



THORNBIRDS FISH EAGLE HALL WEDDING PACKAGE - 2014

Dear Future Bride and Groom

Thank you for considering Thornbirds as a venue for your special day.

We at Thornbirds are here to provide everything you need to ensure that you enjoy a very special, perfect day.
Our packages are designed to assist you with your planning so that you can enjoy a stress-free day.

Please do not hesitate to contact us should you wish to view our facilities or make any further enquiries.

"Passionate about Professional Hospitality & Service Excellence"

Venue Hire 2014

Fish Eagle Hall

- For a standard 8 hour function period (Starting from guest arrival)
- Please note that additional costs apply for functions larger than 200 guests

Summer Rates:

	Jan, Feb	Mar, Apr, Sept	Oct, Nov, Dec (Peak Season)	Number of guests Min (adults) - Max
Saturdays	R13980-00	R15480-00	R17900-00	(110 – 250)
Fridays & Sundays	R11570-00	R13070-00	R15490-00	(80 – 250)
Monday to Thursday	R8440-00	R9440-00	R10650-00	(70 – 250)
Public Holidays (weekday)	Add R1300-00	Add R1300-00	Add R1600-00	(100 – 250)

Winter Rates:

	May, June, July, Aug	Number of guests Min (adults) - Max
Saturdays	R12100-00	(80 – 250)
Fridays & Sundays	R9680-00	(70 – 250)
Monday to Thursday	R7260-00	(60 – 250)
Public Holidays (weekday)	Add R1100-00	(70 – 250)

Venue Hire includes:

- Use of the stipulated function hall, the chapel and adjoining patio
- Standard assistance in coordinating, planning & execution of function
- Use of standard cutlery, crockery & glassware
- Use of standard table linen and napery (please enquire about the variety of colours available)
- Ice buckets, easel, podium
- Cake table & standard table numbers
- Standard setup & cleaning of venue
- Security & parking facilities
- VAT

Venue hire excludes:

- Menu cost
- Personal coordination service (available at an additional rate)
- Flowers / Decor (Draping, etc.)
- Bar account & welcoming beverages (Thornbirds will provide a complimentary w/b selection during winter months)
- Waiters, barmen & a supervisor / banqueting manager

- Wedding cake, canapés, candy station
- DJ / Entertainers / Minister / Photographer / Videographer
- Garden ceremony items such as chairs, a red carpet etc.
- Gratuity & other extras not mentioned

Please note that should you have less than the minimum required number of guests, a surcharge of R110-00 per person short of the minimum number of guests will apply.

Your venue hire includes partial usage of the venue (the area as specified above). Thornbirds reserves the right to host other functions / conferences on the same day as your wedding but in separate function rooms which do not interfere with your special event.

More than 200 Guests

- The additional amount payable on venue hire is calculated by dividing the venue hire by 200 guests and then multiplying that amount by the additional amount of guests.

Garden Ceremonies / Receptions

- Additional costs apply for garden ceremonies and garden receptions. These may include items such as carpets etc.

Menu Selection

- Various options are available
- Menus can be customised to suit your specific requirements and you will be quoted accordingly
- Buffet wedding menu options start from R285-00 per person
- Plated wedding menu options start from R32-00 per person
- Kindly note that an additional surcharge applies for strict dietary requirements

Waiters, Barmen & Supervisor / Banqueting Manager

- Waiters: R65-00 per waiter per hour for a minimum of 8 hours
- Buffet menu options require you to have 1 waiter for every 2 tables as well as 1 supervisor @ R70-00 per hour
- Plated menu options require you to have 1 waiter for every table as well as 1 supervisor @ R70-00 per hour
- Barmen: R70-00 per barman per hour for a minimum of 8 hours
- A minimum of 2 barmen are allocated for up to 50 guests
- A minimum of 3 barmen are allocated for 51 guests up to 150 guests
- 1 additional barman is allocated for every 50 guests after 150 guests
- Additional barmen may be allocated for special bar requirements
- Thornbirds allocates staff numbers according to guest amounts and staff numbers are not negotiable

Children

- All children must be supervised at ALL times
- Children are not allowed to freely explore the property & must remain within the immediate function area
- Children under the age of 3 years will not be charged
- Children under the age of 10 years will be charged 50% of the menu price except for plated menu options
- When selecting a plated menu option, a kiddies menu for children under the age of 10 years can be arranged at a rate of R160-00 per child providing that there is a minimum of 4 children
- Please note that Thornbirds does not have separate room facilities for children

Coordination Services

- Assistance from our coordination team is available, by appointment only, to all clients throughout the planning stages of their wedding
- Clients are free to make their own choices regarding entertainment, DJ's, decor etc providing the supplier is reputable and professional (Draping service providers are excluded from this & Thornbirds will recommend a reputable company)
- To assist you further, our coordinators can supply you with a list of recommended suppliers, or will be happy to arrange everything from A-Z at an additional coordination fee
- Meetings with coordinators are strictly by appointment

Bar Services

- The bars at Thornbirds are fully licensed
- No alcohol will be served to and/or may be bought for any person under the legal drinking age of eighteen years
- We require clients to brief us regarding their bar requirements
- Our bar includes a range of imported & local brands

- Various billing options are available;
 - Cash Bar – Guests pay for their own drinks
 - Open Bar – Client to pay for all drinks consumed by guests
 - Limited Open Bar – Client to pay for all drinks as specified consumed by guests
- Open / limited open bar tabs are payable upfront, before the function
- Guests who wish to run a tab must provide the waiter with a credit card (Debit cards, car keys & driver's licences are not acceptable)
- Special requests such as specific brands of liquor / wines can be provided for if requested in advance. Should these items not be available on Thornbirds beverage or wine list, the client will be required to pay for these items in advance.
- Bar items are subject to availability and prices may change without prior notice.
- Absolutely no spirits, wines, soft drinks, food or any alcohol may be brought onto the premises for consumption at any time.
- Non-compliance to this will lead to items being confiscated. This may also lead to immediate dismissal / eviction from Thornbirds' premises.
- Last rounds are called 40 minutes before your function time is over. No drinks will be served after 10 minutes of announcing the last round (half an hour before departure time)
- Last rounds are limited to 1 beverage per person in order to avoid unauthorised overtime
- No alcohol will be served after 01:00am
- A drinks & wine list is available upon request
- Thornbirds reserves the right to close the bar at any time should there be any irregularities on the guest's behalf
- Guests are not permitted in the bar unless prior arrangement has been made with management

Champagne / Methode' Cap Classique /Sparkling Wine / Sparkling Grape Juice

- Various brands of Champagne are available from Thornbirds upon request - Please enquire
- JC Le Roux (Le Domaine, La Chanson, La Fleurette, Sauvignon Blanc) @ R130-00 per bottle
- Pongracz @ R185-00 per bottle
- Non-alcoholic sparkling grape juice @ R100-00 per bottle / Non-alcoholic sparkling wine @ R110-00 per bottle
- Items are subject to availability and prices are subject to change without prior notice

Welcoming Beverages

- Welcoming beverages are optional
- Thornbirds will provide their own selection during winter months at no charge
- A selection of fresh fruit juices @ R70-00 per 2L jug (served by the glass)
- Non-alcoholic fruit punch with fruits @ R85-00 per 2L jug
- Alcoholic fruit punch with fruits @ R110-00 per 2L jug
- Sangria @ R150-00 per 2L jug
- Sherry @ R8-00 per sherry glass

Canapés

- A variety of delicious platter menu options are available should you wish to have canapés served at your event
- Kindly note that Thornbirds does not allow any platters to be brought in from outside caterers for any event

Corkage rates

- Corkage rates are only available for 750ml bottles of Champagne, sparkling wine, sparkling grape juice, wines & spirits
- Absolutely no corkage will be allowed for soft drinks, beers or ciders
- Prepaid corkage items must be delivered the day prior to your event
- Corkage rates will not be refunded on items not consumed, but you are welcome to remove these items after your function

Category (750ml)	Item	Corkage rate per bottle
Sparkling grape juice	Monis, Grapetiser etc.	R40-00
Sparkling wines	JC Le Roux incl. JC Non-alcoholic etc.	R50-00
Methode' Cap Classique	Pongracz, Krones etc.	R90-00
Champagne	Moet & Chandon, Veuve Cliquot	R210-00
Standard wines	Red, white, Rose'	R50-00
Standard spirits	J&B, Bells, Smirnoff, Klipdrift, Richelieu, Captain Morgan, Spiced Gold etc.	R110-00
Luxury spirits Category 1	Jack Daniels, Jameson	R190-00
Luxury spirits Category 2	Johnnie Walker Black, Glenfiddich, Chivas, Lovoka, Patron etc.	R210-00
Luxury spirits Category 3	Johnnie Green, Blue etc.	Please enquire

- Additional items brought in without the consent of Thornbirds will be charged for at normal bar rates per tot

Standard Setup, Set Up & Cut Off Times

- Due to the demand for the venues, we can unfortunately not guarantee for any setup to commence the day prior to the reserved date. A time & date will be confirmed by your coordinator.
- Setup must be completed no later than 3 hours prior to your function as staff will not be available after that period to clean the venue facilities.
- All flower arrangements for your event must be brought to Thornbirds completed as Thornbirds does not provide flower arrangement facilities. Thornbirds will not allow flower arrangements to be done on the day of the event.
- The standard setup for your function will be executed by Thornbirds. Standard setup refers to;
 - Tablecloths, overlays, cutlery, crockery, glassware, any items belonging to Thornbirds in terms of rental items as well as any additional décor provided by Thornbirds. Thornbirds will also assist with the setup of certain of your own décor items including non-fragile completed centrepieces, grouped name tags, complete party favours, base plates, unwrapped candles with holders, tie-backs, table numbers as well as completed napkin holders / ties. This is subject to such items being delivered at the time and date as requested by Thornbirds.
 - The client / the client's commissioned décor service provider / personal coordinator / other specified coordinators are responsible for the setup of other items such as cakes, the hanging of items from trees etc, draping, as well as items not specified by Thornbirds. This includes delegation of your order of events.
- The venue will be ready with tables, tablecloths, cutlery, crockery & glassware upon setup arrival time.
- Decor & props must be removed from the venue at the end of your function. Items not removed will be stored by Thornbirds at the client's expense. Storage rates are charged at R330-00 per day. Thornbirds takes no responsibility for any loss / damage to your stored property. Property not collected within 2 weeks will be sold to recover storage costs.
- Anyone making alternative arrangements must ensure that these are approved by & in writing from Thornbirds.

Overtime Rates

- Venue hire entitles you to a maximum of 8 hours for the duration of your event starting from guest arrival (half an hour before your service starts should you have your ceremony at Thornbirds)
- This does not include the time needed for setup
- Venue overtime will be charged at R1400-00 per hour
- Should waiters or barmen exceed their usual 8 hour working period due to your prolonged function; the client will be charged for the overtime per waiter, per bartender, per supervisor per hour
- Any authorised overtime must be paid before the overtime period starts
- The venue closing time is at 01:00 & no function will be allowed to continue after 01:00
- Should guests remain in the function hall after 01:00, an additional fee of R2000-00 per hour will be charged
- Furthermore, cleaning of the venue will commence half an hour after your function time is over & no later than 01:00 regardless of guests still being present

Smoking

- Due to new legislation, smoking is strictly prohibited unless in designated smoking areas

DJs & Entertainers

- A maximum of 2 DJs are allowed per function
- DJs / entertainers / other service providers etc. are to adhere to all venue rules at all times & must be SAMRO (South African Music Rights Organisation) registered. A fee of R260-00 is payable to Thornbirds for non-registered DJs.
- Volume of music must be controlled at all times
- Music volume must be turned down after 00:00 and turned off completely at 1:00
- Music must be turned down / immediately off upon instruction from Thornbirds' management.
- All wires / cables must be taped to the floor with insulation tape & speakers should be placed where they are not an obstacle and/or safety hazard for guests, employees & staff alike. (No brown duct tape is allowed)
- It is the duty of the client booking the function to communicate these rules & regulations to the DJ / entertainer

Accommodation

- Thornbirds offers a range of accommodation solutions to suit your specific requirements
- Standard Rooms: (8 available - single / twin / sharing)
 - R1100-00 per sharing room including breakfast / R750-00 per single room including breakfast
- Executive Suites / Bridal Suite: (2 available – single / sharing)
 - R1400-00 per sharing suite including breakfast / R1050-00 per single suite including breakfast
- The bridal suite is half price during winter month weddings
- All rooms are non-smoking

- Breakfast is served from 7:30 – 10:00
- Check-in is from 13:00
- Check-out is at 10:30 (Late check-outs that have not been prearranged will be billed accordingly)
- Early check-ins or late check-outs can be arranged at an additional rate of R90-00 per hour per room & are subject to the availability of the room & is payable upfront.
- Additional breakfast for guests not staying at Thornbirds is charged at R95-00 per person & must be pre-booked & prepaid. Breakfast includes a cup of coffee / tea and a glass of juice.
- A special turn-down service for the bride and groom can be arranged at an additional fee. Price available upon request
- Accommodation is subject to availability & rates are subject to change without prior notice.
- Accommodation bookings are secured by the completion of the accommodation check-in form, a copy of credit card and ID as well as a 50% non-refundable deposit. The balance is payable 7 days prior to the reservation date.
- Please visit our website / enquire for a full list of room amenities.

Breakages / Loss & Damages

- Thornbirds reserves the right to charge for any breakages / loss / damage that may occur as a result of the client, his/her invitees, employees, relatives or service providers utilising the venue or any of its facilities and/or garden areas and/or equipment, glassware, cutlery, crockery, table linen, napery etc.
- A refundable retainer of R2500-00 will be payable in case of any damages / loss of Thornbirds' property during your function.
- The client will be responsible for any amounts exceeding the retainer amount for any damages or loss of Thornbirds property.
- A representative of Thornbirds will jointly inspect all items & facilities with the client before & after the function.

Parking

- Secure parking with security guards is available on the premises for up to 130 vehicles.
- Parking areas may not be cordoned off for private use.

Bookings

- We suggest that you view our facilities & meet with our coordinators before you pay your deposit.
- Bookings are secured by the signing of Thornbirds Terms & Conditions, Thornbirds Annexure A Wedding Service Option, Thornbirds Fish Eagle Hall Wedding Package 2014, a copy of ID as well as proof of payment of the deposit as stipulated.
- Should you book for a certain amount of guests, the final number of guests is not allowed to decrease by more than 20 guests, providing our minimum required number of guests is still met.
- Please note that should you have less than the minimum required number of guests, a surcharge of R110-00 per person short of the minimum number of guests will apply.
- Please note that there is a minimum & a maximum number of guests required on different days of the week. Refer to the venue hire clause of this document.
- Rehearsals are permitted by appointment & during office hours only. This is to avoid interference with events or viewing taking place on weekends.
- This wedding package forms part of Thornbirds Terms and Conditions.

Additional Security

- Should you require additional security for your function, a rate of R500-00 per guard will be charged for 8 hours.

Payment Terms

- Bookings are secured by the signing of Thornbirds Terms & Conditions, Thornbirds Annexure A Wedding Service Option, Thornbirds Fish Eagle Hall Wedding Package 2014, a copy of ID & proof of payment of the deposit as stipulated below;

1 st Payment (Upon booking)	30% + Breakage / Loss deposit	Of Client's quotation amount as received & agreed upon
2 nd Payment	30%	As per quotation
3 rd Payment	20%	As per quotation
4 th Payment	20% + any additional costs (Welcoming drinks etc.)	As per final break-down of costs

- In the event of non-payment of these fees within the time period as agreed upon, Thornbirds shall be entitled to cancel a booking / event without further notice or liability to the client.
- Please refer to Thornbirds Terms and Conditions for cancellation & refund policies
- Payment can be made by cash, electronic bank transfer or by credit & debit card

- A 4% bank levy will be charged for payments made by credit & debit card
- Thornbirds accepts VISA, Master Card, AMEX & Diners
- Absolutely no cheque deposits will be accepted

Additional Items for Hire

- All rental items are subject to availability & the quantity required
- Please enquire for a full list of available items
- Prices & items are subject to availability & subject to change without prior notice
- Breakage / loss / damage of the above mentioned items will be charged at full replacement rate if not repairable
- Repairs & delivery / collection will be charged for as well

Gratuity

- Gratuity is not included
- A minimum gratuity of 10% is payable on any open bar account or bar tab
- When opting for a cash bar, gratuity can be paid to waiters at your guest's own discretion

General

- No loud music or hooting will be allowed in drive ways or parking areas.
- No plants, flowers or any garden fixtures may be picked / removed at any time.
- No paper, polystyrene, rice or plastic confetti / streamers are allowed.
- Thornbirds welcomes the use of flower petals, potpourri & bubbles.
- Thornbirds loves animals. Absolutely no fireworks / biodegradable floating lanterns are allowed on Thornbirds' property.
- Any changes made to Thornbirds Terms and Conditions, Annexure A Wedding Service Option or Thornbirds Fish Eagle Hall Wedding Package 2014 without the written consent of Thornbirds will be seen as fraud.

Please note: Viewings are permitted by appointment only!

Please do not hesitate to contact us should you have any queries or wish to make an appointment to view our facilities.

Thornbirds Conference & Wedding Centre

T: (011)948-6001 / (011)948-6158 (Office hours – Monday to Friday, 8h00 to 17h00)

F: (086)636-7472

C: 082-452-3401 (Michelle)

C: 081-852-8124 (Wesley)

C: 079-526-0348

Email: mail@thornbirds.co.za / info@thornbirds.co.za

For more information, please visit: www.thornbirds.co.za



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Client Signature

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Print name

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Date

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Witness Signature

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Print name

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Date

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Coordinator Signature

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Print name

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Date