

### Minimum Venue Hire @ R4995

up to and including 40 guests

#### **Included in our Venue Hire Package:**

- Exclusive venue hire – maximum 8 hours (including setup) – no later than 24:00
- Loud music is not permitted after 22:00 in keeping with municipal by-laws

#### **FACILITIES AVAILABLE**

- Boma Fire – wood included – weather permitting (no other open fires allowed)
- Wooden Patio tables and benches under umbrella cover (seating 4 – 6 people)
- Outdoor patio tables with bench attached on grass area (seating 6 – 8 people)

#### **BUFFET ARRANGEMENTS**

- White Buffet Tables on trestles with standard buffet décor
- White Paper serviettes
- Condiments (Salt/Pepper and a variety of sauces)

#### **FOOD**

- You are welcome to bring in your own food or outside catering company
- Kitchenette with fridge available – no oven
- We can supply catering on request – various menu options available, priced per person – self catering preferably though
- Braai packs made up to order available on request
- Snack platters made up to order available on request

#### **BEVERAGE/BAR ARRANGEMENTS**

- BYO (Bring your own) Policy – we can supply soft drinks, mixers & any non-alcoholic beverages with prior arrangement
- Standard bar glassware (beer, hi ball, wine, champagne and shooter glasses – R10 deposit payable per glass with venue hire)
- Ice (available at R15 per bag)
- Bar Smalls (cutting board & knife/tot measures/bottle openers/ice scoops)
- 1 x Double door fridge available – 1 x Chest freezer available

#### **SELF-CATER EATWARE INCLUDED**

- Standard Cutlery (knife, fork, spoon)
- Enamel plates
- Rectangular Chafing dishes with fuel
- Salad bowls or Platters with serving spoons
- Assorted Bread baskets and wooden bread boards
- Braai "Basket" including - Oval Enamel meat dishes including braai tongs, wooden cutting board, braai cleaner and firelighters

#### **INDOOR/OUTDOOR BRAAI AREA**

- 8 x Outdoor Braais with grids – wood supplied for braai only –  
we will light the fires for you
- 4 x Braais with grids – under lapa – wood supplied for braai only – we will light the fires for you
- 1 x Large Gas Spit braai – Please supply your own gas

#### **KIDDIES TABLES & CHAIRS**

- For 8-12 kids under the age of 10 (available on request)
  - Kiddies tables with chairs
  - Colouring books & crayons

#### **STANDARD STAFF COMPLIMENT**

- Function Supervisor
- Cleaners/Janitors
- Gate Security
- Additional staff (Barmen & waiters) required will be for the clients' own account and quoted accordingly

#### **DECK AREA**

- Umbrellas
- Patio Furniture
- Smoker friendly

#### **ABLUTION FACILITIES**

- Baby changing station
- Paraplegic facility available
- Janitor service

#### **TERMS & CONDITIONS**

- A 50 % deposit and R1000 breakage deposit is required one month prior to the function. Shorter than that full pre-payment on reservation
- Balance payment required ten working days prior to the function
- Breakages and/or shortages will be charged for at current replacement rates
- Buffet area must be cleared of all food items no less than 90 minutes prior to the end time of the function
- Excluding any items from the Venue Package does not constitute a discount
- No refunds will be given on cancellation
- Deposits will be held in the event of a postponement
- Klipwerf Function Venue cannot be held responsible for inclement weather or the influence thereof on any event or function booked and confirmed
- Kindly note that all items are subject to availability and change
- Images are for informational purposes only and may differ from each event

#### **ITEMS EXCLUDED FROM THE VENUE HIRE PACKAGE**

- Special décor i.e. fairy lights, draping, thank you gifts, place cards, alternative colour table cloths and/or overlays and linen napkins, Wimbledon or Tiffany chairs, any other decorative items
- Table décor and flowers – unless otherwise mentioned

#### OPTIONAL EXTRAS

- Additional standard Crockery items from R3 per item  
(dinner plates, side plates & dessert bowls)
- Additional Designer Glassware from R15 per glass (Beer, whiskey, hi ball and wine options available)
- 10 Seater Round Tables @ R75
- Floor length round table cloths @ R85 each
- 6 – 8 Seater Trestle tables with table cloth @ R85
- Black Plastic Chairs @ R12
- Stretch lycra chair covers (black and white available) @ R18
- Tea & Coffee Station @ R15 per person
- Chino Bedouin Stretch Tent with 4 x Parcan uplighters - 10m x 12m @ R9 720.00 – partly covering the tiled area next to the lapa or on grass area
- White Frame Marquee with open bulb string lights 9m x 12m @ R8 325.00 – for use on grass area only

#### WE CAN ALSO ASSIST YOU WITH

- Professional DJ services – contact Charles on 071 472 2266 for more information
- Quality live entertainment artists at great rates
- Professional in-house florist should you wish to make use of the service
- Wooden Dance floors, Staging, AV, Sound & Lighting
- Kiddies Jumping Castles @ R550 each plus R100 delivery fee – please enquire

***Klipwerf Venue is situated on a working farm please keep to the 15 km/h speed limit***

***and refrain from littering please.***

***Right of Admission Reserved***

#### BAR AREA AVAILABLE FOR CLIENT'S USE



## INDOOR LAPA BRAAI AREA



## WELCOME DRINKS OR CANAPÉ AREA



KLIPWERF FUNCTION VENUE

info@klipwerfvenue.co.za — www.klipwerfvenue.co.za — 083 395 8816



## **BUFFET AREA WITH PROPOSED SETUP**



## **GERMAN THEMED SNACK BAR SETUP FOR 30<sup>TH</sup> BIRTHDAY**





## KIDDIES SETUP



## DECK WITH STRETCH TENT SETUP & DRAPING – Wedding & Baby Shower



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## ABLUTION FACILITIES

