



## FUNCTION CONTRACT 2018

### **Introduction to Towerbosch**

At Towerbosch we can arrange any special function for you, from birthday parties to year-end-functions.

Towerbosch is one of the most beautiful and child-friendly settings for lunch or intimate functions in the Stellenbosch area. The thatch-roofed restaurant is situated in the bend of a mountain stream, flanked by nasturtium carpeted wood and sweeping lawns.

The rock pool and playground will keep the children busy while adults can enjoy South African cuisine and estate wines at its best. For wintry evenings a fireplace provides cosy and romantic warmth. In summer French sliding doors invites the outdoor magic in.



## **Function Information & Rates**

### **Lunch**

We require a minimum of **30 guests** for the exclusive use of Towerbosch for all lunch functions and can accommodate up to a maximum of **100 guests**.

A venue hire of **R 4 500** is applicable during weekdays (**Wednesday & Thursday – Closed Monday and Tuesday**) and **R7 500** during **weekends (Friday to Sunday)**.

A 10% service fee is charged on final food and beverage bill - not applicable on cash bar.

Lunch is served from 12H00 to 14h30, and the venue will close at 17h00. Towerbosch is available for set-up from 09h00 to 11h00, thus guests to arrive from no earlier than 11h30.

### **Dinner**

We require a minimum of **30 guests** for the exclusive use of Towerbosch for all dinner functions and can accommodate up to a maximum of **100 guests**.

A venue hire of **R 6 500** is applicable for groups between 30 to 60 guests and **R8 500** for groups between 61 to 100 guests during **weekdays (Wednesday & Thursday)**.

A venue hire of **R8 500** is applicable for groups between 30 to 60 guests, and **R10 500** for groups between 61to100 guests during **weekends (Friday to Sunday)**.

A 10% service fee is charged on final food and beverage bill - not applicable on cash bar.

The venue is available from 17H00 and closes strictly at 24H00. Arrangements to make use of Towerbosch from 24H00 to 02H00 can be made up to 48 hours

prior to your function date at an additional cost of **R1 500** per hour – no extension after 02H00.

Our venue is available for set-up from 09H00 on the day of your function, depending if we hosted a function the previous day, which our venue will then be available from 12H00. Please confirm set-up times with your venue manager.

### **What We Offer** (Included in the venue hire)

Except for our stunning venue...

- Tables: Mixture of dark brown and white antiques, and white round/rectangular tables
- Chairs: Mixture of dark brown antiques and white/grey-shaded chairs
- Venue cutlery and crockery
- Glasses: Standard bar glasses, one wine glass and one champagne glass
- Venue napkins
- Our beautiful forest-like garden as the pre-drinks and canapes area – including all the wooden tables, benches, pallets, wine barrels and umbrellas

### **Your Venue Manager Will Assist You with the Following**

- A site inspection of the venue
- Venue layout and table setting
- Offer recommended supplier details
- Compile a detailed programme/time schedule to ensure everything runs smoothly
- Coordinate events on the day of your function
- Send reminders of payments

### **Your Own Responsibility**

- Flowers and special décor items
- Tablecloths if desired
- Table numbers and seating plan (all stationery)
- Lighting and music
- Birthday cake
- Photographer, DJ and other service providers

### **Set-Up**

No set up to be done prior to your function day. Towerbosch will be available from 09h00 on the day of your function for set-up.

Hiring items and décor may be dropped off at Towerbosch the day prior to your function **(if we are not hosting a wedding or function)**. This must be arranged in advance with your venue manager as our storage space is limited.

### **TowerGoed**

Launching from the 1<sup>st</sup> of August 2016!

Vintage décor hiring available for your function, located on the Knorhoek premises, cuts out the time consumption and worries of delivery and returning of goods. TowerGoed was designed to ease the pressure that comes with the planning and set-up of décor on your function.

TowerGoed décor hiring specializes in décor items which ties in with the ambiance and vintage feel of Towerbosch.

Please contact TowerGoed directly at **info@towergoed.co.za** for all enquiries and quotations.

### **Dancefloor & Tent**

A dancefloor is available in our smaller adjacent venue (Towerbossie) situated a few meters from Towerbosch, or under a Bedouin tent attached to the front of the venue. Fairy lights and spot lights are included (No dancing allowed inside).

Towerbossie can also be used for example as a lounge area, dessert station, children's play area etc. Projector and screen can be hired for children's entertainment at an additional cost of R600.

### **Music**

You are welcome to arrange your own music. If you are making use of a company, please make sure that they are aware of the standard rules of volume. Overly loud music will not be allowed. Please provide own leads, plugs and lighting.

You are more than welcome to have a DJ, Jukebox, or a live band. Please ensure that the set-up and breakdown/pick-up is confirmed with your venue manager and that all equipment is removed the same evening.

### **Bar Facilities**

Our comprehensively stocked bar (fully licensed) can be operated according to your wishes, as a cash bar, an open bar or with a limited bar tab. Special requests can be organized with your venue manager prior to your function date.

Only Knorhoek wines are sold at our venue and are available to taste in our tasting room. All wine to be purchased **directly through Towerbosch** at cellar price. Last rounds will be served between 23H30 and 23H45 and the venue closes strictly at 24H00 unless prior arrangements have been made.

### **Serving Staff – Waiters & Barmen**

Ensuring the quality of service for you and your guests we provide one waiter for every 10 to 12 guests, and two barmen for 60 guests and more. Depending on the final floor layout, this may change.

Waiters: **R150** per waiter.

Barmen: **R350** per barmen.

### **Menu**

Please note the menu prices are a guideline regarding the cost. All menu prices will be finalised two months prior to your function date. Please contact your venue manager to confirm final prices and menu items.

Our Towerbosch function menu is served feast style, thus it is served on large vintage platters and dishes to the middle of the table, the way Grandma serves Sunday lunch! This goes along with the ambiance and feel of our beautiful venue, creating a very intimate and special setting.

Towerbosch can also boast with our 2013 Eat Out Award and 2014 & 2015 Klink Awards earned for our attention to serving excellent quality of food with exceptional taste and unique way of service.

Please feel free to make a reservation at Towerbosch to join us for our famous Country Feast table-buffet served on Sundays. Please direct all restaurant reservations to **foh@knorhoek.co.za** – Bookings are essential.

We require a set-menu to be served during all functions. Please refer to our function menu provided by your venue manager. Special dietary requirements can be discussed prior to your function date.

## **Damages & Losses**

The client is responsible for any damages caused by negligence to Knorhoek and Towerbosch property as well as damages incurred to hired goods.

To this end a **R2 000** breakage deposit will be added to your function invoice. This is fully/partly refundable within 14 days after your function (depending on damages/losses incurred). Please ensure that you send your banking details to your venue manager to receive any credit payments due.

Towerbosch, Knorhoek Wine Estate and its staff will not be held responsible for any personal items and function gifts lost, or any injuries that occurred whilst on the premises.

Please note that any items (Towerbosch property) removed from within or outside the venue on the day of your function will be deducted from your breakage deposit. If the amount is greater than your breakage deposit, you will be liable to replace or pay for these items.

## **Accommodation at Knorhoek Country Guesthouse**

We have eight beautifully decorated and individually appointed rooms with full breakfast included, as well as three self-catering cottages.

Clients must personally enquire and confirm reservations at the Knorhoek Country Guesthouse.

### **Please note:**

**Please note ALL room keys must be collected before 17h00! Keep in mind Towerbosch management does not handle any guesthouse enquiries, bookings or payments, and does not have access to the guesthouse reservations calendar or any room keys.**

Email: [guesthouse@knorhoek.co.za](mailto:guesthouse@knorhoek.co.za)

Number: 021 865 2114 (no extension, please hold the line)

## **Activities for Your Guests While Staying at Knorhoek**

Wine tasting, cellar tour by appointment, hiking, mountain bike trails, swimming, bird watching and lunch at Towerbosch.

Braai facilities available at the Knorhoek Country Guesthouse. Please direct all enquiries to **guesthouse@knorhoek.co.za** for the braai package and menus.

## **Confirmation, Cancellation & Payment**

The completed and signed contract (final page of package) along with the **R2 000** deposit and proof of payment thereof is required within 3 days to secure Towerbosch as your function venue, as Towerbosch **does not** accommodate provisional bookings. Please refer to banking details below for payment instructions.

In the event of a cancellation less than 6 months prior to the function date no deposit will be refunded.

Cancellation within 90 days prior the function date you will be liable for the FULL payment of the venue fee.

The balance (and final guest count) must be paid **7 days prior** to your function. Please keep in mind all overseas payments should be **cleared** within our bank account **7 days prior** to your function. Please make arrangements with your bank accordingly.

All outstanding amounts, for example the bar tab, must be settled on the day or the day after the function, interest will be charged on overdue accounts. Please remember a 5% banking fee will be added to all accounts paid by credit card.

### **Banking details**

Account name: Hannes van Niekerk trust t/a Knorhoek wines  
Bank: FNB commercial bank  
Branch: Tyger valley  
Acc. no: 622 587 12 556  
Branch no: 250 655  
VAT registration no: 4900115173  
Business registration no: T610/87

Please ensure that you use the correct reference (as seen below), and that you provide your venue manager with your proof of payment emailed directly from your bank - **Towerb.21032016** (Towerb. and the date of your function)

E-mail: **towerbosch@knorhoek.co.za**  
Numbers: 021 300 0057/021 865 2958

### **Terms & Conditions**

- Please advise your venue manager no later than 7 days prior to your function of any **additional changes**. The final guest count given to your venue manager will be charged for and not the actual number attending on the day, unless more guests attend on the day.
- We require a minimum of **30 adult** guests (to be paid for) for the exclusive use of Towerbosch.
- All the details regarding your function to be confirmed with your venue manager two weeks in advance within your function questionnaire, including your final amount of guests, menu and floorplan.

- Your final payment to be made prior to your function. Please forward all proof of payments with your correct reference number to your venue manager.
- Arrangements for hiring the venue after 24H00 should be made at least 48 hours prior to your function. The venue is available until 02H00 latest at an additional cost of R1500 per hour. Should guests not be evacuated by 24h00, you will be billed R1500 (one hour overtime).
- Prices are subject to change due to inflation, supplier costs etc. Please check in advance for possible price changes.
- All function items/décor must be removed/taken home straight after your function, or the following day between 09h00 and 11h00 for us to ensure that we are ready in time for our next function or wedding. Please note Towerbosch will not be responsible for any loss or damages to these items during this time period.
- Coffee and tea is not included into the menu cost and is served at an additional cost per person.
- The Towerbosch menu is served as a table- buffet, thus meaning a buffet served per table. All food items not consumed is packed and delivered to various shelters (mainly the Stellenbosch shelter) as part of Towerbosch and Knorhoeks' contribution to society and the less fortunate, thus **no** "take-aways" will be provided to any guests.

### **Special Note from Towerbosch**

Our chefs, Albert, Akram and Michael, and venue managers, Lize and Marquerite, are driven by the passion in their hearts to do whatever possible and will go that extra mile for you and assist you in any planning to make your function a story-telling occasion lasting for many years to come...

Be assured that the Towerbosch team is as committed to function as you are!

Kindest Regards

The Towerbosch Team



**Contract**

I /We .....have read and understood the terms and conditions for hiring Towerbosch venue as laid out in the information above.

I/We, the undersigned, hereby accept these terms and conditions. I/We confirm our booking at Towerbosch venue for the .....day of the .....month in year .....

Full names of contact person: .....

Contact number: .....

Email address: .....

Address: .....  
.....

Signature: .....

Company (If applicable): .....

Please email this page along with your proof of deposit payment to **towerbosch@knorhoek.co.za**.