



THE HIDDEN VALLEY EXPERIENCE WITH OVERTURE RESTAURANT AND NUVELLE EVENTS & DESIGN

HIDDEN VALLEY WINES and OVERTURE RESTAURANT TERMS AND CONDITIONS – 2010.

Thank you for your interest in HIDDEN VALLEY as a potential venue for your special occasion.

The venue can comfortably accommodate up to 60 people inside the restaurant and wine tasting area. The wine tasting area can be used for dancing or indoor pre-drinks. If the amount do exceed the 60 pax capacity, then the client will be advised that the layout of tables is weather dependent and that the guests will have to fit in the restaurant and wine tasting and this will split up the guest tables to run into the wine tasting area.

However the veranda area, off the restaurant area, can fit 120 people comfortably, provided that a marquee tent must be provided by the bridal party.

Overture Restaurant will be responsible for catering up to 100 persons, anything above this figure, extra hiring will be sourced at the clients' expense to be added to the final invoice.

There is efficient cutlery, crockery, glassware for a 100 people, however if you make use of 6-8 or 10 seater tables, an extra 4 trestle tables needs to be hired for the bridal parties expense.

We have 99 restaurant chairs available and they vary from wicker to leather chrome designer chairs. If you are requesting the usage of these chairs in the downstairs cellar area an amount of R300-00 handling fee will be charged.

This will cover the labour and handling of moving the chairs back to the restaurant after the ceremony. However we do not move these chairs to the dam area, extra chairs have to be hired for the bridal party's expense.

A wine tasting @ R30 per person can be organized for the guests arriving beforehand and this can be organized with the events co-ordinator.

A shuttle service can be organized with the events co-ordinator beforehand and the quotation is dependent on the amount of guests for travelling and the area of collection.

A baby sitting service can also be organized @ R65 per hour and it is advised that the infants will be looked after in the boardroom area.

The downstairs cellar area is available for ceremonies and can also fit 120 people comfortably.

Only cold beverages can be served by the dam area, while the canapés & pre-drinks will be served upstairs by the ramp or veranda area.

The fee for hire of the venue is R16 000, and that this includes –

- exclusive use of Overture Restaurant, the cellar and Hidden Valley gardens and parking
- the venue's manager on duty to oversee the function;
- the restaurants' waiters and bar staff for the duration of the function;
- security guard to direct the guests and secure the vehicles during the function.
- staff will guide the guests to the ceremony / reception or pre-drinks area in order to ensure a smooth order of events.
- the venue's crockery, cutlery, glasses, linen, napkins and table cloths and the venue's existing furniture, including tables and chairs.
- set up of chairs for ceremony (hired chairs or venue's chairs)

PLEASE NOTE: Breakages will be charged for

The venue fee excludes the following:

- Tent hiring
- Chairs for the cellar
- Stages
- Display furniture and props
- Wines and other drinks;
- A 10% service charge
- Marquee or Bedouin tent hire.

If using your own service providers then you will supply the following:

- Flowers and decorations
- Music
- Designer lights
- Décor & flowers
- Creative stationery

- Bridal supplies
- Trial mock-up & styling
- Set up & clearing on the day

If a service fee has not been pre-arranged with our Co-ordinator on any decor set up or display, then we cannot be held responsible or assist in handing out table names, seating plans or table numbers and this has to be pre-arranged by the bridal party.

If the bridal party are using their own suppliers, Hidden Valley and Overture cannot be held responsible for any damages or changes made to any displays or decor.

Hidden Valley and Overture serves the right to move all chairs, tables and decor indoors on account of bad weather without consulting the bridal party.

Service providers will only be served food after the guests has been served.

None of the staff at Hidden valley or Overture can be held responsible or assist in any music or entertainment via laptop or IPOD or assist in any DJ activities.

Bridal party has to arrange with third party for assistance.

- 1.1 **Any breakages** will be calculated after the event and charged accordingly.
- 1.2 **Should the client source** the equipment themselves it may be delivered 24hrs before the function at a pre arranged time. Should equipment be delivered more than 24hrs before the function a R500.00 holding fee will be charged and added to the final bill unless permission is given by Overture Restaurant.
- 1.3 **Any equipment** that has been sourced by the client or equipment belonging to third parties sourced by the client must be removed from the premises by the client before 0900am the following day. Should any equipment that has been sourced by the client not be removed before 0900am the following day and prevents Overture Restaurant from trading as per normal, the client will be responsible for the payment of R25000.00 to compensate for loss of revenue and the cost of reimbursing further clients for the inconvenience. This amount is to be settled within one month of the scheduled date of the function.
- 1.4 **Overture Restaurant and Hidden Valley Events co-ordinator** will only consult to the client with one individual, on all particulars including menu, bar, hiring, itinerary, payment, contract, delivery, removal, liability and all relevant information pertaining to the function. Overture Restaurant or the events co-ordinator will not be liable to any information given by second parties or any person, body or organization other than the individual representing on the clients behalf.
- 1.5 **Consultation** between the client, Overture Restaurant and the Hidden Valley Events co-ordinator, on site inspections or meetings will only take place via appointment. We reserves the right not to disclose any information should the client arrive without an appointment.
- 1.6 **Overture Restaurant** will charge and add to the final bill any and or all breakages that should occur during the time of the function made by any of the guests that are attending the function as well as any persons or third parties sourced by the client.
- 1.7 **Overture Restaurant and Hidden Valley Wines** will not be held responsible for any form of loss, damage or injury sustained to any person

attending the function that should incur due to any equipment, persons or third parties invited or sourced by the client.

- 1.8 **Should the client** for whatever reason decide to cancel the function, reduce the number of guests without giving 2 weeks written notice to Overture Restaurant, Overture Restaurant holds the right to charge for the quoted amount of guests.
- 1.9 **We allocate 8 hours** for an event; if the function is delayed we will charge for staff and chefs at an hourly rate.
- 1.10 **Any change in numbers** should be brought to our attention within 3 days prior to the event to adjust the food preparation.

Full payment will be made on the evening of the function with the individual responsible, unless written permission for another form of payment or delayed payment has been given by Overture Restaurant. The final invoice will be represented to the client upon bar closing.

Overture Restaurant will be the sole supplier of food and beverages at our wedding. The price per head will be R300-R350 depending on your choice or structure of the meal. The basic menu will include one welcoming drink per guest, canapés, fresh breads, a three course meal and tea or coffee and petit fours.

Hidden Valley wine will be the sole supplier of wine at your function, however if you have a request for any special beverages like Sparkling or Desert wine, Overture restaurant will source the specific request for you.

A gratuity equal to 10% of the amount payable for food and beverages served by Overture Restaurant will be included in the final food and beverage invoice.

The bar will close at 00:00 am, but if request that the bar remain open past 0:00 am, a charge of R2000 per hour will apply up until 3:00 am, which is the latest time the bar will remain open.

Final payment will be made on the evening of the function, and that the final invoice will be presented on the bar closing.

The chef prefers tailor made menus for every special occasion, therefore we do not provide set menus.

If any light fixtures and decorative items have not been removed from the reception area before 9h00 on the day after the event, we will unfortunately charge an extra R600-00 service fee.

The rest of the goods can be collected from the storage facilities on the following day before 9h00.

We have a back up generator facility and our premises are wheelchair friendly.

To reserve a date a 50% deposit will be required. Your date will be kept provisionally for 1 week until your deposit is paid. If a deposit is not received within a week of making a provisional booking the date will become vacant.

Full payment of the venue fee must be made 7 days before the function.

Cancellations have to take place 2 months prior to your function for a full refund of your deposit. ***No refunds will be given if cancellation takes place within 2 weeks of the function.***

In terms of beverages, you can only select HIDDEN VALLEY wines from our wine list. A full cash bar will be available. Please arrange for the bar to be cash or account. Should you require any other beverages please notify us prior to your function.

We trust we have met your needs and look forward to be of service to you. If you require further information please do not hesitate to contact Carlé van Schalkwyk at 082 2266 828.

Remittance Advice

To: D.C. Hidden t/a Hidden Valley Wines
P.O. Box 12577
DIE BOORD
7613

Bank Details Hidden Valley

Account: D.C. Hidden t/a Hidden Valley Wines
Bank: Standard – *Branch:* Stellenbosch
Branch Code: 05-06-10
Account no.: 07 228 2533 *Swift Address:* SBZAZAJJ

When payment has been made, please mark your reference with the date of your event. Proof of payment can be emailed to esmarie@hiddenvalleywines.com

Bank Details Overture

Bank: ABSA – Somerset West
Account Number: 4069 828 114
Branch: 632-005
Invoice number stated as reference number

Fax proof of payment to 086 571 1121 or e-mail to info@dineatoverture.co.za

I hereby agree to the above terms and conditions.
Please fax your signed copy to
Fax: +27 (0) 21 880 2645

Date of Wedding or Event:

Name of Client:

Signature:

Date:
