



**THORNBIRDS CONFERENCE & WEDDING CENTRE
SELF-CATERING FUNCTION PACKAGE 2013
FISH EAGLE HALL**

Dear Client

Thank you for considering Thornbirds as a venue for your special day.

Kindly note that self-catering packages are only allowed on Sundays to Fridays except for winter month functions.

We at Thornbirds are here to provide everything you need to ensure that you enjoy a very special, perfect day.
Our packages are designed to assist you with your planning so that you can enjoy a stress-free day.

Please do not hesitate to contact us should you wish to view our facilities or make any further enquiries.

“Passionate about Professional Hospitality & Service Excellence”

Self-Catering Option 1:

Kindly note that all rules for self-catering packages must be adhered to at all times in order to uphold the standards of the venue. Other rates such as corkage may apply.

You are required to pay a venue hire, a surcharge per person for food & make use of Thornbirds’ waiters & barmen when selecting Option 1.

Venue Hire 2013 – Option 1

Fish Eagle Hall

- Standard 6 hour function (Starting from guest arrival)
- Please note that additional costs apply for functions larger than 200 guests

Summer Rates:

	Jan, Feb, Mar, Apr, Sept	Oct, Nov, Dec	Number of guests Min (adults) - Max
Saturdays	R11880-00	R12980-00	(110 – 250)
Fridays & Sundays	R9680-00	R10780-00	(80 – 250)
Monday to Thursday	R7480-00	R8580-00	(70 – 250)
Public Holidays (weekday)	Add R1000-00	Add R1000-00	(100 – 250)

Winter Rates:

	May, June, July, Aug	Number of guests Min (adults) - Max
Saturdays	R8800-00	(80 – 250)
Fridays & Sundays	R7700-00	(70 – 250)
Monday to Thursday	R6600-00	(60 – 250)
Public Holidays (weekday)	Add R1000-00	(70 – 250)

Option 1 Venue Hire includes;

- Use of Fish Eagle Hall, adjoining patio
- Assistance in coordinating, planning & execution of function
- Use of standard cutlery, crockery & glassware (excludes serving utensils, chafing dishes, serving dishes & urn)
- Use of standard table linen and napery (white / black tablecloths & serviettes, white / black / sand overlays)
- Ice buckets
- Easel, podium
- Cake table & standard table numbers
- Setup & cleaning of venue excluding cleaning of kitchen
- Security & parking facilities
- VAT

Option 1 Venue hire excludes;

- Menu surcharge
- Flowers / Additional decor (Draping, etc.)
- Bar account
- Welcoming drinks
- Waiters & barmen
- DJ's & entertainment
- Wedding cake
- Minister / Photographer / Babysitter
- Garden ceremony additional items (Red carpet, chairs etc.)
- Gratuity & other extras not mentioned

Please note that should you have less than the minimum required number of guests, a surcharge of R60-00 per person short of the minimum number of guests will apply.

Self-Catering Option 2:

Kindly note that all rules for self-catering packages must be adhered to at all times in order to uphold the standards of the venue.

You are only required to pay the venue hire as per the rates below. Use of Thornbirds' waiters & barmen are not necessary when selecting Option 2. Other rates such as corkage may apply.

Venue Hire 2013 – Option 2

Fish Eagle Hall

- Standard 6 hour function (Starting from guest arrival)
- Please note that additional costs apply for functions larger than 200 guests
- Final number of guests are to include DJ's, photographers etc.

Summer Rates:

	Jan, Feb, Mar, Apr, Sept	Oct, Nov, Dec	Number of guests Min - Max
Saturdays	R15180-00	R16280-00	(110 – 250)
Fridays & Sundays	R12980-00	R14080-00	(80 – 250)
Monday to Thursday	R10780-00	R11880-00	(70 – 250)
Public Holidays (weekday)	Add R1000-00	Add R1000-00	(100 – 250)

Winter Rates:

	May, June, July, Aug	Number of guests Min - Max
Saturdays	R11000-00	(80 – 250)
Fridays & Sundays	R9900-00	(70 – 250)
Monday to Thursday	R8800-00	(60 – 250)
Public Holidays (weekday)	Add R1000-00	(70 – 250)

Option 2 Venue Hire only includes:

- Use of Fish Eagle Hall, adjoining patio
- Assistance in coordinating, planning & execution of function
- 24 round tables seating 10 persons, 7 tressle tables, *250 chairs (50 are plastic ancona chairs)
- Use of the kitchen which will be supervised by a Thornbirds supervisor)
- 2 x Thornbirds supervisors
- Security & parking facilities
- VAT

You are to provide:

- All table linen and napery
- All crockery, cutlery, glassware, chafing dishes, serving dishes, serving utensils, urns etc.
- All decor, ice buckets etc.
- Waiters
- Barmen

Additional Venue Hire for Additional Rooms

- Thornbirds has 2 other function rooms that may be rented should you require any additional rooms.
- Bataleur Room (50 – 90 guests): R3000-00
- Falcon room (30 – 60 guests): R2000-00
- These rooms are subject to availability & chairs & tables must be provided by the client

More than 200 Guests

- The additional amount payable on venue hire is calculated by dividing the venue hire by 200 guests and then multiplying that amount by the additional amount of guests.

Garden Functions

- Additional costs may apply for garden functions.

Menu Surcharge

- A menu surcharge per person applies when outside caterers are used;
- 0 to 100 guests: R65-00 surcharge per person
- 100 to 250 guests: R60-00 surcharge per person
- Final numbers are to include DJ's, photographers etc.

Waiters & Barmen

- Waiters: R60-00 per waiter per hour for a minimum of 6 hours
- Buffet menu options require you to have 1 waiter for every 2 tables as well as 1 supervisor @ R65-00 per hour
- Plated menu options require you to have 1 waiter for every table as well as 1 supervisor @ R65-00 per hour
- Barmen: R65-00 per barman per hour for a minimum of 6 hours
- 1 Barman is allocated for up to 50 guests
- 2 Barmen are allocated for up to 100 guests
- 3 Barmen are allocated for up to 200 guests & 1 additional for every 50 guests thereafter

Children

- Must be supervised at ALL times
- Children are not allowed to freely explore the property
- Children under the age of 3 years will not be charged
- Children under the age of 10 years will be charge 50% of the menu surcharge

Coordination Services

- Assistance from our coordination team is available, by appointment, to all clients throughout the planning stages of their function.
- Clients are free to make their own choices regarding entertainment, DJ's, decor etc.
- To assist you further, our coordinators can supply you with a list of recommended suppliers, or will be happy to arrange everything from A-Z at an additional coordination fee.

Bar Services

- The bars at Thornbirds are fully licensed.
- No alcohol will be served to any person under the legal drinking age of eighteen.
- We require clients to brief us regarding their bar requirements.
- Our bar includes a range of imported & local brands.
- Various billing options are available;
 - Cash Bar – Guests pay for their own drinks
 - Open Bar – Client to pay for all drinks consumed by guests
 - Limited Open Bar – Client to pay for all drinks as specified consumed by guests
- Open / limited open bar tabs are payable upfront, before the function.
- Guests who wish to run a tab must provide the waiter with a credit card. (Debit cards are not acceptable)
- Special requests such as specific brands of liquor / wines can be provided for if requested in advance.
- Bar items are subject to availability and prices may change without prior notice.
- Absolutely no spirits, wines, soft drinks, food or any alcohol may be brought onto the premises for consumption at any time.
- Non-compliance to this will lead to items being confiscated. This may also lead to immediate dismissal / eviction from Thornbirds' premises.
- No alcohol may be bought for any person under the legal drinking age of eighteen.
- Last rounds are called half an hour before your function time is over. No drinks will be served after 10 minutes of announcing the last round.
- No alcohol will be served after 01:00am.
- A drinks & wine list is available upon request.
- Thornbirds reserves the right to close the bar at any time should there be any irregularities on the guest's behalf.
- Guests are not permitted in the bar unless prior arrangement has been made with management.

Champagne / Sparkling Wine / Sparkling Grape Juice

- Various brands of champagne are available from Thornbirds upon request (Please enquire).
- JC Le Roux (Le Domaine, La Chanson, La Fleurette) @ R120-00 per bottle
- Pongracz @ R175-00 per bottle
- Non-alcoholic sparkling grape juice @ R80-00 per bottle

Welcoming Drinks

- Welcoming drinks are optional
- Selection of fresh fruit juices @ R60-00 per 2L jug (served by the glass)
- Non-alcoholic fruit punch with fruits @ R75-00 per 2L jug
- Alcoholic fruit punch with fruits @ R100-00 per 2L jug
- Sangria @ R140-00 per 2L jug / R80-00 per 1L carafe
- Sherry @ R8-00 per sherry glass
- Shooter, cocktail & other options available upon request

Corkage rates

- Corkage rates are only available for Champagne, sparkling wine, sparkling grape juice, wines & spirits by the bottle
- All corkage rates are dependent on item price.
- All corkage items must be prearranged & delivered the day prior to your event. Only prearranged corkage items will be allowed.
- Corkage rates will not be refunded on items not consumed, but you are welcome to remove these items after your function.
- Juice / Soft drinks: R15-00 per 1 litre.
- Sparkling Grape Juice 750ml: R30-00 per bottle.
- Wine 750ml (standard): R40-00 per bottle.
- Spirits 750ml (standard): R100-00 per bottle (Bells, J&B etc.)
- Spirits 750ml (luxury): R180-00 per bottle (Jameson, Jack Daniels etc, but excl. Johnnie Green, Blue etc.)
- Please note that any premixed beverage must be provided in a container which is easy to pour from.

Set Up & Cut Off Times

- Due to the demand for the venues, we can unfortunately not guarantee for any setup to commence the day prior to the reserved date. A time & date will be confirmed by your coordinator.
- Setup should be completed no later than 3 hours prior to your function.
- The venue will be ready with tables, tablecloths, cutlery, crockery & glassware upon setup arrival time.

- Decor & props must be removed from the venue at the end of your function. Items not removed will be stored by Thornbirds at the client's expense. Thornbirds takes no responsibility for any loss / damage to your stored property.
- Anyone making alternative arrangements must ensure that these are in writing from Thornbirds.

Overtime Rates

- Venue hire entitles you to a maximum of 6 hours for the duration of your event, starting from guest arrival.
- This does not include the time needed for setup.
- Venue overtime will be charged at R1300-00 per hour.
- Should waiters or barmen exceed their usual 6 hour working period due to your prolonged function, the client will be charged for the overtime per waiter, per bartender, per hour.
- The venue closing time is at 01:00 & no function will be allowed to continue after 01:00.
- Should guests remain in the function hall after 01:00, an additional fee of R1800-00 will be charged.
- Furthermore, cleaning of the venue will commence half an hour after your function time is over & no later than 01:00 regardless of guests still being present.

Smoking

- Due to new legislation, smoking is strictly prohibited unless in designated smoking areas.

DJs & Entertainers

- A maximum of 2 DJs are allowed per function.
- DJs / entertainers / other service providers etc. are to adhere to all venue rules at all times.
- Volume of music must be controlled at all times.
- Music volume must be turned down after 00:00 and turned off complete at 1:00.
- Music must be turned down / immediately off upon instruction from Thornbirds' management.
- All wires / cables must be taped to the floor with insulation tape & speakers should be placed where they are not an obstacle and/or safety hazard for guests, employees & staff alike.
- It is the duty of the client booking the function to communicate these rules & regulations to the DJ / entertainer.

Accommodation

- Thornbirds offers a range of accommodation solutions to suit your specific requirements
- Standard Rooms:
 - R1000-00 per sharing room including breakfast / R700-00 per single room including breakfast
- Executive Suites:
 - R1300-00 per sharing suite including breakfast / R1000-00 per single suite including breakfast
- Luxury Cottages:
 - Please enquire for rates
- All rooms are non-smoking
- Breakfast is served from 7:30 – 10:00
- Check-in is from 13:00
- Check-out is at 10:30
- Additional breakfast for guests not staying at Thornbirds is charged at R95-00 per person & must be pre-booked. Breakfast includes a cup of coffee / tea or a glass of juice.
- Accommodation is subject to availability & rates are subject to change without prior notice.
- Accommodation bookings are secured by a 50% non-refundable deposit & the balance is payable 7 days prior to the reservation date.
- Please visit our website / enquire for a full list of room amenities .

Rules pertaining to the use of Thornbirds' Kitchen

- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Thornbirds' property and/or injury that may occur in the entire venue, kitchen or scullery area.
- A meeting with Thornbirds' chef & the client's caterer must take place at least 3 weeks prior to the function to discuss all kitchen & scullery rules & regulations. Failure to do so will result in the caterers not being allowed in the kitchen.
- All food must be prepared elsewhere as cooking time is a factor. Thornbirds will provide heating facilities & a cold room if required.
- The cold room will remain locked at all times & a member of Thornbirds' staff will provide access as needed.

- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Thornbirds' property. This includes buildings, cutlery, crockery, equipment etc. This does not include damage by Thornbirds' staff.
- No person will be allowed in the kitchen / scullery area without the supervision of a Thornbirds staff member.
- A member of Thornbirds' staff will be present during the entire duration of the client's function.
- A maximum of 4 caterers are allowed in the kitchen at any time.
- Absolutely no guests and/or children will be allowed in the kitchen or scullery area.
- All caterers must adhere to the basic conditions for Acceptability of Food Premises as set out in the terms of Regulation 3(3) of the regulations governing general hygiene requirements for food premises & the transport of food (NO. R918 of 30 July 1999 (GN. NO20318)).
- All caterers & staff are to be dressed appropriately & are to wear chef's hats / hygiene nets at all times when in the kitchen / scullery area.
- For Option 2: Caterers are to provide a sufficient amount of scullery staff with cleaning materials as well as a sufficient amount of waiters to assist in the serving & clearing of plates etc.
- All equipment that does not belong to Thornbirds must be removed on the same day as the wedding.
- Thornbirds will not be held responsible in any way should loss or damage occur to equipment being brought in from outside caterers. All equipment brought in must be safe without any hazards. Equipment that does not meet these standards will not be allowed.
- All chafing dishes, serving utensils etc. must be clean before being presented to guests.
- Neither Thornbirds' staff nor chef is responsible for the serving or dishing up of food.
- The caterer is responsible for the feeding of Thornbirds' staff once all guests have eaten.
- Thornbirds' staff will not be responsible for the cleaning of your cutlery, crockery, catering equipment etc.
- Thornbirds' kitchen & scullery area is to be left in a clean & tidy manner once the function is done.
- **When booking a self-catering wedding / function, you are obligated to print a message / menu disk for every table that clearly states that Thornbirds did NOT cater for your function. Failure to do so will result in a member of Thornbirds staff to make a public announcement or print & display an A4 notice.**
- Failure to adhere to the kitchen rules will result in the caterers & staff being asked to vacate the kitchen & scullery area, in which case neither Thornbirds nor any member of its staff will be responsible / liable for the consequences thereof.

Breakages & Damages

- Thornbirds reserves the right to charge for any breakages / loss / damage that may occur as a result of the client, his/her invitees, employees, relatives or service providers utilising the venue or any of its facilities and/or equipment, glassware, cutlery, crockery, table linen & napery etc.
- A refundable retainer of R2500-00 will be payable in case of any damages / loss of Thornbirds' property during your function.
- A representative of Thornbirds will jointly inspect all items & facilities with the client before & after the function.

Parking

- Secure parking with security guards is available on the premises for up to 150 vehicles.

Bookings

- We suggest that you view our facilities & meet with our coordinators before you pay your deposit.
- Bookings are secured by the signing of Thornbirds Terms & Conditions, Thornbirds Annexure A Function Service Option, Thornbirds Fish Eagle Hall Self-Catering Function Package 2013 & a copy of ID.
- Should you book for a certain amount of guests, the final number of guests is not allowed to decrease by more than 20 guests, providing our minimum required guest numbers are still met.
- Please note that should you have less than the minimum required number of guests, a surcharge of R60-00 per person short of the minimum number of guests will apply.
- Please note that there is a minimum & maximum number of guests required on different days of the week. Refer to the venue hire clause of this document.
- Rehearsals are permitted by appointment & during office hours only.
- This function package forms part of Thornbirds Terms and Conditions.

Additional Security

- Should you require additional security for your function, a rate of R380-00 per guard will be charged for 6 hours.

Payment Terms

- Bookings are secured by the signing of Thornbirds Terms & Conditions, Thornbirds Annexure A Function Service Option, Thornbirds Fish Eagle Hall Self-Catering Function Package 2013, a copy of ID & a deposit as stipulated below;

For self-catering functions Option 1;

1 st Payment (Upon booking)	30% + Breakage / Loss deposit	Of Client's quotation amount as received & agreed upon
2 nd Payment	30%	As per quotation
3 rd Payment	20%	As per quotation
4 th Payment	20% + any additional costs (Corkage etc.)	As per final break-down of costs

For self-catering functions Option 2;

1 st Payment	60 % + Breakage / Loss deposit	Of Client's quotation amount as received & agreed upon
2 nd Payment	20%	Of quotation
3 rd Payment	20% + any additional costs (Corkage etc.)	As per final break-down of costs

- In the event of non-payment of these fees within the time period as agreed upon, Thornbirds shall be entitled to cancel a booking / event without further notice or liability to the client.
- Please refer to Thornbirds Terms and Conditions for cancellation & refund policies
- Payment can be made by cash, electronic bank transfer or by credit & debit card
- A 4% bank levy will be charged for payments made by credit & debit card
- Thornbirds accepts VISA, Master Card, AMEX & Diners

Additional Items for Hire

- All rental items are subject to availability & the quantity required
 - Wall lanterns @ R15-00 each
 - Wall lantern candles @ R13-00 each
 - Walkway lanterns (bamboo) @ R15-00 each
 - Walkway lanterns (metal) @ R20-00 each
 - Bonfire incl. 7 bags of wood @ R600-00
 - Wood @ R60-00 per bag
 - Fire balls incl. 2 bags of wood @ R175-00 each
 - Small paraffin lanterns @ R12-00 each
 - Big paraffin lanterns @ R15-00 each
 - Gas fireplaces @ R450-00 each
 - Elastic cushion covers (black / white) @ R3-00 each
 - Detailed white cushion cover @ R12-00 each
 - Chair covers (white) @ R10-00 each
 - Artificial white rose shrubs @ R55-00 each
 - Under-plates (gold / silver) @ R9-00 each
 - Under-plates – glass (pink, dark blue, red) @ R18-00 each
 - Delicate white wrought iron flower stands @ R40-00 each
 - White wrought iron candelabra @ R50-00 each
 - Crystal candelabra @ R95-00 each
 - Mosaic silver vases @ R90-00 each
 - Mosaic silver candle holders @ R30-00 each
 - Glass vases round flat @ R30-00 each
 - Plastic white tall vase @ R12-00 each
 - Round flat mirror @ R40-00 each
 - Mirror boxes small @ R18-00 each
 - Mirror boxes medium @ R23-00 each
 - Mirror boxes large @ R28-00 each
 - T-light holder votives + T-light @ R8-00 each
 - Wrought iron confetti baskets @ R25-00 each
 - Crystal chandelier @ R375-00 (excluding globes)

- Please enquire about other items available
- Prices are subject to availability & subject to change without prior notice
- Breakage / loss / damage of the above mentioned items will be charged at full replacement rate if not repairable
- Repairs will be charged for as well

Gratuity

- Gratuity is not included
- Gratuity is payable on an open bar account or bar tab
- When having a cash bar, gratuity can be paid to waiters at your guest’s own discretion
- A minimum gratuity of 10% is payable for bar tabs up to R10000-00.
- A minimum gratuity of 8% is payable for bar tabs of more than R10000-00.

General

- No loud music or hooting will be allowed in drive ways or parking areas.
- No paper, polystyrene or plastic confetti / streamers are allowed.
- Thornbirds welcomes the use of flower petals, potpourri & bubbles.
- Absolutely no fireworks / biodegradable floating lanterns are allowed on Thornbirds’ property.
- Any changes made to Thornbirds Terms and Conditions, Annexure A Function Service Option or Thornbirds Fish Eagle Hall Self-Catering Function Package 2013 without the written consent of Thornbirds will be seen as fraud.

Please note: Viewings are permitted by appointment only!

Please do not hesitate to contact us should you have any queries or wish to make an appointment to view our facilities.

Thornbirds Conference & Wedding Centre

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For more information, please visit: www.thornbirdscentre.co.za



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Client

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Print name

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Date

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Witness Signature