



SUMMER PLACE

WEDDING & CONFERENCE VENUE



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

2016

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 40 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.
- No load shedding. Generator on premises

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
- Standard Crockery, cutlery and glasses
- Cake and gift table (Supply own cake knife and lifter)
- Full buffet set up with linen no décor
- 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
WEBSITE www.summerps.co.za

CLIENT SIGNATURE _____



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Not included in the menu price

- Chair covers
- Flowers
- Chapel
- Special décor
- Draping behind bridal tables R850-00 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
- Bridal Fairy Lights R500.00 excl. vat

Venue's

Room.1 **Summer Place Restaurant** **R 6000-00 excl. vat**
Minimum 90 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** **R9000-00 excl. vat**
Minimum 120 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 4000-00 excl. vat**
Minimum 50 guests for this venue

Seats 60 / 80 guests
 Afternoon 2:45 pm

Room.4. **Creek** **R2000-00 excl. vat**
Minimum 40 guests for this venue

Seats 50 / 80 guests
 Champagne breakfast ---- Time to be discussed
 Brunch ---
 Afternoon weddings ---

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Chapel

Seats 150 / 200 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
DS	Anneline Matthysen (cell) 082 924 7344
Pastor	Jaco Schutte (cell) 083 271 6336
Pastor	Dave Strydom (cell) 083 675 5970 (011) 828 4802
	Fr.Oliver (011) 021 3912 (cell) 076 604 5582
Organist –	For this service payable direct to service provider
	Nelda Greyling 072 150 7712
	Morne Strydom 073 145 1045 (Panfluit)

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.

011 918 3122 / 011 918 0275

Carlie: 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 R1000-00 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 R35-00 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.
- No full bottles of spirits will be allowed on the tables
- **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.

Signature: _____

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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 40 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 1st January 2016 till 31st December 2016.

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 R2000-00 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 outmost 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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