

kaleo

.....
function venue & accommodation

GUEST FARM



CONTACT:

Alet van Heerden

Cell: 082 875 3656

E-mail: functions@kaleomanor.co.za

www.kaleomanor.co.za



GENERAL RULES - WEDDING

- Final table quantity, table layout, guest quantity and timeline must be confirmed with us 14 days before the wedding.
- All work by other flower and decor service providers (other than in our list), must be completed by 17:00 on Friday. Our personnel have to clean before Saturday. *If flower and decor service providers (other than in our list) still have work to do on Saturday, an additional fee will be charged.*
- The venue will open at 12:00 on Saturday for flower and decor service providers.
- The venue is closed on Sundays. If you require the venue to be open on Sunday, an additional fee will be charged. If you require Kaleo personnel to be available on Sunday, an additional fee per cleaning person will be charged. If before mentioned is requested, the venue will only be open from 09:00–11:00. Any forgotten/lost belongings must be collected between 09:00–10:00 on Sunday. If not, arrangement will be made for collection yourself in the following week. There is not courier service at Kaleo. Breakfast is not served on Sundays.
- Please see accommodation contract for all information regarding bookings for accommodation.
- Any signage, ribbon and/or balloons which are added next to roads (to indicate directions), must be removed on the Sunday. We do not always see these items and an additional R500 will be charged for removal.
- Please communicate via email after venue discussion. Whatsapp makes referring of information and dates difficult.
- Total amount outstanding must be paid in full 14 days before your wedding. Deposits will be calculated on the Monday after your wedding.

Kaleo Guest Farm (Pty) Ltd.

Reg. nr. 2012/157224/07 | Directors: R.J. Gibson & L. Goosen
Malabar Farm, Koue Bokkeveld | P.O. Box 146, Ceres, 6835 | Tel. 082 875 3656 / 023 004 0298
E-mail: functions@kaleomanor.co.za / stay@kaleomanor.co.za

www.kaleomanor.co.za



WEDDING ACCOMMODATION CONTRACT

- When the venue deposit is made, accommodation for 2 nights will be booked automatically.
- Accommodation are booked online, this prevents guests from making direct bookings.
- Accommodation for a minimum of 2 nights are booked - one night bookings will be accepted at an additional cost of R60 pppn.
- There are 2 accommodation booking options:
 1. A quotation for all accommodation for 2 nights will be sent to the wedding couple. The wedding couple pays this directly to Kaleo. A list of accommodation guest allocation must be provided to us. Kaleo accepts no responsibility for any errors with accommodation guest allocation. It is the bride's responsibility to inform guests of which accommodation units they are allocated to, as well as the distance of this unit from the venue.
 2. The bride must complete a accommodation guest list. Every guest are allocated to their specific accommodation unit. This list must include a contact number and e-mail address of all guests. Invoices for accommodation will be sent directly to guests. The deposit must be paid within 7 days after the date of the invoice. If the deposit is not paid within 7 days, the accommodation unit will be made available to any other guests. No notification will be sent to guests who have not paid the deposit within 7 days. The bride will receive this notification, and she can decide if any other wedding guests will be staying in that unit, otherwise this unit will be made available to any other guests.
- If the bride does not allow Kaleo accommodation for other guests, the full amount of accommodation is payable by the wedding couple. In the case when not all accommodation (including camp sites) has been booked a month prior to the wedding, Kaleo reserves the right to book available accommodation for other people.
- If the bride uses the Manor for accommodation the Friday night, but will only use the Manor on the Saturday to dress, a tariff of R1500 will be added.
- Any accommodation paid by the wedding couple on behalf of guests, must be specified in the accommodation list.
- Any outstanding accommodation must be paid in full **before guests arrive**. No payments will be accepted on Sundays.
NB – Payment must be done before guests arrive.
- Please inform all guest to use the quotation number as reference when doing payment. Proof of payment **MUST** be sent to stay@kaleomanor.co.za.
- When guests arrive all booking documentation as well as proof of payments must be presented.
- Please note that it is not possible to provide an updated accommodation list to the bride everyday.
- The wedding couple must inform their guest that checkin times are from 14:00–19:00. After hour arrivals can contact us to open the gate. Checkout time is 10:00. A late check-out fee wil apply.

CLEANING OPTIONS

1. Tidy of bedding and unit before photography – R250 per unit
 1. Cleaning of the complete unit (change bedding, dish washing etc.) – R500 per unit
- Abovementioned must be confirmed before the wedding.

Any accommodation enquiries or bookings are done by Conohick, Cell. 082 922 8967 or e-mail: stay@kaleomanor.co.za

Kaleo Guest Farm (Pty) Ltd.

Reg. nr. 2012/157224/07 | Directors: R.J. Gibson & L. Goosen
Malabar Farm, Koue Bokkeveld | P.O. Box 146, Ceres, 6835 | Tel. 082 875 3656 / 023 004 0298
E-mail: functions@kaleomanor.co.za / stay@kaleomanor.co.za

www.kaleomanor.co.za



CONFIRMATION OF RESERVATION & CONDITIONS OF AGREEMENT

I hereby confirm my reservation and also send the 25% deposit slip with, which was paid on _____

I also confirm that I have read Kaleo's Bridal Book & Rules and acquainted myself with the contents thereof. I undertake to keep to the terms and conditions. I will confirm the final number of guests no later than _____
(14 days before wedding date)

I understand that the numbers cannot be reduced thereafter.

PERSONAL INFORMATION OF RESPONSIBLE PERSON

Name (in print) _____ Date of wedding _____

ID number _____ Contact number - Bride: _____

Street address _____ Contact number - Groom: _____

E-mail _____

Wedding of (Bride & Groom) _____

Signature

Date

PAYABLE DEPOSIT PAID IN

Bank _____ Branch and number _____

Account holder _____ Account number _____

BANK DETAILS

Standard Bank : Kaleo Guest Farm (Pty) Ltd.

Account holder : 203 241 851

Branch code : Ceres, 050007

Reference : Wedding date and Name

*Please send proof of payment to functions@kaleomanor.co.za

Kaleo Guest Farm (Pty) Ltd.

Reg. nr. 2012/157224/07 | Directors: R.J. Gibson & L. Goosen

Malabar Farm, Koue Bokkeveld | P.O. Box 146, Ceres, 6835 | Tel. 082 875 3656 / 023 004 0298

E-mail: functions@kaleomanor.co.za / stay@kaleomanor.co.za

www.kaleomanor.co.za



VENUE TARIFF:

1 October – 30 April: R30 000

The cost per person attending the wedding is R80.

Abovementioned R80 includes:

- Kitchen Tariff
- Waiters (quantity according to total guests)
- Bar Facility
- 2 Barmen

These tariffs are valid for a wedding starting at 13h00 till 24h00 or a morning wedding starting at 08h00 till 18h00.

1 May – 30 September: R26 000

The cost per person attending the wedding is R80.

Abovementioned R80 includes:

- Kitchen Tariff
- Waiters (quantity according to total guests)
- Bar Facility
- 2 Barmen

These tariffs are valid for a wedding starting at 13h00 till 24h00 or a morning wedding starting at 08h00 till 18h00.

RATE INCLUDES THE FOLLOWING:

CEREMONY

- Church with seating for 110 guests
OR
- Green lawn under trees for outdoor ceremony

VERANDA & SITTING ROOM

- Furnished sitting room
- 6 x Cocktail veranda tables
- 5 x Veranda umbrellas

RECEPTION HALL UNTILL 24:00

MORNING FUNCTION UNTIL 15:00

- Our hall offers seating for 145 people with a dance floor and 200 people without
- Table choice: round white or long wooden
- Chair choice: white or rusty iron chairs
- Crockery & cutlery
- Lay of tables
- Clearance afterwards
- Wedding Co-ordinator - decor & Flowers
Flowers at an additional cost
- Includes waiters
- Wedding day coordinator

EXCLUDED FROM THE PRICE:

- Mat runner
- Ghost chairs @ R25/chair
- Wedding gazebo & tents
- Decor for ceremony
- Sound equipment and extension cords
- Additional outside furniture
- Photo booth
- Lounge pockets
- Other kind of charis
- Table cloths
- Napkins
- Flowers
- Vases & candle holders or lamps
- Decor
- DJ / sound
- Any other special requests
- R4000 after 24:00 (evening function) for every hour or part of an hour
- R2000 after 15:00 (morning function)
- R3000 for morning weddings after 20h00



TARIFF INCLUDES THE FOLLOWING:

BAR FACILITIES UNTIL 24:00

- Bar facilities & cooling facilities
- Glasses
- Iceholders & ice
- No corkage is charged for own water & juice
- Includes 2 Barmen

- "Swemgat" for Friday night braai

PURCHASE OR HIRING OF DECOR

- Help with advice, recommendations & contact numbers.

ADDITIONAL SERVICES

- One day before wedding: clean venue is available, ready to be set.
- We lay the tables as discussed.
- On Monday, Kaleo's personnel clean up & do stock taking of crockery & the bar.

EXCLUDED FROM THE PRICE:

- If wine serving is required during meals, additional waiters cost will be added to your account.
- Wine on tables
- Champagne
- Own wine & champagne: Corkages of R40 per opened bottle

CATERING

- Contact one of our outsourced caterers. See contact numbers in our list of suppliers
- **No outside caterers are allowed**

- An additional fee is charged for admin, telephone & handling fees for the request of quotations, for flowers and decor (regardless if the item is taken or not).
- Transport fees from Cape Town and back will be added to your quotation.
- You have the option to fetch and return the items at the rental place yourself.
- All decorations must please be delivered to Kaleo no later than the Thursday morning.
- Quotations are only valid for 14 days.

DRESSING OF BRIDE

- Contact stay@kaleomanor.co.za for reservation of the Manor House or Cottages.

- Viewing of the venue is only available by appointment and **only on week days**.
- Own decor must be removed before 10:00 on the next **working day**.
- **THE HALL IS CLOSED ON SUNDAYS.**
- Quotations and preliminary reservations are only valid for 14 days.
- A deposit of 25% for the venue tariff confirms your reservation.
- Kaleo does not have a restaurant for Sunday breakfast.
- No sparkles are allowed in the venue.
- Items which remain in the venue after the wedding, will only be kept for 14 days. It is expected of you to send your own courier to Kaleo to come and collect your items.
- No furniture is allowed to be taken outside and placed on lawn during the photo session. If this happens, a fine will be added to your account as well as any damage done to furniture caused by outside conditions.