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Le Chateau

Guesthouse & Conference Centre



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INFORMATION AND AGREEMENT FOR WEDDINGS AND FUNCTIONS **- JANUARY TO DECEMBER 2010 -**

Set in a lush and tranquil garden, *Le Chateau* offers friendly welcome and warm hospitality. Your hosts take pride in their professionalism and the versatility of the facilities they offer – accommodation, conference, weddings and functions. Be assured that your function will be an outstanding success!

The following guideline provides the basic information that you may require to plan your special event.

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Please read the following to ensure your optimum satisfaction regarding our service.

1. LAWS: TIME, VOLUME OF MUSIC, SMOKING

Due to the fact that this is a **RESIDENTIAL AREA**, we have to adhere to regulations laid down by the **Gauteng Provincial Government**, which stipulate that:

Volume of music:

Music cannot be played louder than **80** decibels. The volume has to be turned down at **22h30**, and the music switched off by **23h00**. **Le Chateau** reserves the right to control the volume. It is your responsibility to inform the DJ of these rules and of the Agreement to be signed by him/her (See Addendum A). **The DJ** is allowed to test his system for only 15 min. No shouting or hooting allowed, especially on departure after your function. Please stipulate on your invitations this time-slots!

Time restrictions:

All functions be restricted to the Dining Room and the Function hall (Not outside) and shall terminate by 21h00 during weekdays and 23h00 on Saturdays. Every person, including the DJ must be off the premises at 23h15.

Smoking:

Due to new legislation on smoking in public areas, both function venues, as well as the Guesthouse itself, are **NON-SMOKING** areas. However, provision is made for smokers on the patio. We Appeal to smokers to be considerate and refrain from smoking inside the buildings. Please note, due to the severity of these laws and the influence of the contravention of these laws, it is of utmost importance that these laws are strictly adhered to. Any person failing to adhere to these laws will be acted on and prosecuted with possibility of a fine of imprisonment. We are acting according to Government legislation.

2. APPOINTMENTS:

It is essential to **schedule an appointment** to ensure that the venue and necessary staff are available to assist you. Please note that viewing is by appointment only. No viewing is allowed during functions, Sundays or on days we have weddings. We believe in giving our bride the **best service and attention** we possibly can, the same way we would like to be of assistance to you on your special day.

Final arrangements:

A Consultation must be booked the week before the function to finalize detail, to confirm the numbers and to settle the payment. **Punctuality** will be appreciated.

3. BOOKINGS:

Your booking will only be **confirmed** upon completion of a **Function Booking Form** and after your **DEPOSIT** has been paid. Please note that **ALL changes**, whether it is the menu, date or other detail, **MUST** be given to management in writing to ensure both parties take note of the changes.

4. PAYMENT AND DEPOSIT (CONTRACTING):

A deposit of **R 4 000,00** for the Function Hall and **R 2 000,00** for the Formal Dining Room is required when your booking is made. The number of guests has to be confirmed and the final payment has to be made at least the **WEDNESDAY** before the function. **If you pay by cheque**, the final payment must be made at least **10 day** before your function.

By paying the deposit you are contracted to all the laws and rules set out in this document.

The **bar** account are regarded as separate expenses – of which the former should be after the function. Payment can be made in **cash or direct transfers**.

The **DEPOSIT is not refundable**. We will decide if we will pay back your deposit on cancellation of your function only if we get another booking for the same date and time.

Banking details:

Account name: Herby Properties 22
Bank name: Standard Bank, Kempton Park
Account nr: 020201826
Branch code: 012442

5. WEDDING CEREMONIES:

Wedding ceremonies can be conducted in the hall or on the paved area in front of the Function Hall or in front of the slave bell. Only the Wedding March / Wedding Song are allowed to be played outside.

6. CATERING:

Le Chateau provides all catering and **no outside caterers** are allowed on our premises. Meals can only be served in the Function Hall or Dining Room. Your choice of menu must be confirmed with our office on the **Monday** before your wedding. Le Chateau makes ample provision for second helpings. Unfortunately we are not in a position to allow "take-a ways". Any leftovers will remain the property of Le Chateau as we also cater for our staff on duty.

7. CHILDREN:

We state that children are allowed at functions, but must be **looked after**. Full Supervision of a responsible adult is required and that they share a table with their parents. Children are allowed to play on the grass/paving. Not in the flowerbeds. We cannot take responsibility for their safety while playing around on the property. Children must play **inside** after **21:00**.

8. PHOTOGRAPHERS, DJ'S AND OTHER GUESTS

Your Photographer, DJ and other Guests or their helpers must be part of your guest list: i.e. **Count them in** as part of your guest list (Provide a chair, food and drinks for them)

9. TIME SLOTS:

Breakfast is SERVED until **10h00** only.

Morning functions should finish by 14h00.

Afternoon functions should finish by 16h00.

Evening functions should finish by 23h00.

During evening functions the bar will close at 22h30 (**No exceptions**). Approximately **six hours** are located to each function. Please make sure that your guests will adhere to these time frames. Please ask the Master of Ceremonies to announce the timeslot at the starting of the party. The venue will be available two hours prior to the function for your own additional preparation (if desired).

10. BAR AND LIQUOR:

Please note that you **cannot bring your own** liquor onto the premises. Should any person/s use their own liquor, immediate action will be taken and the person/s will be removed from the property. It is your responsibility to see to it that your guests do not bring any liquor onto the premises.

Champagne and wine: If prior arrangements have been made to bring your own champagne and wine, a **corkage fee of R20-00 per bottle** will be charged. The bottles will be opened by the staff and put on the tables. Your champagne and wine must be delivered 1 day before the function. In order to protect other guests from any form of unpleasantness, Le Chateau does **reserve the right not to serve** or sell any liquor to anyone that has exceeded the alcohol limit.

11. **FLOWERS AND OTHER DECORATIONS:**

It is your responsibility to see that all decorations and flower arrangements are **delivered** timeously before the function. Le Chateau will not be held responsible for the “care-taking” of flower arrangements and other decorations. Please arrange with management beforehand when and by whom the flowers will be delivered. Flower arrangements may be done on our premises on certain conditions, but not later than 20h00 the previous day.

You must provide the serviettes. The placement of **serviettes** and gifts must be arranged with management and be delivered at least one day prior to your function. We also need your **table layout** at least two days prior to your function – we cannot prepare the venue without it.

Candles: When using candles, there must be **protection under the candles**. If any damage occurs, **you will be responsible** for the account. Glass protection available at R1,00 each. Even drip-free candles cause damage. All decorations and candles must be removed from the premises after your function. When priorly arranged with management, you can collect your decorations the following day. We will not be responsible for your decorations thereafter.

12. **ACCOMMODATION:**

A deposit of **R450-00** is required upon the reservation of the Honeymoon Suite, and the balance to be paid in full one week prior to the date. A **special rate** (Saturday night only) of R315-00 per person sharing, Bed and Breakfast, is available to wedding guests who wish to make use of our sleepover facilities. Unfortunately no floor beds are available for children.

13. **PARKING:**

There is enough space for 30 cars on the premises and for enough outside the gates. We do **arrange for security**, however, **parking is at the owner's risk**. Le Chateau takes no responsibility for any damage to or theft of any vehicle/s.

14. **GUEST HOUSE AND TELEVISION:**

The watching of sport or other programs on TV will not be allowed during any function. We have to remind you that facilities within the Guesthouse are only for the benefit of overnight guests. The Guesthouse will be closed for unauthorized persons during functions. We need to respect the privacy of our residential guests.

**IF YOU HAVE ANY FURTHER ENQUIRIES OR QUESTIONS, PLEASE DO NOT
HESITATE TO CONTACT US DURING OFFICE HOURS:
MONDAY – FRIDAY = 8h00 – 17h00.**

**THANK YOU FOR TRUSTING LE CHATEAU GUESTHOUSE WITH ALL YOUR
FONDEST MEMORIES**

15. INFORMATION AND PRICES ON THE VENUES:

VENUES:

Function venues are equipped with round tables each accommodating 6 – 10 people, chairs, table cloths (White or Cream), crockery and cutlery (Not the serviettes)

Function Hall (Max 120 – 130 people)	R 6 000,00
Dining Room (Max 50 people)	R 2 000,00
Bar Fee	R 600,00
Garden Wedding (Red carpet, arch, podium, chairs)	R 800,00
Backdrop	R 800,00
Corkage fee per bottle	R 20,00
Fruit Juice per liter	R 18,00
Fruit Punch per liter	R 24,00
Chair Covers	R 12,00
Overlays available	R 15,00
Tiebacks for chairs: limited colours available	R 2,50
<i>White and cream serviettes available</i>	<i>R 2,50</i>

Please note: You are responsible for all decoration items, overlays, serviettes, flowers, table plan, etc.

ACCOMMODATION:

Honeymoon suite (Including champagne, flowers, chocolates, etc.)	R 850-00
Dressing room for bride	R 350-00
Function guests (Rate for Saturday nights only - Including breakfast)	R 315-00

16. FUNCTION INFO:

Info available about shoes, wedding dresses, tiara's, music, video, photographers, DVD, confectioners, hiring of drapings, flower arrangements, candles, wedding invitations, etc.

17. MENUS:

Menus range from R 115,00 to R 165,00 onwards, depending on your selection.



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AGREEMENT BETWEEN DJ AND LE CHATEAU GUEST HOUSE

DJ, please note that Le Chateau Guest House is in a RESIDENTIAL AREA, that means we have neighbours very close to us. The Wedding couple knows that and agreed on the first meeting with us that they will respect this fact. You have to undersign this agreement too and take note to the following:

- 1) Music is only allowed inside the building.
- 2) Music cannot be played louder than **80** decibels. **Le Chateau Guest House's** owners or managers reserve the right to control the volume.
- 3) **The DJ** is allowed to test his/her system for only 15 min and also not above 80 decibels.
- 4) The volume has to be turned softer at **22h30**, and the music switched off by **23h00**.
- 5) If DJ's do not comply with this the electricity **will be switched** off after the second warning.

Signed at *Kempton Park* onDay of **20**.....

.....
LE CHATEAU

.....
DJ (NAME:.....)