

Welcome to Buitengeluk! We are so excited that you are considering hosting your special event with us! Buitengeluk has a variety of beautiful venues suitable for your event. The following information is based on a **non-exclusive restaurant booking**. Kindly read through this information and let us know if you have any queries.

Buitengeluk operates as a restaurant from Monday to Sunday between 08h00 and 17h00.

Please note that our normal closing time as above, however, should we have an evening function the closing time will be earlier. However, you will be advised of the closing time on reservation of your event.

If you would like to confirm the reservation, please send us a confirmation email so we can allocate a hold reservation for your event. Once proof of payment of the applicable deposit is received by your event coordinator your event will be confirmed.

To provide the best service possible, we abide by our time slots below.

EVENT TIMESLOTS

Slot	Set up Time	Duration of Function	Service Time of Meal	Menu	Price Range Per Person	Min & Max Guests
Breakfast	07h30	08h00 – 11h30	Orders before 10h15	Plated Breakfast One, Two or Three	R205 or R215 or R230	10 - 35
Breakfast	07h30	08h00 – 11h30	08h30 to 11h00	Buffet Breakfast	R315	36 - 80
Harvest Buffet	07h30	08h00 – 11h30	08h30 to 11h00	Harvest Breakfast	R275	24 - 80
Morning Tea	08h30	09h00 – 12h00	09h30 to 10h30	Garden Tea	R245	6 - 120
Lunch Plated	12h00	12h30 – 16h00	Orders before 13h15	Plated Lunch One, Two or Three	R385, R450, R500 or R550	10 - 35
Lunch Buffet	12h00	12h30 – 16h00	13h00 and 14h00	Buffet One or Two	R450 or R550	36 - 80
Harvest Buffet	12h00	12h30 – 16h00	13h00 and 14h00	Harvest Lunch	R350	24 - 80
Afternoon Tea	13h30	14h00 – 17h00	14h00 to 15h00	Garden Tea	R245	6 – 120

SUMMARY OF DIFFERENT VENUES AVAILABLE AND WHAT IS INCLUDED

Venue	Equipment included	Guest Numbers	Cost	Timeslots	Also includes	Decor
Glasshouse	Wooden table, wooden chairs, white tablecloths & napkins, cutlery, crockery, glassware.	Min of 10 pax Max of 18 pax	R2500.00 per time slot	Morning Slot 08h00 to 12h00 OR Afternoon Slot 13h00 to 17h00	2 x Garden chairs 1 x Easel	Set up 30 minutes prior to timeslot, function must be contained within the glasshouse.

Uitsig Patio	Tables, chairs, white tablecloths & napkins, cutlery, crockery, glassware.	Min of 24 pax Max of 48 pax	R2400 per time slot	Morning Slot 08h00 to 12h00 OR Afternoon Slot 13h00 to 17h00	3 x large white umbrellas 1 x Easel	Set up 30 minutes prior to timeslot, function must be contained within the Uitsig Patio
Kaap n Hoekie Chapel – Full	Tables, conference chairs, white tablecloths & napkins, cutlery, crockery, glassware	Min of 36 pax Max of 80 pax	R4200 per time slot	Morning Slot 08h00 to 12h00 OR Afternoon Slot 13h00 to 17h00	Podium Cross on wall 1 x Easel Use of small Patio area	Set up 30 minutes prior to timeslot, function must be contained within the Venue.
Gardens – NON-EXCLUSIVE	Green Garden Tables and chairs set, cutlery, crockery, glassware.	Number of Guests: 15 – 20 Guests 21 – 30 Guests 31 – 40 Guests 40 and above	Venue Hire: R500.00 R1000.00 R1500.00 R2000.00	Breakfast 08h00 to 11h30 Morning Tea 09h00 to 12h00 Lunch 12h30 to 15h00 Afternoon tea 14h00 to 17h00	Easel if required	Set up 30 minutes prior to arrival. Garden areas are allocated based on size, timing and menu requirements.
Inside Manor House – NON-EXCLUSIVE	Tables with white tablecloths & napkins, Mahogany Chairs, cutlery, crockery, glassware.	Number of Guests: 15 – 20 Guests 21 – 30 Guests 31 – 40 Guests 40 and above	Venue Hire: R500.00 R1000.00 R1500.00 R2000.00	Breakfast 08h00 to 11h30 Morning Tea 09h00 to 12h00 Lunch 12h30 to 15h00 Afternoon tea 14h00 to 17h00	Easel if required	Set up 30 minutes prior to arrival.

MORE DETAILED INFORMATION REGARDING OUR FACILITIES:

THE GARDENS

The beautiful, lush gardens provide a relaxed and tranquil setting, creating the perfect atmosphere for special events such as baby showers, birthday celebrations or kitchen teas. Hunter green garden chairs and tables are provided as a standard.

- Unfortunately, no areas can be pre-selected as they are only allocated on the day of the function. When allocating sections we consider the size of bookings, table set up, menu selected, time of day etc. You are welcome to request an area, but it cannot be guaranteed.
- Should it rain on the day of your reservation, you will automatically be moved inside, either into our main venue or one of our smaller venues. Please note these venues will not be exclusive, we will host our restaurant patrons within these venues as well.
- Music is not permitted within the Buitengeluk gardens unless exclusive use of the venue has been reserved.
- You may select from the Tea, Set / Buffet Breakfast, Harvest or Set / Buffet Lunch Menu options as determined by the guest number and booking time.

This includes:

- Hunter Green Garden chairs and tables
- Cutlery, crockery, and glassware
- Easel if required
- White tablecloths R30.00 per tablecloth
- White cloth napkins R10.00 each

BUITENGELUK RESTAURANT – INSIDE MANOR HOUSE

This Cape Dutch inspired space incorporates many attractive features including a light and airy double volume room finished with a thatch roof, wrought-iron chandeliers, high-rise wooden windows, a traditional fireplace at each end of the room. And doors that lead out onto the patio overlooking the manicured gardens.

This includes:

- A variety of round and rectangular tables
- Cutlery, crockery, and glassware
- Vintage wooden chairs
- White tablecloths included
- White cloth napkins included
- Background music
- Bar Area
- You may select from the Tea, Set / Buffet Breakfast, Harvest or Set / Buffet Lunch Menu options as determined by the guest number and booking time.

THE GLASSHOUSE

This stunning conservatory is nestled in the heart of the Buitengeluk gardens and is available for private events of no more than 18 guests. This facility offers an exclusive and more intimate space for special celebrations.

- Minimum of 10 guests | Maximum of 18 guests
- Exclusive use of the Glasshouse is for a four-hour period [08h00 – 12h00 or 13h00 – 17h00] and a venue hire fee of R2500.00 will apply. Please note the venue hire is nonrefundable in case of cancellation or nonuse.
- Guests must be seated within the glasshouse.
- You may select from the Tea, Set Breakfast or Set Lunch Menu options as determined by the guest number and booking time.

This includes:

- 1 x Long Vintage Wooden Table
- Vintage wooden chairs
- Cutlery, crockery, and glassware
- Tablecloth & Napkins for inside the glasshouse
- Easel if required
- 2x Garden lounge chairs

UITSIG

Situated to the left-hand side of the manor house, this spacious patio provides a 360° view of the Buitengeluk gardens and is available for private events of no more than 48 guests. The Uitsig patio offers an exclusive space for special celebrations.

- Minimum of 24 guests | Maximum of 48 guests
- Exclusive use of the Uitsig patio is for a four-hour period [08h00 – 12h00 or 13h00 – 17h00] and a venue hire fee of R2400.00 will apply. Please note the venue hire is nonrefundable in case of cancellation or nonuse.
- Guests must be seated within the Uitsig patio.
- You may select from the Tea, Harvest Buffets, Set / Buffet Breakfast or Set / Buffet Lunch Menu options as determined by the guest number and booking time.

This includes:

- A variety of round and rectangular tables
- Chairs
- Cutlery, crockery, and glassware
- 3 large white umbrellas
- White table linen
- White linen napkins
- White Chair covers are available to hire at a cost of R15 each.

KAAP 'N HOEKIE / CHAPEL

Kaap 'n Hoekie is a Cape Dutch Venue tucked away in the gardens of Buitengeluk and is perfectly suited for a private lunch, meeting space or intimate special event such as a christening. Due to the elegant neutral decor, Kaap 'n Hoekie can take on any look and feel! The venue is newly renovated with picturesque sliding doors that open onto our luscious gardens. You are more than welcome to hire the entire venue or for a smaller function, the venue can be adapted to half the floor space.

To hire the entire Kaap 'n Hoekie venue the following applies:

- Minimum of 36 guests | Maximum of 80 guests
- Exclusive use of Kaap 'n Hoekie is for a four-hour period [08h00 – 12h00 or 13h00 – 17h00] and a venue hire fee of R4200.00 will apply.
- Guests to be seated within the Kaap 'n Hoekie Venue.
- Use of adjacent patio area.
- You may select from the Tea, Set / Buffet Breakfast, Harvest or Set / Buffet Lunch Menu options as determined by the guest number and booking time.

Amenities

- Views of the garden
- A variety of round and rectangular tables
- Chairs with white chair covers
- Cutlery, crockery, and glassware
- White tablecloths included
- White cloth napkins included
- Wooden podium
- 1 x Easel

TERMS AND CONDITIONS

Please ensure you have read through and understand the terms and conditions as once you have paid your deposit, it will be understood that you agree with the following.

DÉCOR & SET UP

- You are welcome to supply your own non-consumable décor for the tables. You are welcome to bring flowers, balloons, colored napkins, base plates, napkin rings, welcome boards, and menu cards.
- **Should you make use of a décor company or wish to use backdrops, balloon arches, throne/ guest of honor chair, or other seating a surcharge of R500.00 will be levied.**
- **We are unable to store any outside décor items past your allocated function time and such items must be removed timeously.**
- **Should you make use of an outside décor company the details of the company must be supplied 72 hours in advance of your function in order for the décor company to sign the relevant terms and conditions.**
- No Confetti please.
- We will provide our standard tables, chairs, silver cutlery, glassware and white crockery as required.
- Let us know if you want one long table (max of 18 pax) or a few smaller tables to accommodate your guest number. This would be at the discretion of the coordinator based upon final guest numbers, menu selection and number of events on the day.
- Unfortunately, garden areas are only allocated on the day of the function as we need to consider factors such as weather, size, and time of booking, setting up requirements and the menu chosen.
- You are welcome to request a specific area, but it cannot be guaranteed.
- We can also supply **white tablecloths @ R30 per cloth**. Please advise exactly which tables you want clothes for e.g., guest table, gift, cake, food buffet, arrival drinks table.
- White cloth napkins R10 each
- White chair covers R15 each
- Tables will be ready for your decor set up **Strictly 30 minutes before booking time.**
- Please ensure that your décor suppliers are aware of the timelines and bring their own assistants to help carry and set up timeously. Please ensure that additional décor (particularly glassware, base plates, and cutlery) is supplied clean. The venue will not be held responsible or liable for any damage or loss to décor equipment.
- Please advise décor suppliers to be considerate of other guests by setting up neatly, keeping noise to a minimum and not using the disabled parking bays for off-loading.
- Should you require additional set up time, please speak to your coordinator to find out if we are able to accommodate an early set up. **An additional setting up time is charged at R1000 per hour or part thereof.**
- If you have hired a venue for the afternoon slot, it is most likely that the venue is booked for the morning slot as well, so unfortunately, in that case we will be unable to accommodate early set up.
- As a venue we do our utmost to be well prepared for all our functions. Please assist us by ensuring your décor supplier complies with the above so we can ensure the smooth running of your special occasion and that of our other guests' events.

WAITERS:

- A 10% service fee will be added to your final food and beverage bill for waiter service.
- It is at your discretion should you wish to tip your waiter of anything extra thereafter.
- Your waiter is a full-service waiter, who will handle all your food and beverage requirements.

MENU'S

- Although we feel it is not necessary to mention, should you wish to book a venue or reserve a table with us, the expectation is that **all your guests will be catered for and order a meal.**
- Please note, no outside food or food related items may be supplied or brought onto the property.
- We trust that you understand that as our sole income is from selling food and beverages to our guests we cannot permit outside catering at our estate.
- Buitengeluk has an on-site bakery, and any cake or cupcakes can be created according to your requests.
- **No Cakes may be supplied.**
- Bookings of 15 or less can be accommodated with an A la Carte breakfast or lunch menu.
- Bookings seating more than 15 guests are to be accommodated with one of our set menus.
- Our kitchen is open from 08h00 and closes at 15h30 on our trading days.
- Buitengeluk can accommodate specialized dietary requirements if notified in advance.
- Breakfast menus are available from 08h00 – 11h30. Orders for set breakfasts must be placed with the kitchen NO Later than 10h15.
- Lunch menus are available from 12h00 – 15h00. Orders for set lunches must be placed with the kitchen NO Later than 13h30.
- A Minimum menu cost of R385.00 per guest is applicable over the lunch period.
- A minimum of 12 guests is required to qualify for the set menu Breakfast, Lunch & Tea options.
- A minimum of 24 guests is required for a harvest buffet – Breakfast / Lunch options.
- A minimum of 36 guests is required for breakfast or lunch Buffet options.
- A maximum of 35 guests is allowed for a set plated meal unless by prior arrangement with the chef.
- Our minimum numbers are strictly adhered to and charged accordingly.
- All set menus are pre-ordered. If guest numbers are not met on the day of the event, you will be liable for full payment of guest numbers confirmed as per your final invoice and event planner.
- **Due to our health and safety regulations, if a buffet menu is selected, guests will not be allowed take-aways.**

BAR

- You are welcome to pre order jugs of juice, cocktails, or waters for the tables / as arrival drinks.
- Our jugs have a capacity of 1,5 liters which should provide approx. 4 /5 glasses each.
- Our set menus include bottomless tea / filter coffee.
- You have the option of offering a bar tab for your function or a cash bar facility for additional drinks.
- Should a cash bar be chosen for your event, no TABS can be kept for individual guests. The bill must be settled in full after each round.
- Corkage is permitted on wine, champagne, and sparkling wine. Please inform us prior to your arrival, should you wish to bring your own.
- The corkage charged is R100-00 per 750ml bottle opened. This facility is only extended for wines not available on our drinks list.
- If you are utilizing the corkage option, kindly bring the bottles to our bar area on arrival so we can ensure they are chilled accordingly.
- No other beverages may be brought onto the property. Should we find any other bottles a fine of R750.00 per bottle will be applicable.

OTHER

- Prices are subject to change without notice.
- No animals are permitted within the Buitengeluk grounds, except for guide dogs.
- Whilst we are an open-air venue, Smoking is only permitted in designated areas. We would ask for your consideration for other guests, especially Moms to be and those with children.
- Please be advised that the Buitengeluk Gardens have several water features and ponds, a child's Safety is the sole responsibility of their parents.

BOOKING AND PAYMENTS

- We require **one point of contact** for your event and one invoice will be presented in this contract.
- Should you wish to confirm a reservation for the gardens or manor house, a R500-00 holding deposit is due within 48 hours of the provisional booking.
- This is **non-refundable and non-transferable in the event of cancellation** less than one month prior to your event.
- However, should you wish to **book the Glasshouse, Kaap 'n Hoekie or Uitsig venues the full venue hire is required** as the deposit. This is non-refundable in case of cancellation or non-use.
- Final requirements & guest numbers are to be confirmed by 12h00 on Monday prior to your weekend event.
- An event planner will be emailed after receiving final event details, please ensure all your requirements are correct and noted. Please email confirmation of this to your coordinator prior to your event.
- Once final numbers have been confirmed, no changes may be made.
- 10% service fee will be added to your final bill for waiter service.
- A payment totaling 50% of your expected requirements will be due by 16h00 on Tuesday prior to your event.
- The final payment to be made in full before departure on the day. We accept Credit, Debit cards and or cash payments.
- Please note **we do not accept EFT payments on the day of the event.**
- Proof of payment of all deposits to be e-mailed to Buitengeluk coordinators prior to event date.
- **Cancellations / Postponements:** Should you cancel your booking or venue hire at least 31 days prior to the event date then your deposit is refundable, or you may postpone, and the deposit is transferable to a new function date.
- Should you wish to cancel your booking of The Glasshouse, Kaap 'n Hoekie or Uitsig, less than 30 days before your function due date for any reason, the Venue Hire is strictly non-refundable, unless we are able to secure another function for the same date and time.
- **Should you cancel your function less than 72 hours before all monies paid for the Venue, food and cakes will be non-refundable.**
- These Terms and conditions will be applied within reason and with consideration to each specific case as needed.

- **Banking details**

❖ Account Name	Grand Gatherings PTY LTD
❖ Bank	Standard Bank
❖ Account Type	Business Current Account
❖ Account Number	372702112
❖ Branch Code	001206

We trust you will find the above comprehensive and helpful in planning your special event.
We look forward to welcoming you to Buitengeluk!

Kind Regards, The Buitengeluk Events Team.