




Function Package 2018

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210 Woodhouse Road, Scottsville, Pietermaritzburg

 Ascot Wedding & Conference Venue

We are delighted that you are considering Ascot Wedding & Conference Venue to host your upcoming function.

Please read through our package to see what we have to offer you. We will do our absolute best to meet all your requirements for your special occasion!

VENUES:

At Ascot Wedding & Conference Venue you are spoilt for choice when it comes to venue selection.

Our **Elephant Venue** which can seat up to 180 guests. Included with this venue is the outdoor bar area as well as the glorious flat crown acacia tree adorned with fairy lights which looks magnificent in the evening. This is a very private venue surrounded by large boulders, railway sleepers, indigenous flora and fauna.

Venue Hire only: R3000.00

Venue hire including draped walls and swags with fairy lights: R7100.00

Venue hire including swags only with fairy lights: R5400.00

Our **Hippo Venue** is a horse-shoe shaped venue hugging a sparkling swimming pool. This venue can seat up to 200 guests. Included in this venue is the rustic indoor bar as well as a separate outdoor boma. This is a very unique venue with a great ambience.

Venue Hire: R2 800.00

Venue hire including draped back wall and swags and columns and swags with fairy lights: R6 200.00

Venue hire including swags only with fairy lights: R4900.00

Our **Rhino Venue** is a smaller, more intimate venue which can seat up to 60 guests. It is our very plain, simple venue.

Venue Hire: R2000.00

Venue hire including draped walls and swags: R4 300.00

Venue hire including swags only with fairy lights: R3100.00

BAR FACILITIES:

Ascot Wedding & Conference Venue is licensed to offer a full bar service. Last round will be called at 23h30 and closure at 24h00. **It is absolutely imperative that guests do not bring their own alcohol or drink from their vehicles in the car park.** Should this happen, the deposit will be forfeited and the bar will be closed with immediate effect.

MUSIC:

Please note that music is to be switched off promptly at midnight. We reserve the right to request that music be softened.

DÉCOR, FLOWERS & CANDLES:

We have a range of décor available for functions. Should you want something different to what we offer, we only allow our preferred suppliers to supply the décor (unless otherwise arranged). Please see preferred suppliers list provided.

ADDITIONAL EXTRAS:

DÉCOR:

For an additional **R35.00** per person, we can provide embossed tablecloths, overlays, chair tiebacks, under-plates, a mirror, a centre-piece and red or white carpet (all from our selection of décor only.)

For an additional **R2500.00** we can provide a King & Queen Chair, clear/leather table and table décor for main table (from our selection of décor only)

DRINKS:

Assorted Fruit Juice	R40.00 / jug
Fruit Cocktails Alcoholic (Welcome Drink)	R18.00 pp
Fruit Cocktails Non Alcoholic (Welcome Drink)	R16.00 pp
Alcoholic Champagne (JC le Roux)	R98.00 per bottle
Non-alcoholic champagne (JC le Roux)	R98.00 per bottle
Tea OR Coffee	R20.00/cup
Corkage (Wine and Champagne Permitted Only)	R40.00 / bottle

EQUIPMENT

Cocktail Table	R50.00 each
Cocktail Chairs	R25.00 each
Red/White Carpet	R500.00

PREFERRED SUPPLIERS LIST:-**DÉCOR:**

Candles and Décor - Yvette	033 345 1936
Sparkle - Stacy	082 469 0137

CAKES:

Sugared Dreams - Gesh	072 908 7143
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MUSIC:

DJ Worx: Allan McCabe	072 557 5339
Sound Mechanix: Sean	081 041 4356
Musa Zondi	074 471 9840
Sbonelo	076 233 0342

Ascot Wedding & Conference Venue does not hire out venue only and therefore, does not allow outside catering. Certain provisions may be made, however this needs to be put past management first, who are not obligated in any way to allow this. Ascot also reserves the right to use our preferred supplier.

INCLUDED IN THE FINAL QUOTED PRICE:

Selected Buffet Meal Option
 Venue Hire
 Set up of function venue with table & chairs
 Basic set-up of tables (unless otherwise arranged)
 Black/White Table Linen & Chair covers
 Regal Crockery and Cutlery
 Cruet Sets (Salt and Pepper)
 Senior Personnel
 Waitron Staff
 Parking
 2 jugs juice per table
 Bar Facilities
 All additional extras
 2 jugs of juice per table

EXCLUDED FROM THE QUOTED PRICE:

Flowers & Candles
 DJ
 Cake

Should you have any queries of any sort, please do not hesitate to contact us. We are flexible and will do our best to meet your requirements and needs, to ensure your function meets your expectations!

BUFFET MENU OPTIONS

Should you wish to swop or replace any items, we will gladly adjust and revise your quotation.

Please note that 2 jugs of juice per table are included in the price.

MENU 1:

Snack Platter

Assorted Spring Rolls, Samosa's & Pies

MAIN COURSE

Sweet Chilli Roast Chicken

Tangy Beef Curry

Spicy Roast Potatoes

Yellow Rice

Roasted Butternut

Creamed Spinach

Savoury Gravy

Carrot Salad

Cocktail Rolls

DESSERT

Malva Pudding served with Hot Creamy Custard

Ice-cream with chocolate sauce

R215.00 p/p

Replace Beef Curry with Mutton Curry

R230.00 p/p

MENU 2:

Snack Platter

Assorted Spring Rolls, Samosa's & Pies

MAIN COURSE

Garlic Infused Roast Beef

Chicken a la king

Baby Potatoes with Garlic Butter

Rice

Honey Glazed Carrots

Buttered Peas

Savoury Gravy

Beetroot Salad

Green Salad

Cocktail Rolls

DESSERT

Death by Chocolate served with Fresh Cream

Ice-Cream with chocolate sauce

R235.00 p/p

MENU 3:

Snack Platter

Assorted Spring Rolls, Samosas & Pies

MAIN COURSE

Rosemary infused Roast Lamb

Creamy Chicken Stallone

(crumbed chicken medallion stuffed with spinach & cheese baked in a creamy sauce)

Spicy Roast Potatoes

Rice

Mashed Butternut

Minted Peas

Savoury Gravy

Mint Sauce

Carrot Salad

Green Salad

DESSERT

Death by Chocolate served with Fresh Cream

Ice-Cream with chocolate sauce

R275.00 p/p

MENU 4:

MAIN COURSE

BUFFET

Mutton Biryani

Dholl

Carrot & Chilli Salad

DESSERT

Sorji served with Dessert Cream

Vegetarian Option : Vegetable Biryani

Sweet meats to be provided by customer at their own expense

R185.00 p/p

MENU 5:

Snack Platter

Assorted Spring Rolls, Samosas & Pies

**MAIN COURSE
TRADITIONAL ASCOT SPIT BRAAI
Cooked by the Chef**

Sheep on the spit

Baby Potatoes
Pap with Tomato & Onion Mix Sauce
Medley of Vegetables
Cocktail Seeded Rolls

Green Salad
Coleslaw

DESSERT

Malva Pudding served with custard
Ice-Cream and chocolate sauce

R280.00 p/p

MENU 7:

Create your own menu with the following options

MAIN COURSE

Please select ONE of the following:

Chicken Lasagne
Beef Lasagne
Chicken a la King with Rice
Beef Curry with Rice

Please select ONE of the following:

Vegetable Lasagne
Vegetable Biryani
Beef Cottage Pie

Please select ONE of the following:

Green Salad
Carrot Salad
Coleslaw

DESSERT

Malva Pudding served with custard
Ice-Cream and chocolate sauce

R170.00 pp

MENU 6:

Snack Platter

Assorted Spring Rolls, Samosas & Pies

**MAIN COURSE
TRADITIONAL BRAAI
Cooked by the Chef**

Sirloin Steak
Traditional Boerewors
Chicken Pieces

Garlic Buttered Baby Potatoes
Pap with Tomato & Onion Mix Sauce
Medley of Vegetables
Cocktail Seeded Rolls

Green Salad
Coleslaw

DESSERT

Malva Pudding served with custard
Ice-Cream and chocolate sauce

R270.00 p/p

MENU 8:

**COCKTAIL SNACK OPTION
(2 of each snack per person)**

Juicy Beef Meat Balls
Marinated Chicken Drumettes
Assorted Spring Rolls
Assorted Samosa's
Assorted Mini Pies

All served with various sauces and dips

Chocolate & Coconut Balls
Custard Danish
Fruit Skewers

R215.00 p/p

Prices are subject to change

Please note that the snack selection is served to guests on arrival.

These menu prices are based on a minimum of 60 guests. Should your numbers be less, please understand that we will have to do a re-costing based on your numbers

FUNCTION TERMS AND CONDITIONS

1. FUNCTION DEPOSIT

1.1 The Ascot Wedding & Conference Venue (hereinafter referred to as “Ascot”) will only secure our booking once a 50% function deposit is received, along with the signed Terms & Conditions and copies of both parties ID documents.

2. REFUNDABLE SUPPLEMENTARY DEPOSIT

2.1 a **R3000.00** refundable supplementary deposit is required on confirmation of booking and is re-payable 2 weeks after the function date. This is require to secure breakages and any additional costs incurred at the function. **Please note that 50% of this deposit will be forfeited should your guests be found consuming their own alcohol in the car park .**

3. PAYMENTS

- 3.1 The balance of the agreed Wedding cost is payable in full **14 days prior** to the function (non-negotiable);
- 3.2 Any amendments as to the number of guests and anticipated changes are to be communicated on such date;
- 3.3 Any increase in numbers should be communicated and paid in full, with 48 hours prior to the function date;
- 3.4 Should additional guests arrive on the day, a meal will only be served once payment has been made (card facilities available)
- 3.5 Ascot regrettably does not accept cheque payments. See Clause 19 for payment details

4. CANCELLATION

- 4.1 In the event of the client cancelling:
 - 4.1.1 6 to 9 months prior to the function, 25% of the paid function deposit paid (as per clause 1.1) will be retained as a cancellation fee
 - 4.1.2 3 to 6 months prior to the function, 50% of the paid function deposit (as per clause 1.1) will be retained as a cancellation fee
 - 4.1.3 2 to 3 months prior to the function, 100% of the paid function deposit (as per clause 1.1) will be retained as a cancellation fee
 - 4.1.4 0 to 2 months prior to the function, all monies, including the function deposit (as per clause 1.1) will be retained as a cancellation fee.
- 4.2 The client will be liable and subject to this cancellation penalty and the cancellation terms and conditions contained herein notwithstanding, *inter alia*, an event of death, serious injury or an Act of God or any other reason or cause whatsoever that may occasion such cancellation;
- 4.3 The client hereby warrants and agrees that the penalty provisions as stated, *inter alia*, in this clause, are fair and equitable

SIGNED:.....

5. PENALTY

- 5.1 Should the times on the contract not be adhered to, 50% of the refundable deposit will be forfeited
- 5.2 Should guests be found consuming their own alcohol in the car park, 50% of the refundable deposit will be forfeited

SIGNED:.....

6. POSTPONEMENT OF FUNCTION

- 6.1 In the event of your function being postponed, you will be given 14 days in which to re-confirm a further suitable date;
- 6.2 Should we not receive re-confirmation of this date with the 14 day period, the full cancellation terms and conditions will apply as reflected in Clause 3 above;
- 6.3 Postponements will not be considered should you be within 6 months of your function date.

SIGNED:.....

7. FOOD PRICE FLUCTUATIONS

7.1 **Menu prices are subject to change due to food price escalations. We reserve the right to update the price in the contract accordingly. If the product is no longer available it will be substituted or replaced.**

8. CHAMPAGNE & WINE CORKAGE

8.1 Champagne and wine supplied by the client will be charged a corkage fee of **R40.00** per bottle. A maximum of 3 bottles per table is permitted

9. BAR FACILITIES

- 9.1 A fully licensed bar is available on the premises;
- 9.2 Standard stock is supplied unless otherwise requested by the client;
- 9.3 The bar is available for service from the commencement of the function and will close no later than **23h55**, therefore last round will be called at **23h30**.
- 9.4 It is **specifically** recorded that the consuming of alcohol not purchased from our bar or as permitted and agreed upon corkage, **is strictly forbidden**. Any transgression of the above will lead to 50% of the refundable deposit being forfeited. Please inform the Program Director or Emcee of this agreement so they are aware and can advise guests during welcome speech.
- 9.5 Under NO circumstance whatsoever will alcohol be served at a school function/dance even if the children are over 18. This does not apply to school reunions.

SIGNED:.....

10. MUSIC

10.1 In the light of the venue being situated in a residential area, music must be turned off no later than **24h00 (midnight)**. Failing which, R1000 per hour thereafter will be charged.

11. VENUES

11.1 Ascot has three Function Venues and at any given time all three may be in use. We request that consideration be given to other functions by ensuring noise levels during ceremonies and the volume of music during the function remain at a moderate level.

12. ARRIVAL/DEPARTURE

- 12.1 Please co-ordinate anticipated time of arrival with Ascot so access arrangements can be made;
- 12.2 The venue is available from **08h00** on the day of the function, unless otherwise arranged;
- 12.3 In the light that the venue is situated in a residential area it is requested that the venue be vacated by **24h00 (midnight)**.

13. BREAKAGES/DAMAGES

- 13.1 Any breakages/losses will be for the clients account. Stock take will be done immediately after the function and should the client or a nominated person not be present, the right to dispute the charges deducted from the refundable deposit will be forfeited;
- 13.2 Please note that any damages, stains, burns or candle wax marks to linen will also be charged for at replacement costs.

SIGNED:.....

14. FOOD

- 14.1 All the food provide for the function remains the property of Ascot;
- 14.2 No food may be removed from the premises under any circumstances;
- 14.3 No food is allowed to be brought onto the property, unless prior arrangements have been confirmed with management, so as to maintain Ascot standards;
- 14.4 Ascot reserves the right to serve dessert simultaneously with the main course, should the program of events be delayed;
- 14.5 It is a health requirement that food provided can only remain in the heated units for a maximum period of 2 hours. Staff are compelled to remove the food after the requested serving time.
- 14.6 **Should additional guests arrive, payment for these guests is to be made BEFORE the guests are provided with meals. If this is not done, the extra guests will not be served. Card facilities are available.**

SIGNED:.....

15. PUBLIC HOLIDAYS/SUNDAYS

- 15.1 A surcharge of R35.00 per person is payable for bookings on Public Holidays & Sundays.

16. DAMAGE TO PROPERTY

- 16.1 The client shall be responsible for any damage to Ascot property, arising from and cause whatsoever, whether or not the damage is due to the negligence of the client and or their guests.

17. MISCELLANEOUS

- 17.1 Bubble machines are only permitted in the garden area
- 17.2 Chinese lanterns are not allowed as our venues and surrounds are thatch
- 17.3 A surcharge of **R25.00** per person will be charged for numbers under 50 pax
- 17.4 The Right of Admission Reserved is at all times
- 17.5 Ascot does not accept liability for loss or damage to any item of the customer howsoever such loss or damage may occur. Ascot does not accept liability for injury to you or your guests on the property due to negligence, over-indulgence or any other cause. Children are welcome but must be the responsibility of a designated adult at all times. For their own safety, children must not be left unattended. They must not play/fall in our various water features and swimming pool. Unruly children and their guardians will reluctantly be asked to leave.

18. NO VARIATION

- 18.1 No variation to these terms and conditions is permitted without the prior written consent of Ascot.

19. BANKING DETAILS

Chezi's Conference Centre (Pty) Ltd t/a Ascot Wedding and Conference Venue
NEDBANK
Account: 102 8295 138
Branch: 116 535
KZN INLAND
Cheque Account
Reference: Date & Name of Function

My signature appended hereto confirms my understanding and acceptance of the aforesaid terms and conditions. I furthermore confirm that I am indebted to the Ascot Wedding and Conference Venue in the amounts as indicated in Clause 1, as well as any such further amounts as agreed with the Management for purposes of the entire function as stated in, but not limited to, the aforesaid terms & conditions.

Dated at _____ this _____ day of _____ 20_____

SIGNATURE OF CLIENT/S

FULL NAME/S

CO-ORINDATOR

FULL NAME

WITNESS

FULL NAME

These terms & conditions are designed to safe-guard both you and Ascot and to ensure that you receive an excellent standard of service.

We look forward to ensuring that you host an outstanding function.