

Conference Client Form

PREFERRED DATES FOR THE EVENT _____

APPROXIMATE AMOUNT OF GUESTS: ADULTS _____

NAME OF THE HOST _____

CONTACT NUMBER FOR THE HOST _____

EMAIL ADDRESS FOR THE HOST _____

COMPANY DETAILS FOR INVOICING _____

PERSONAL RESPONSIBLE FOR THE ACCOUNT _____

SIGNATURE _____

PLEASE NOTE WE ALLOW YOU TO PAY VIA CREDIT CARD LINK, EFT, OR CASH – UPON RECEIPT A CONFIRMATION WILL BE SEND TO YOU AND A FORMAL INVOICE FOR THE DEPOSIT RECEIVED.

CONFERENCES

Breathe in the fresh country air and feel inspired at Manley Wine Estate. Our comprehensive conference package options include a full day or half day package. Our modern conference facilities can seat:

Small conference room upto 30 guests

Function venue can be used as a conference room exclusive for upto 80 guests

Downstairs of our function all is another venue that can be used exclusively for upto 40 guests.

VENUE FEES FOR EXCLUSIVE USE FUNCTION:

R95 PER PERSON

USE OF CONFERENCE FACILITY

SCREEN & PROJECTOR

WHITE BOARD & MARKERS

WIFI

SOLAR POWER WHILE LOADSHEDDING

WATER BOTTLES X1 PER PERSON

NOTEPADS & PENS

MINTS

Our Estate is also perfect for team building activities, special work events, themed dinners and year end functions.

HALF DAY PACKAGE INCLUDING VENUE FEE: R185 PER PERSON EXCLUDING 10% ON FOOD & BEVERAGE

INCLUDES THE ABOVE AS WELL AS:

Tea & Coffee on arrival with a muffin

Lunch: Chicken Wrap or Pulled Pork with chips or salad or Quiche with Chips or Salad & 1 soft drink

FULL DAY PACKAGE INCLUDING VENUE FEE: R245 PER PERSON EXCLUDING 10% ON FOOD & BEVERAGE

INCLUDES THE ABOVE AS WELL AS:

Tea & Coffee on arrival with muffins

Lunch: Chicken Wrap or Pulled Pork with chips or salad or Quiche with Chips or Salad & 1 soft drink

Tea & Coffee break with Scones

Water bottles x 2 per person

Should you like to tailor make the package according to your requirements we are happy to amend quotes. We have a restaurant menu & menu master list that we will send to you that you most welcome to change the proposed lunch on the package to something different.

Terms & Conditions

GENERAL

The rates, and menus are subject to change without notice.

The Clients reservation will be in effect upon receiving a signed copy of these Terms & Conditions, a completed Client Form and the payment of the deposit.

PAYMENT

Payments need to made within 7 days of receiving an invoice

All deposits and payments to Tulbagh Wedding Valley T/A The Taste at Manley

All queries or invoices need to be emailed to the venue within 48 hours of receiving the invoice. Thereafter, no changes will be allowed to be made.

All proof of payments must be sent to us for financial records.

BAR SERVICES

A cash bar service is available. All beverage requirements should be arranged 14 days prior to the function date.

We provide one barman for every 60 guests.

The bar is fully licensed; therefore all beverages must be purchased from our venue

Under NO circumstances will any function guests be allowed to bring their own alcohol, food or beverages onto our premises unless authorized with good reason.

We require clients to brief us with regards to their requirements for the provision of a Full Bar, or Partial Bar with only certain drinks. Open Bar, or Cash Bar and limits. Specific beverages can be included or excluded from the bar and should be arranged prior to the event.

A limit may be stipulated for an account bar (open bar). In order to monitor the accumulative total we will supply a regular reconciliation of the account for the duration of the function.

We will include a 10% service charge applicable for all account (open) bars

A beverage pricelist is available on request.

BREAKDOWN OF COSTS

75% Venue fee to be paid within 5 days of booking, to confirm your event

25% Venue fee remainder to be paid with the food & beverage bill

BANK DETAILS:	FIRST NATIONAL BANK
ACCOUNT HOLDER:	TULBAGH WEDDING VALLEY
BRANCH NAME:	CERES
BRANCH CODE:	250655
ACCOUNT NUMBER:	63003 650503

A confirmation of your event will be sent to you once payment has been processed for the 75% venue fee.

Terms & Conditions accepted by:

Full Name _____

Date _____

Signature _____

Life is an event, make it memorable