



FUNCTION PACKAGE 2019

INTRODUCTION TO TOWERBOSCH

Towerbosch is one of the most beautiful and child-friendly settings for lunch or intimate functions in the Stellenbosch area. The thatch-roofed function venue is situated in the bend of a mountain stream, flanked by nasturtium carpeted wood and sweeping lawns. Towerbosch can arrange any special function for you, from birthday celebrations to year- end-functions.

Towerbosch captures the eye and imagination with a bespoke ceiling chandelier installation made of farm twigs painted white and draped with vintage treasures, old crockery and family trinkets. The floor is filled with unique chairs and tables of all shapes and sizes which give it an eclectic yet inviting feel. An array of family silverware and mixed china sourced from nearest and dearest cupboards adorns the tables. A large fireplace and comfy library nook with old books and oversized leather sofas, round off a relaxed, homely ambience.

The unique style of preparing and serving the food keeps any function interesting and exciting, as it is served feast-style on every table which compliments the present with pleasant aromas and exceptional taste, still reminding you of your past.



VENUE HIRE & INFORMATION

DINNER

Fridays, Saturdays, Sundays & Public Holidays

30 to 100 guests: R 5500

Weekdays

30 to 100 guests: R4500

- Towerbosch is available from 17h00 to 00h00.
- The venue may be extended at R1500.00 per hour. Extension no later than 02h00.
- Dinner is served from 18h00 to 21h00.
- Setup may be done between 12h00 to 16h30.
- A 10% service fee is charged on final food and beverage invoice.

LUNCH

Fridays, Saturdays, Sundays & Public Holidays

30 to 100 guests: R 3500

Weekdays

30 to 100 guests: R2500

- Towerbosch is available from 12h00 to 17h00.
- The venue may be extended at R800.00 per hour. Extension no later than 19h00.
- Lunch is served from 12h00 to 15h00.
- Setup may be done between 09h30 to 11h30.
- A 10% service fee is charged on final food and beverage invoice.

WHAT WE OFFER (INCLUDED IN THE VENUE HIRE)

Except for our stunning venue.

- Tables: Mixture of dark brown and white antiques, and white round tables
- Chairs: Mixture of dark brown antiques and material chairs
- Venue cutlery and crockery
- Glasses: Standard bar glasses, one wine glass and one champagne glass
- Venue napkins (Grey)
- Our beautiful forest-like garden as the pre-drinks and canapes area, including all the outside tables, benches, wine barrels and umbrellas
- Bar facilities inside the main venue
- Coordination & management prior to your function

WHAT WE OFFER (EXCLUDED FROM THE VENUE HIRE)

- Pre-drinks & beverages
- Wine & sparkling wine/MCC
- Canape menu & late-night snacks
- Feast-style menu
- Halaal menu options
- Service provider menu option
- Serving staff
- Firewood
- Décor & Flowers
- Lighting

WE WILL ASSIST YOU WITH THE FOLLOWING

- A site inspection of the venue
- Venue layout and table setting
- Compile a detailed programme/time schedule to ensure everything runs smoothly

- Offer recommended supplier details
- Offer additional accommodation details
- Provide you with the contract and deposit details to secure Towerbosch and remind you of future dated payment
- Answer any questions you have to assist with completing your **function questionnaire**
- Continued email correspondence throughout the planning process
- Coordinate events on the day of your function
- Reconciliation and payments after your function

The function questionnaire must be completed and sent back to Towerbosch one month prior to your function.

OFFICE HOURS FOR FUNCTIONS & EVENTS

Tuesday to Saturday between 10h00 and 15h00, depending on availability.

Please schedule an appointment in advance to ensure that the venue manager is available on the day of your visit. We regret no viewings to be done on Sundays and Mondays.



YOUR OWN RESPONSIBILITY

- DJ & music/sound
- Photographer and other service providers
- Flowers & décor (when not making use of Towergoed)
- Additional lighting
- Stationary
- Birthday cake

Towerbosch's décor department, Towergoed, can assist you with flowers, décor items, additional lighting, stationary and guests favours. Please contact info@towergoed.co.za for all enquiries.

TOWERGOED

Towergoed specializes in flowers and décor items which ties in with the ambiance and vintage feel of Towerbosch and is designed to assist in the planning and set-up on the day of your function.

Please request the Towergoed packages and catalogue from [**info@towergoed.co.za**](mailto:info@towergoed.co.za).

SET-UP

No set up to be done prior to the date of your function. On the day setup may be done during the following time slots:

- Lunch function between 09h30 and 11h30
- Dinner function 12h00 and 16h30

Hiring items and décor may be delivered to Towerbosch the day prior to your function **if we are not hosting a wedding or function**. This must be arranged in advance with the venue manager as our storage space is limited.

DANCEFLOOR & TENT

A dancefloor is provided in our smaller venue (Towerbossie) adjacent to the main venue or under a Bedouin tent attached to the front of the venue. Fairy lights and spot lights are included. (No dancing allowed inside the main building).

Towerbossie can also be used as a lounge area, dessert station, children's play area etc.

MUSIC

You are required to arrange your own music and sound, such as a DJ, Jukebox, or live band. Please ensure that the service provider is aware of the standard rules of volume and are licensed with SAMPRA.

Towerbosch will not be held responsible for any penalties regarding the SAMPRA copyright act. For more information please visit www.sampira.org.za. Overly loud music will not be allowed. Please note that you/ the service provider must supply your/their own extension cords, plugs and lighting.

Ensure that the set-up is completed at least an hour prior to the arrival of your guests and that the **breakdown/pick-up is done the same evening**.

Towerbosch does not provide any sound equipment and does not take responsibility for any sound/entertainment in any area of your wedding.

BAR FACILITIES

Our comprehensively stocked bar (fully licensed) can be operated according to your wishes, as a cash bar, an open bar or with a limited bar tab.

NB: Last rounds will be served at 16h00 for a lunch function and the bar will close at 16h30 unless prior arrangements have been made to make use of the venue until 18h00 or 19h00.

Last rounds will be served at 23h00 for dinner functions and the bar will close at 23h30. Towerbosch closes strictly at 00h00 unless prior arrangements have been made to make use of the venue until 01h00 or 02h00.

WAITERS & BARMEN

Ensuring the quality of service for you and your guests we provide one waiter for every 10 to 12 guests and two barmen for 60 guests and more. Depending on the final floor layout, this may change.

Waiters: R350 per waiter for the duration of your function

Barmen: R450 per barmen for the duration of your function

MENU

The menu prices are a guideline regarding the cost. All menu prices will be finalised two months prior to your function date. Please contact Towerbosch's venue manager to confirm final prices and menu items.

Our Towerbosch function menu is served feast style, thus it is served on large vintage platters and dishes to the middle of the table. This goes along with the ambiance and feel of our beautiful venue, creating a very intimate and special setting.

Towerbosch can also boast with our 2013 Eat Out Award and 2014 & 2015 Klink Awards earned for our attention to serving excellent quality of food with exceptional taste and unique way of service.

Please refer to our function menus for the various options available. Special dietary requirements must be discussed with your venue manager and any special menu requests can be discussed with our chefs.

Menu prices are fixed, which includes our home baked bread served to the tables, a starter, main course and dessert with coffee and tea. Coffee and tea is served during dessert as a self-help station. Canapes and any additional food items will be served at an additional cost.

A **10% service fee** will be added to your final food and beverage bill. This is not applicable to a cash bar.

Feel free to make a reservation at Towerbosch to join us for our famous Country Feast menu served on Sundays between 12h00 and 15h00, as the style of service is the same as during a function (feast-style). Please make a reservation in advance with your venue manager or send an email to foh@knorhoek.co.za. Bookings are essential.

DAMAGES & LOSSES

The client is responsible for any damages caused by negligence to Knorhoek and Towerbosch property as well as damages incurred to hired goods.

To this end a **R1 000** breakage deposit will be added to your function invoice. This is fully/partly refundable within fourteen days after the function (depending on damages/losses incurred). Please ensure that you send your banking details to Towerbosch to receive any credit payments after your function.

Towerbosch, Knorhoek Wine Estate and its staff will not be held responsible for any personal items and function gifts lost or any injuries that occurred whilst on the premises.

Please note that any items (Towerbosch property) removed from within or outside the venue during your function will be deducted from your breakage deposit. If the amount is greater than your breakage deposit, you will be liable to replace or reimburse Towerbosch for these items.

ACCOMMODATION AT KNORHOEK COUNTRY GUESTHOUSE

We have seven beautifully decorated and individually appointed rooms with full breakfast included, as well as three self-catering cottages.

All room keys must be collected before 17h00. Keep in mind Towerbosch management does not assist with any guesthouse enquiries, bookings or payments and does not have access to the guesthouse reservations calendar or any room keys. This is also applicable to your function guests.

Guesthouse contact details

E-mail: guesthouse@knorhoek.co.za

Number: 021 865 2114

CONFIRMATION, CANCELLATION & PAYMENT

The completed and signed contract along with the **R2 000** deposit and proof of payment thereof is required within 3 days to secure Towerbosch as your function venue, as Towerbosch **does not** accommodate provisional bookings. Please refer to banking details below for payment instructions.

The second deposit of **R5000.00** is payable 6 months prior to your function.

In the event of a cancellation within 6 months prior to your function no deposit will be refunded.

Cancellation within 3 months prior to your function date you will be liable for the FULL payment of the venue fee.

The balance (and final guest count) must be paid **7 days prior** to your function. Please keep in mind all overseas payments should be **cleared** within our bank account **7 days prior** to your function. Please arrange with your bank accordingly.

All outstanding amounts, for example the bar tab, must be settled on the day or the day after the function. Interest will be charged on overdue accounts. A 5% banking fee will be added to all accounts paid by credit card.

BANKING DETAILS

Account name:	Knorhoek Farms (Pty) Ltd
Bank:	FNB
Branch:	Stellenbosch
Branch no:	200610
Acc. no:	62805634252
Type of acc:	Cheques
Business registration no:	2018/581348/07
Swift code:	FIRNZAJJ

Ensure that you use the correct reference and that you send the proof of payment directly from your bank - **Towerb.21032016** (Towerb. and the date of your function)

E-mail: **towerbosch@knorhoek.co.za**

Number: **021 865 2958**



TERMS & CONDITIONS

- **No service providers may drive or park their vehicle on our lawn**, as we like to keep our grass looking beautiful for our guests while enjoying their pre-drinks and canapes. Please ensure that all your service providers are aware of this to avoid any confusion on the day.
- Please notify the venue manager no later than seven days prior to your function of any **additional changes**. The final guest count will be charged for and not the actual number of guests attending on the day, unless more guests attend on the day.
- We require a minimum of **thirty adult** guests (to be paid for) for the exclusive use of Towerbosch.
- All the details regarding your function to be confirmed with the venue manager one month in advance within your **function questionnaire**, including your final number of guests, menu, timeline and floorplan.
- Arrangements to hire Towerbosch after 17h00 or 02h00 must be made at least 48 hours prior to your function day. The venue is available until 19h00 at R800.00 per hour and until 02h00 at R1500 per hour. **Should guests not depart by the closing of the venue one-hour overtime (R800.00/R1500.00) will automatically be added to your final invoice.**
- Prices are subject to change due to inflation, supplier costs etcetera. Please confirm possible price changes with the venue manager in advance.

- All flowers and décor items that was not hired via **Towergoed** must be removed/taken home straight after your function or the following day between 09h00 and 11h00 for us to ensure that we are ready in time for our next function or wedding. Please note Towerbosch will not be responsible for any loss or damages to these items during this time period.
- Your final payment is required prior to your function. Please forward all proof of payments with your correct reference to our venue manager. Keep in mind your second deposit payment is due within six months prior to your function.
- Coffee and tea included into the menu cost is served with dessert only. Additional coffee and tea served prior to dessert will be charge at an additional cost.
- The menu is served feast-style in various platters and bowls. All food items not consumed is packed and delivered to various shelters (mainly the Stellenbosch shelter) as part of Towerbosch and Knorhoeks' contribution to society and the less fortunate, thus **no** "take-aways" will be provided to any guests.
- No Wi-Fi is available at the venue.
- No glassware allowed in the swimming pool.

SPECIAL NOTE FROM TOWERBOSCH

Our venue manager, restaurant manager and chefs are driven to go that extra mile to assist you in the planning and implementation of your function, to make it a story-telling occasion lasting for many years to come...

Be assured that the Towerbosch team is as committed to your function as you are!

Kind Regards

The Towerbosch Team



Contract

I /Wehave read and understood the terms and conditions for hiring Towerbosch venue as laid out in the information above.

I/We, the undersigned, hereby accept these terms and conditions. I/We confirm our booking at Towerbosch venue for theday of the month in year

Full names of contact person:

Contact number:

Email address:

Address:

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Signature:

Company (If applicable):

Please email this page along with your proof of deposit payment to **towerbosch@knorhoek.co.za**.