you would like your wedding or function set up outside, please be realistic about Cape Town weather. We need to make the decision 24 hours before the function where the set up will be.

13. EXTRA HOURS
    If you do not stick to your hours booked – YOU WILL BE CHARGED FOR EXTRA HOURS (set up/break down or function hours)
COVID 19

Please note that Welgemeend Function Facility will operate strictly according to the Hospitality Health and Safety Measures provided to them from FEDHASA. We will only be able to operate again as instructed by Government.

Welgemeend Function Facility or Jan van Riebeeck High School cannot be held liable whatsoever for Covid 19 cases.

Before a function or Conference is held at Welgemeend, we require from you:

1. A signed contract
2. The client takes responsibility for their guests and employees to attend a function at Welgemeend
3. Every person attending a function or conference does it at own risk
4. Welgemeend will follow strict protocol that guests must adhere to, see attached.
5. Welgemeend needs a guestlist from the client/company with all the people that will attend a function – name, surname, telephone number, e-mail address and I.D. number.
6. There might be different rules, venue times allowed etc. according to Government regulations during the time of Covid – 19, that we will stipulate and adhere to when it is known.
Function and Conference Contract Agreement

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<tr>
<th><strong>Function</strong></th>
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<tbody>
<tr>
<td>Date of function:</td>
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<td>Date deposit paid:</td>
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<th><strong>Client</strong></th>
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<th><strong>Contact details</strong></th>
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<td>Contact person:</td>
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<td>Mobile number:</td>
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<td>Landline number:</td>
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<td>Email:</td>
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<td>Postal address:</td>
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<th><strong>Host of function:</strong></th>
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<th><strong>Rooms/facilities required:</strong></th>
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<th><strong>Details of Function</strong></th>
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<tr>
<td>Style of Function:</td>
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<td>Number of Guests:</td>
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<td>Timeslot booked:</td>
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<td>Table plan:</td>
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<td>Bar option:</td>
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<td>Outside service providers:</td>
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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.