



*Wedding  
Portfolio  
2020*

Willy Mbanjwa | Co ordinator  
033 386 0801 | 072 138 8597

[weddings@ascotconference.co.za](mailto:weddings@ascotconference.co.za) | [www.ascotvenues.co.za](http://www.ascotvenues.co.za)

210 Woodhouse Road, Scottsville, Pietermaritzburg



Ascot Wedding & Conference Venue



Ascotweddingconference

**We are delighted that you are considering Ascot Wedding & Conference Venue to host your Wedding, one of the most special & memorable days of your lives.**

**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 weddings. 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:***

We can offer our brides the magnificent Elephant Venue which can seat up to 160 guests (without a dancefloor). Included with this venue is the glorious flat crown acacia tree adorned with fairy lights for your ceremony, which is beautifully lit up at night. This is a very private venue surrounded by large boulders, railway sleepers, indigenous flora and fauna and sparkling lights in the evening. Guests can enjoy drinks around our outdoor rustic bar and enjoy welcome drinks & snacks around the fire pit.

**- *HIPPO VENUE:***

Our Hippo Venue is a horse-shoe shaped venue hugging a sparkling pool. This venue can seat up to 200 guests (without a dancefloor). Included in this venue is the rustic indoor bar as well as our boma, set in a romantic garden for the ceremony. This is a very unique venue with a great ambience. After the ceremony, guests could be treated to welcome drinks & snacks around the water feature while photographs are being taken in our gardens.

**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 bridal couple will lose their deposit 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 our brides (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 poor preparation to become our problem come the day of your wedding. Please see preferred suppliers list provided. Please kindly note that we will not be held responsible for any damage or theft of the décor.

**OPTIONAL EXTRAS**

**- *DÉCOR:***

For an additional **R45.00** 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 bridal couple/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 **R3300.00**.

**- 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 : R4950.00

Wall Swags Only: R3450.00

**HIPPO VENUE:**

Full Drape (which is the wooden walls only)with wall swags & fairy lights :R4290.00

Wall Swags Only: R3080.00

Ceremony Area: R1980.00

**Excluded services which will be charged extra for:**

- Alcoholic Champagne R100.00 per bottle  
(JC Le Roux)
- Non-Alcoholic Champagne R100.00 per bottle  
(JC Le Roux)
- Additional Jugs of Fruit juice R45.00 per jug
- 10 lt Juice Dispenser with Fruit Juice R380.00 per dispenser
- Alcoholic Fruit Cocktail R20.00 per glass  
welcome drink
- Non-Alcoholic Fruit Cocktail R18.00 per glass  
welcome drink
- Corkage R45.00 per bottle  
(wine & champagne only)
- Tea or Coffee R22.00 per cup
- Red or White Carpet R550.00 each
- Cocktail Tables R55.00 per table
- Sunday or public holiday R3000.00  
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 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
- ❖ 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  
DJ Mbhele 082 841 7650

**- CAKES:**

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

**- MINISTER:**

Graham Anderson 0747089273  
[gca16may@gmail.com](mailto:gca16may@gmail.com)

**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.**

**There will be an additional R45.00 per person for any Halaal meals catered for by our preferred supplier.**

# Wedding Buffet Menu Options

venue hire and 2 jugs of juice per table is included in price per head

## BUFFET MENU 1:

### Snack platter served after the ceremony:

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**

**R320.00 per person**

**Replace Beef Curry with Mutton Curry  
R20.00 per person**

## BUFFET MENU 2:

### Snack platter served after the ceremony:

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**

**R355.00 per person**

**BUFFET MENU 3:**

**Snack platter served after the ceremony:**

Assorted Pies, Samosa'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**

**R368.00 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**

**R270.00 per person**

**BUFFET MENU 4:**

**Snack platter served after the ceremony:**

Assorted Pies, Samosa'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**

**R345.00 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**

**R345.00 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**

**R225.00 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**

**R370.00 p/p**

**\*Prices are subject to change\***

**\*These prices are based on a minimum of 100 guests. Should your numbers be less, please kindly understand that there will be an additional venue hire charge of R2250.00.\***

**GUEST NUMBERS**

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

To achieve this we need ACCURATE guest numbers within 7 days of your wedding.

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
- Ceremony Area
- 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 day is one of the most special days of your life!

**BRIDAL 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 **R5000.00** 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 wedding 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 **R45.00** 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, R1200 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 **R3000.00** 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 Avenue hire surcharge of **R2250.00** will be charged for numbers under 100 pax
- 17.5 A surcharge of **R45.00** 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: GROOM

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
SIGNATURE OF CLIENT 2: BRIDE

\_\_\_\_\_  
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.