



De Bruin's Caterer's T/A Summer Place

2015

Thank you for your enquiry for possibly hosting your function at Summer Place Wedding & Conference Venue.

Included in this function portfolio you will find all the necessary information that you require for planning your function.

Keep in mind that each function is unique and we offer a complete function service tailored to suit your need.

Summer Place offers you the choice of having your function at one of our four beautiful venues on our premises.

Your function should be a day to remember. As you begin to plan this special day of your life, our experienced and professional personnel will assist you to make your day memorable and stress free.

We offer you the following services:

- A Venue that can accommodate a maximum of 350 guests & minimum of 50 guests.
- A Variety of menus to choose from.
- Fully air-conditioned venue, with heating & cooling.
- Chapel.
- Large garden for your photo's.
- Red carpet treatment.
- Ample parking space.

We hope this package will be useful to you and we look forward to creating your special day, making it as memorable as possible.

**Included in the menu price**

- Round or rectangular tables
- Chairs
- Standard tablecloths available from our selection
- Standard overlays available from our selection
- Standard cloth serviettes available from our selection
- Crockery, cutlery and glasses
- Cake and gift table (Supply own cake knife and lifter)
- Full buffet set up with linen no décor
- Fairy lights only on main table, cake & gift table if required
- Enough food will be allocated as per person on menu

CNR ELIZABETH & LEITH ROAD  
BARTLETT  
BOKSBURG  
TEL 011 894 3614 / 7620      FAX 086 557 4388  
CELL 082 906 5549  
EMAIL [summerps@mweb.co.za](mailto:summerps@mweb.co.za)  
WEBSITE [www.summerps.co.za](http://www.summerps.co.za)

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Not included in the menu price

- Chair covers
- Flowers
- Chapel
- Special décor
- Draping behind bridal tables R750-00 excl vat
- Additional lighting
- Printed menus
- Petals
- Seating plans
- Music & public address system
- Minister's & organist
- Waiter's, head waiter's & barman
- Buffet Décor
- Rice Paper Serviettes

**Venue's**

**Room.1                      Summer Place Restaurant                      R 5400-00 excl vat**

**Minimum 110 guests for this venue**

Seats 110 / 150 guests  
 Champagne breakfast ---                      9:00 am in chapel  
 Brunch                      ---  
 Afternoon weddings ---                      4:00 pm in chapel

**Room.2.                      Spring Blossom                      R8200-00 excl vat**

**Minimum 130 guests for this venue**

Seats 130 / 350 guests  
 Champagne breakfast ---  
 Brunch                      ---                      10:15 am in chapel  
 Afternoon weddings ---                      5:15 pm in chapel

**Room.3.                      Four Seasons                      R 3800-00 excl vat**

**Minimum 60 guests for this venue**

Seats 60 / 80 guests  
 Afternoon                      2:45 pm

**Room.4.                      Creek                      R1900-00 excl vat**

**Minimum 50 guests for this venue**

Seats 50 / 80 guests  
 Champagne breakfast ----  
 Brunch                      ---  
 Afternoon weddings ---

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**Chapel**

Seats 150 / 180 guests

Price inclusive of chapel flowers, candles, draping

- **Only rose petals, bubbles, butterflies, doves, snow machine and bubble machine are allowed as confetti**

**R 2400-00 excl vat**

**Music in chapel R300-00 excl vat**

**References for Pastors:**

	For the service, payable in advance
<b>DS</b>	Anneline Matthysen (cell) 082 924 7344
<b>Pastor</b>	Jaco Schutte (cell) 083 271 6336
<b>Pastor</b>	Dave Strydom (cell) 083 675 5970 (011) 828 4802
	Fr.Oliver (011) 021 3912 (cell) 076 604 5582
<b>Organist –</b>	For this service payable direct to service provider
	Nelda Greyling 072 150 7712

**Flowers & Candles / Music / Bar Facilities Are All Compulsory**

**Flowers & Candles In The Venue**

Flowers will all be done by our florist, Winnie & Carlie

A quote is needed to establish a set amount depending on your choice.

0829230269 (cell) / 011 918 3122 / 011 918 0275 (h)

076 076 6458

**Music**

Each venue has their own DJ

**Mornings R2000-00 excl vat (4hours) Background Music**

**Evenings R3800-00 excl vat (6hours) Over 6hours – R550.00 excl vat per hour**

**PA System & CD Player R950-00 excl vat (Conferences only)**

- **Music will stop at 24h00**

**Signature:** \_\_\_\_\_

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### **Bar facilities**

- Summer Place has a fully stocked bar and can operate on either cash or tab depending on your requirements. Clients are welcome to put a limit on their bar account.
- After ceremony you can have the following welcome drinks:  
E.g. Sherry, Juice's, Sangria, Gluhwein, Punch, Alcoholic punch and a variety of cocktails
- Corkage fee of R30-00 excl vat per bottle will be charged for wine and champagne brought onto the premises.
- Wine and champagne lists are available on request and all orders must be made 14 days prior to function date.
- Last rounds will be called at 23h30
- For evening functions the bar closes strictly at 23h45
- Any outstanding bar accounts to be paid at the end of function by cash or credit card only.
- All beverages, mineral water, soft drinks and juices will be billed separately for your account and is not included in your food cost.
- Bar attendants are compulsory for alcoholic as well as non-alcoholic functions.
- No beverages (wines, spirits, beers or soft drinks) may be brought onto the premises.
- Any changes to the bar requirements at any stage are to be done in writing.
- Summer place is a fully licensed venue – therefore no beverages will be consumed on the property if they are not purchased at our bars.
- **Prices are subject to change without notification**

**Signature:** \_\_\_\_\_

### **Smoking**

- No smoking is permitted in the venues, Summer Place is a non-smoking zone
- Smoking areas are outside and ashtrays are provided

### **Loss and damages**

Summer Place and its employees or any other person employed at the wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause what so ever. We recommend that all personal and valuable property be removed directly after the function.

**Signature:** \_\_\_\_\_

### **Payment**

- To secure the date and venue the client agrees to pay a non-refundable deposit of **R6000-00** within 7 days of booking.

**Signature:** \_\_\_\_\_

### **Cancellations**

In the case the client wants to cancel the booking the following will apply:

- Deposit is non-refundable under any circumstances what so ever.
- Client has to notify Summer Place with a written cancellation via fax, email or hand delivered letter.
- In the event of non - payment of deposit, Summer Place reserves the right to cancel the provisional booking without further notice.
- Once the number of guests has been finalized, the number will be the final amount charged for. Should more guests arrive the client will be billed automatically.

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

#### **Final payments**

- **On confirmation of your final guest count 2 weeks prior to the wedding, the full amount is payable. Failing to do so Summer Place will not be held liable for the cancellation of function.**
- Children 0 – 3 years will be no charge
- Children 4 – 9 years will be charged half price for menu
- Please note that the minimum number of guests we cater for are 50 and if the final number of guests are less than 50 you will be charged for 50 guests. The same will apply for the minimum in each hall.
- Food may not be brought onto the premises.
- Food may not be taken off the premises.
- The wedding package is valid from 1<sup>st</sup> January 2015 till 31<sup>st</sup> December 2015.

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

#### **Rescheduling of a date**

- The postponement of a function is considered a cancellation.

#### **Health And Safety Procedures**

- No fireworks will be allowed on the summer place property, it's also council law
- Hooting and loud music will not be permitted in the drive way or parking areas.
- Patio doors will be closed from 22hoo to avoid sound from travelling to neighboring properties.
- A surcharge of R1400-00 excl vat will be charged for every hour after midnight for the venue

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

Management and all staff are committed to the OHS Act as contemplated by the Department of Labour. We comply and follow all rules and regulations as set out in the OHS Act. We will do our utmost to ensure your safety. All clients need to follow and obey all rules and regulations. If clients do not obey and follow the rules and regulations, we as Summer Place (De Bruins Caterer's) will take no responsibility.

We have put together these documents to help you understand the services that we offer. Should you require any additional information, please do not hesitate to contact Summer Place

Summer Place reserves the rights to refurbish and upgrade the venues from time to time.

**The deposit of R6000-00 is automatically deducted off your final invoice issued 2 weeks prior to function**

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**Please note: deposits are not refundable**

Function Agreement Between Summer Place And	
_____ Full names _____	ID _____
_____ Full names _____	ID _____
On this _____ day of _____ 20__	
Physical address _____ _____ _____	P.O Box Address _____ _____ _____
Tel work _____	Cell _____
Email _____	Fax _____

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I, \_\_\_\_\_ hereby acknowledge that I have read and accepted the above terms and conditions.

\_\_\_\_\_ sign                      witness \_\_\_\_\_

\_\_\_\_\_ date

**Banking details:**

De Bruins Caterer's

Absa bank

Account number

405 837 6574

Branch code

632 005

Ref: Name & Date of Function

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