



## *Weddings at Kleine Eike & Die Eike Farm Accommodation*

In the mouth of the of the Slanghoek Valley overlooking surrounding vineyards lies Die Eike Venue & Guest House. We are proud to say that we have the perfect setting for any special occasion as well as for endless photographic opportunities. Our surroundings will enhance your special day whether you decide on a small intimate wedding reception or formal traditional wedding.

## *Dear future bride & groom...*

On behalf of the Kleine Eike team, we would like to congratulate you on your engagement and thank you for considering Die Eike as the venue for your wedding.

We understand the dreams and wishes of every bride and groom, and we will go the extra mile to make sure that all your requirements are met.

Die Eike is the perfect setting for any special occasion. The venue is situated in the breathtaking Slanghoek Valley on the Breedekloof Wine Route.

Die Eike team can cater for a maximum of 200 guests and accommodate 22 guests in our farm style guest house.

We will assist you with the arrangements of all aspects of your special day and we will be on hand to ensure you have a memorable day.

During your initial visit to view our facilities, you can enjoy a cup of coffee at our restaurant and the wedding coordinator can you all about the different packages we have available for your perfect day.

Please don't hesitate to contact our event coordinator for an appointment.

### **Best Wishes**

Charmaine & Darlene

## Venue Hire Fees:

<b>1 - 120 Guests</b>	<b>1 MAY 2017 - 31 AUG 2017</b>	<b>1 SEP 2017 - 31 APR 2018</b>	<b>1 MAY 2018 - 31 AUG 2018</b>	<b>1 SEP 2018 - 31 APR 2019</b>
<b>Mon - Fri</b>	R10 000	R15 000	R11 000	R16 000
<b>Sat - Sun</b>	R13 000	R17 000	R14 000	R18 000

  

<b>121 - 200 Guests</b>	<b>1 MAY 2017 - 31 AUG 2017</b>	<b>1 SEP 2017 - 31 APR 2018</b>	<b>1 MAY 2018 - 31 AUG 2018</b>	<b>1 SEP 2018 - 31 APR 2019</b>
<b>Mon - Fri</b>	R12 000	R17 000	R13 000	R18 000
<b>Sat - Sun</b>	R15 000	R19 000	R16 000	R20 000

\* Please note that our seasonal rates differ as well as the amount of guests differ and is not negotiable

Please make an appointment for our  
**BUDGET BRIDE** package

## ***Venue hire includes:***

- Exclusive use of the venue area (set up two days before the wedding, if the bride is using someone else for décor and flowering)
- Use of the stoep area for pre-drinks
- Table setup for the canapé and pre-drinks
- Glass containers for pre-drinks
- Use of tables and chairs on the porch
- White Tiffany chairs in the venue
- Tables in the venue
- Cutlery
- Crockery
- Ice buckets for the wine
- Bathroom - hand soaps, hand cream, dry wipes, toilet paper
- 1x Co-ordinator

## ***Venue hire excludes:***

- Décor and flowers (*if you wish Die Eike must do the décor, please make an appointment for pricing*)
- Food and beverages
- Waiters (*R220 per waiter*)
- Barman (*R600 per barman*)
- Cleaners (*R120 per cleaner*)
- Overtime (*Die Eike Venue is available until 00h00, additional services must be arranged until 02h00 - cost per hour after 00h00 is R1 500 per hour. Our bar closes strictly at 01h30*)
- R2 500 deposit for breakage (*refundable 14 days after the wedding*)
- Corkage fee of R25 per bottle
- Podium and white cover chairs for the ceremony in the garden (1 - 80 guests is R3 500; 81+ guests is R4 500)
- Microphone and sound system
- Catering (*please know that some of our side dishes contain nuts or wine and our lamb are not sourced for Halaal*)
- Babysitters can be pre-arranged and charged per hour

## ***Wedding Planning:***

### 4 Weeks Before the Wedding

- Confirm platter or picnic basket on the day of the wedding for when makeup is being done
- Payment of the venue and menu
- Send the final bar requirements
- Confirm the time of setup for the day prior to the wedding

### 2 Weeks Before the Wedding

- Final procedures of the wedding
- Final checklist
- Table plan
- Final number of guests
- Babysitter confirmation
- Final bookings for the guest house

## ***Floor Plan:***

### WIDTH

- Wall to wall: 17 metres
- Balk to balk: 10 metres

### LENGTH:

- Wall to wall: 18 metres
- Front balk to back balk: 11 metres

### SIZE OF THE TABLES

- 2 400cm x 960cm

## ***Accommodation:***

Please don't hesitate to contact us for accommodation rates.

Please send an email to [info@dieeike.co.za](mailto:info@dieeike.co.za).

No bookings will be taken for outside guests - we reserve the guest house only for family and friends of the bride and groom.

Do confirm with the guest house if the bookings must be done through us or the bride.

- R150 for a cot per stay
- R250 per person additional for a mattress

## ***Payments:***

- Pay balance due a week, a day or a day after the wedding
- Remaining 50% of accommodation payable any day prior to the wedding, or on the day of checkout

## ***Terms and Conditions:***

In order to confirm your booking, a 50% deposit will be required to secure your booking.

Bank deposit slip or EFT payment as proof of payment.

Final information for your function must be finalised 14 days before the wedding, together with the order of event and time schedule.

A refundable R2 500 breakage deposit is required for any shortage, damages or breakage to any property, the balance which will be paid back 14 days after the wedding date.

Please note that all prices for food or beverages can change at any moment. Menu prices increase each year by 10%.

Full payments must be made no later than 7 days prior to the wedding date. Any outstanding amounts that may be recorded on the day of the wedding should be settled no later than one day after the wedding.

## ***Cancellations:***

Should a cancellation take place between 20 days after the booking date and 3 months prior to the wedding date, Die Eike will retain the deposit.

A cancellation less than 3 months prior to the wedding date will result in a demand for full payment of the quotation and any other costs incurred by Die Eike regarding the wedding.

# ***Booking Confirmation Contract:***

This contract must be duly completed and send with the proof of payment.

I/We ..... have read and understand the Terms and Conditions for renting Die Eike as laid out in the information stated.

I/We, the undersigned hereby accept these Terms & Conditions. I/We also confirm our booking at Die Eike on the following date:

D	D	M	M	Y	Y	Y	Y
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## **DETAILS OF THE BRIDE:**

FULL NAME:

TEL / CELL:

EMAIL:

## **DETAILS OF THE GROOM:**

FULL NAME:

TEL / CELL:

EMAIL:

## **PHYSICAL ADDRESS:**

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SIGNATURE

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DIE EIKE MANAGER

SIGNED ON: 

D	D	M	M	Y	Y	Y	Y
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For any event / function enquiries, contact:

*Charmaine Carstens*

Wedding Co-Ordinator

*Darlene Teitge*

Wedding Caterer

**Tel:** +27 (23) 344 3040

**Cell:** +27 (71) 500 3162

**Email:** [weddings@dieeike.co.za](mailto:weddings@dieeike.co.za)

**Website:** [www.dieeike.co.za](http://www.dieeike.co.za)