



Corporate Function Package

2017



Hillcrest Function Venue
M13 Tygerberg Valley Road
Durbanville
Cape Town

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VENUE

Situated in a old historic quarry, Hillcrest Quarry Function Venue provides the perfect setting for your function or event. The venue has a permanent 15m x 20m building (300sqm) Venue capacity is 200 guests in a banquet style or 280 at a cocktail function. A minimum of 80 guests per event. Should your guest numbers be greater than the capacity specified, marquee extensions are available at an extra cost for functions or events to a maximum capacity of 1200 banqueting style, 1500 cocktail style or up to 2500 for corporate family days

VENUE COST

The venue will be available from 08h00 - 00h00

For the exclusive use of Hillcrest Estate Quarry Venue for your event, the venue fee is:

R15 000.00 per event day for specified capacity of 200 banqueting style or 280 cocktail style.

R1 000.00 per 100 guests added venue hire charge for events exceeding specified capacity.

All times include set up and break down times.

Extra set-up or breakdown days are available at R7 000.00 per day.

All prices quoted **exclude** VAT.

VENUE FEE INCLUDES

- 20 x Round 10 seater tables
- 20 x 3.3m White table clothes
- 200 x Black Plastic Chairs
- All glassware for up to 200 people

VENUE FEE EXCLUDES

- Catering
- Crockery
- Cutlery
- Décor, flowers, napkins
- Chair covers
- The house PA system available at R1 000.00

FUNCTION TIMES

The venue will be available from either 08h00 - 00h00

Functions must have ended and be cleared by 01h00.

No loud music is permitted between 08h00 to 17h30 on weekdays.

R1000.00 per hour fee will be charged after the specified end time of the function.

This has to be arranged during the course of the function, not later than one hour before the specified end time.

CATERING

All catering is provided by the Hillcrest Quarry. Outside catering can be permitted under client's special request.

An outside catering surcharge will be levied at R45.00 per person.

Hillcrest Quarry Catering is Halaal Friendly as all our suppliers are Halaal Registered. Menus are available on request.

Waitrons are available at a rate of R85.00 per hour, per waiter.

BAR

Hillcrest Quarry will be the sole supplier of all beverages at all events.

Hillcrest Estate has a wide variety of Estate wines available and only Hillcrest wines are sold at the venue. Hillcrest wines are available to taste in our tasting room prior to your event to decide which wines you would like to serve. The Quarry venue has a fully stocked cash bar.

Pre-determined bar tab can be arranged, which must be paid up-front.

A 10% service fee will be added to all bar tabs.

Water jugs and ice buckets, are provided. Bar staff will be provided for your function at no extra cost to a maximum of 200 guests. Thereafter a fee of R85.00 per hour per bar tender will be charged for extra bar staff. Flair bartenders are also available on request. Clients are prohibited from bringing their own beverages to any function or event. Hillcrest Quarry will adhere to any pouring brand recommendations. Our license is valid until oohoo upon which the bar service will be closed. Bar list available on request.

CLEANING

Your service providers are responsible for removal of all decorations. Tables must be cleared before the end time of each session of the function. You are responsible for the removal of all decorations. The venue will be responsible for the cleaning of the venue.

DAMAGE

The client assumes responsibility for the behavior of his guests and contractors while on Hillcrest Estate's property. Should any Hillcrest building, marquee, surrounding gardens, vineyards, toilets, decor or napery be damaged during the set-up, duration or dismantling of the function, the client shall be held responsible and will be billed accordingly. Should it be necessary to undertake any legal action in order to recover the outstanding monies, legal costs will be for the clients account. A refundable breakage deposit fee of R3 000.00 will be charged and will be refunded within seven working days after your function.

PAYMENT & BOOKINGS & CANCELLATIONS

Bookings are only confirmed when we have received the completed and signed booking form, venue hire agreement and the proof of deposit payment. Tentative bookings are held for a period of 1 week only. Tentative booking extensions must be requested via e-mail and the extended date must be specified and agreed upon.

Payment is required as follows:

At booking 50%, deposit on quotation amount will secure your required date.

10 days ahead of the function date, balance of venue fee, additional infrastructure costs, breakage deposit, and prepaid bar bill.

The following cancellation fee will be charged in the event of cancellation of any advance reservation or booking:

- 30 Days prior to Function a 15% cancellation fee will be levied on the full value of the quotation.
- 21 Days prior to Function a 25% cancellation fee will be levied on the full value of the quotation.
- 14 Days prior to Function a 50% cancellation fee will be levied on the full value of the quotation.
- 7 Days prior to Function a 75% cancellation fee will be levied on the full value of the quotation
- 24 Hours prior to Function a 100% cancellation fee will be levied on the full value of the quotation

INDEMNITY

Hillcrest Estate Quarry Venue does not accept responsibility for loss of any belongings and the host accordingly indemnifies Hillcrest Estate Quarry Venue against any claim arising due to such a loss or damage to any belongings. This also applies to any accident that may occur before, during and after such a function. Employees or any person employed at any function will not be held responsible for any loss or injury to persons, due to negligence or any other cause whatsoever. Hillcrest Quarry Venue cannot be held accountable for matters that are beyond their control such as power failure or disaster caused by natural forces.

Hillcrest Estate reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, or any cause beyond the control of Hillcrest, which prevent it from performing its obligations.

EXTRAS

All additional hiring at the client's request will be for clients account.

The client is obliged to purchase all wines from Hillcrest Estate.

Right of admission is reserved and Hillcrest Estate Quarry management reserves the right to remove any person at their own discretion.

Built in toilet facilities. We provide toilet paper, hand towels and soap in the bathrooms

- Ladies consists of 3 toilets and 3 hand basins
- Gents consists of 1 toilet, 3 urinals and 3 hand basins
- 1 Disabled toilet and 1 hand basin

SERVICE PROVIDERS

Hillcrest Quarry Function Venue can assist Clients with specialized themes and all infrastructure pertaining to their event. From Beach Parties with water based activities to Hawaiian, Great Gatsby, cowboy and Western, and Masked Balls are just a few examples of what we can assist with

Havoc Brew

Hillcrest Estate has their own Craft Brewery, Havoc Brew which can provide a mobile Craft Beer Stand at your request.



Vegas Nights, the Las Vegas Gambling Experience

Our gaming activities and highly qualified croupiers will engage, entertain and excite your guests throughout the night. we provide a fun and interactive experience rivalled only by Las Vegas itself. We pride ourselves on offering exceptional customer service, top of the range equipment and professional, engaging staff and croupiers.

Contact Verene Burger from Vegas Nights for more details - verene@eventsandmore.co.za



We have had the opportunity with a vast amount of décor suppliers. Contact us for recommendations.

For functions or events exceeding the specified capacity, the client will be responsible for any extra costs relating to toilet facilities, power requirements, health and safety and City of Cape Town event licensing.



FUNCTION BOOKING CONTRACT

Company or Client name: _____

Company registration number: _____

Company VAT number: _____

Contact person: _____

Contact person e-mail address: _____

Contact numbers: _____

Cell number: _____

Company Invoicing Details: _____

Date of Function: _____

Type of function: _____

Estimate number of Guests: _____

Time of function start: _____

COSTS

Venue Hire: R_____ .00

Set up/break down days required: _____ R_____ .00

Breakage Deposit: R_____ .00

Extras: _____ R_____ .00

Total Amount R_____ .00 Deposit amount R_____ .00

Printed name

Date

Signature

DEPOSIT RELEASE FORM

Company name: _____

Function Invoice Number: _____

Bank Name: _____

Account Name: _____

Account Type: _____

Branch: _____

Acc Number: _____

Branch Code: _____

Breakage details: _____

Breakage Amount: R_____ .00

Refundable Deposit Amount: R_____ .00

Printed name_____
Date_____
Signature