



Function Portfolio 2019

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210 Woodhouse Road, Scottsville, Pietermaritzburg



Ascot Wedding & Conference Venue



Ascotweddingconference

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. Our menus are based on our most popular menu choices that we have catered at more recent functions. They are not 'set in stone' so should you prefer to put your own menu together to suit your family favourites or personal choice, we will be more than happy to assist in compiling a suitable or more budget friendly menu option.

We will do our absolute best to meet all your requirements for your special day!

VENUES: venue hire is included in the price per head

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

- ELEPHANT VENUE:

Our **Elephant Venue** can seat up to 160 guests (without a dancefloor). 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.

- HIPPO VENUE:

Our **Hippo Venue** is a horse-shoe shaped venue hugging a beautiful water feature. 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.

- RHINO VENUE:

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

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 bar will be closed with immediate effect & 50% of the breakages deposit will be forfeited.

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 your function (see optional extras below). Should you want something different to what we offer, we would prefer if you used a supplier from our preferred suppliers to supply the décor (unless otherwise arranged). These suppliers are reputable and have never let us down. We do not need outside suppliers disorganization to become our problem come the day of your function. Please see preferred suppliers list provided. We will however not be held responsible for any breakage, loss or theft or the décor.

OPTIONAL EXTRAS

- DÉCOR:

For an additional **R40.00** per person, we can provide white embossed tablecloths, overlays in assorted colours, chair tiebacks to match the overlays, silver or gold under-plates, a mirror and a crystal centre-piece (all from our selection of décor only. Flowers not included)

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

- DRAPING:

Although our venues are unique as they are, we are able to offer our bridal couple the option of draping the venues. The additional costs are as follows:

ELEPHANT VENUE:

Full Drape with Wall swags & fairy lights : R3900.00

Wall Swags Only: R2500.00

HIPPO VENUE:

Full Drape (which is the wooden walls only)with wall swags & fairy lights :R2800.00

Wall Swags Only: R1900.00

RHINO VENUE:

Full Drape with Wall swags & fairy lights : R2100.00

Wall Swags Only: R1500.00

Excluded services which will be charged extra for:

- Alcoholic Champagne R95.00 per bottle
(JC Le Roux)
- Non-Alcoholic Champagne R95.00 per bottle
(JC Le Roux)
- Additional Jugs of Fruit juice R40.00 per jug
- 10 lt Juice Dispenser with Fruit Juice R350.00 per dispenser
- Alcoholic Fruit Cocktail R18.00 per glass
welcome drink
- Non-Alcoholic Fruit Cocktail R16.00 per glass
welcome drink
- Corkage R40.00 per bottle
(wine & champagne only)
- Tea or Coffee R20.00 per cup
- Red or White Carpet R500.00 each
- Cocktail Tables R50.00 per table
- Sunday or public holiday R2500.00
surcharge

Included services will be the following:

- ❖ The set-up of the venue (We will only set up what is provided by Ascot, unless otherwise arranged)
- ❖ Tables & Chairs
- ❖ Standard white or black table linen – unless you have opted for the additional Décor option, which will then be included.
- ❖ Cake Table with linen
- ❖ Regal Cutlery
- ❖ Crockery – including wine and/or champagne glasses
- ❖ Black or white Linen Serviettes
- ❖ Cruet Sets
- ❖ Bar Facility (only if requested)
- ❖ 15% VAT

PREFERRED SUPPLIERS LIST

- DÉCOR:

Candles and Décor – Yvette 033 345 1936
E by A – Anne 033 346 1126
Your Nuance 072 239 9356
Sparkle Planners – Stacy 082 469 0137

- MUSIC:

DJ Worx: Allan McCabe 072 557 5339
Musa Zondi 074 471 9840
Sbonelo 076 233 0342

- CAKES:

Gugu the Baker – Gugu 062 716 1186
Sugared Dreams – Gesh 072 908 7143

- FLOWERS:

Rams Flower Market 033 397 1023

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.

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

Venue hire and 2 jugs of juice per table are included in the price per head

BUFFET MENU 1:

Snack platter:

Assorted Pies, Samoosa's & Springrolls

Served with a dipping sauce

MAIN COURSE

Roast Chicken pieces infused with Sweet Chilli
Tangy Beef Curry

Spicy Roast Potatoes
Yellow Rice

Cinnamon Roasted Butternut
Creamed Spinach

Savoury Gravy

Seeded Cocktail Rolls

Green Salad

DESSERT

Sticky Malva Pudding served with Hot Creamy Custard
Ice-cream with chocolate sauce

2 jugs of juice per table

R298.00 per person

**Replace Beef Curry with Mutton Curry
R15.00 per person**

BUFFET MENU 2:

Snack platter:

Assorted Pies, Samoosa's & Springrolls

Served with a dipping sauce

MAIN COURSE

Garlic Infused Roast Beef
Chicken Stallone
(deep-fried chicken fillets stuffed with spinach and
cheese)

Baby Potatoes with Garlic Butter
Rice

Honey Glazed Carrots
Buttered Peas

Savoury Gravy

Coleslaw
Green Salad

DESSERT

Death by Chocolate served with Fresh Cream
Ice-Cream with chocolate sauce

2 jugs of juice per table

R325.00 per person

BUFFET MENU 3:

Snack platter:

Assorted Pies, Samoosa's & Springrolls
Served with a dipping sauce

MAIN COURSE

Rosemary infused Roast Lamb
Tangy Chicken Curry

Spicy Roast Potatoes
Yellow 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

2 jugs of juice per table

R335.00 per person

BUFFET MENU 5:

MAIN COURSE

Mutton Biryani
Dholl
Carrot & Chilli Salad

DESSERT

Sorji served with Dessert Cream

**Sweet meats to be provided by customer at
their own expense**

2 jugs of juice per table

R248.00 per person

BUFFET MENU 4:

Snack platter:

Assorted Pies, Samoosa's & Springrolls
Served with a dipping sauce

MAIN COURSE

Crispy Roast Chicken Pieces
Hearty Beef Stew

Spicy Roast Potatoes
Savoury Rice

Cinnamon Roasted Butternut
Creamed Spinach

Savoury Gravy

Jeqe (steamed bread)

Beetroot & Onion Salad

DESSERT

Sticky Malva Pudding served with Hot Creamy Custard
Ice-cream with chocolate sauce

2 jugs of juice per table

R315.00 per person

BUFFET MENU 6:

MAIN COURSE

**ASCOT SPIT BRAAI
Cooked by the Chef**

Sheep on the spit

Green Salad
Coleslaw

Baby Potatoes
Phutu with Tomato & Onion Mix Sauce
Medley of Vegetables

Cocktail Seeded Rolls

DESSERT

Sticky Malva Pudding served with Hot Creamy Custard
Ice-Cream and chocolate sauce

2 jugs of juice per table

R315.00 per person

BUFFET MENU 7:

Please select one (1) item from the list below:

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

Please select one (1) item from the list below:

Vegetable Lasagne
Vegetable Biryani
Beef Cottage Pie

Please select one (1) item from the list below:

Green Salad
Coleslaw
Beetroot Salad

Ice-cream with various sauces

2 jugs of juice per table

R205.00 per person

MENU 8:

COCKTAIL SNACK OPTION

Beef Meat Balls
Chicken Drumettes
Mini Sausage Rolls
Assorted Spring Rolls
Crumbed Chicken Strips
Assorted Sandwiches

Crudites

All served with various sauces and dips

Chocolate & Coconut Balls
Mousse Cups
Caramel Cups
Fruit Skewers

1 x 10lt Juice Dispenser

R350.00 p/p

Prices are subject to change

***These prices are based on a minimum of 80 guests. Should your numbers be less, please kindly understand that there will be an additional venue hire charge of R1500.00 ***

There will be an additional R35.00 per person for any Halaal meals catered for by our preferred supplier.

GUEST NUMBERS

We supply generous portions of freshly prepared food for your function.

To achieve this we need ACCURATE guest numbers.

Should we not have this, and food runs out, it reflects poorly on both the host and the venue. Should the need arise, we will do our best to prepare additional food at the exceptionally short notice, however this cannot be guaranteed due to availability of ordered stock & preparation time.

The additional food will also not be provided until payment has been made (card facilities available).

Please ensure that your final numbers include the Photographers, Videographers, DJ's or any additional service providers on the day.

INCLUDED IN THE FINAL QUOTED PRICE

- Selected Buffet Meal Option
- Selected Venue incl Venue hire
- Set up of function venue with table & chairs
- All requested optional extras
- All requested extra services

- Refundable Deposit

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 is all you planned it to be and more!

FUNCTION TERMS AND CONDITIONS

1. FUNCTION DEPOSIT

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

2. REFUNDABLE BREAKAGES/SUPPLEMENTARY DEPOSIT

2.1 a **R3000.00** refundable breakages/supplementary deposit is included in the quoted price and is re-payable 2 weeks after the function date. This is required 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 7 days prior to function date;
- 3.3 Any increase in numbers should be communicated and paid in full, with 48 hours prior to the function date;
- 3.4 In the event of additional guests arriving on the day, **if** a meal can be prepared by the kitchen it 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 9 to 12 months prior to the function, 15% of the paid function deposit paid (as per clause 1.1) will be retained as a cancellation fee
 - 4.1.2 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
 - 4.1.3 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
 - 4.1.4 2 to 3 months prior to the function, 75% of the paid function deposit (as per clause 1.1) will be retained as a cancellation fee
 - 4.1.5 0 to 2 months prior to the function, all monies, excluding refundable deposit, 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 In the event of the times on the contract not be adhered to, 50% of the refundable deposit will be forfeited, not negotiable.
- 5.2 In the event of guests 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.
- 6.4 We will not accept a cancellation of a function once a postponement has been made. All monies, excluding refundable deposit, will be forfeited should this be the case.

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, not negotiable

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.

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 **23h55**. 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 provided for the function remains the property of Ascot;
- 14.2 No food may be removed from the premises **under any circumstances, due to health regulations;**
- 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 **R2500.00** is payable for bookings on Public Holidays & Sundays. This is to cover staff costs as all wages on this day are double time.

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 We request that only **fresh** rose petals or flowers be used as confetti as they are biodegradable;
- 17.2 Bubble machines are only permitted in the garden area
- 17.3 Chinese lanterns are not allowed as our venues and surrounds are thatch
- 17.4 A venue hire surcharge of **R1500.00** will be charged for numbers under 80 pax
- 17.5 A surcharge of **R35.00** per person will be charged for Halaal meals catered for by our preferred supplier.
- 17.6 The Right of Admission Reserved is at all times
- 17.7 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.
- 17.8 We will not be held responsible for any loss, breakage, theft or damage to décor supplied by outside décor suppliers.
- 17.9 All prices include 15% VAT

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 1: FULL NAME

SIGNATURE OF CLIENT 2: FULL NAME

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.