



## **FUNCTION PACKAGE & CONTRACT 2018**

### **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 5 500

#### **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.

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### **LUNCH**

#### **Fridays, Saturdays, Sundays & Public Holidays**

30 to 100 guests: R 3 500

#### **Weekdays**

30 to 100 guests: R2500

- Towerbosch is available from 12h00 to 17h00.
- The venue may be extended at R500.00 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 brown and white antiques and white round tables
- Chairs: Mixture of brown antiques and vintage fabric chairs
- Cutlery and crockery
- Glasses: Standard bar glasses, one wine glass and one champagne glass
- Venue napkins
- Our beautiful forest-like garden as the pre-drinks and canapes area, including all the outside tables, benches 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
- Canape menu
- Feast-style menu (two and three-course)
- Halal 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

- Provide you with the contract and deposit details to secure Towerbosch and remind you of future dated payment
- Provide you with your function questionnaire after the contract and deposit has been received
- Coordination & management prior to your function
- Coordinate events on the day of your function

The function questionnaire must be completed and sent back to Towerbosch two weeks prior to your function date.

### **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.**

### **YOUR OWN RESPONSIBILITY**

- Flowers and special décor items
- Tablecloths if desired
- Table numbers and seating plan (all stationery)
- Lighting
- Birthday cake
- DJ & music/sound
- Photographer and other service providers

Towerbosch's décor department, Towergoed, can assist you with flowers, décor items, additional lighting, stationary and guests favours. Please contact [info@towergoed.co.za](mailto: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.

Towergoed is located on the Knorhoek premises, which cuts out the time consumption and stresses of delivering and returning goods within a specific time frame.

We are proud to introduce Towergoed into the Towerbosch family! Please request the Towergoed packages and catalogue from **info@towergoed.co.za**.

## **SET-UP**

No set up to be done prior to the date of your function. On the day setup to be done.

- Lunch function between 09h30 – 11h30
- Dinner function 12h00 – 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 available in our smaller adjacent venue (Towerbossie) positioned a few meters from Towerbosch, or under the Bedouin tent attached to the front of the venue. Fairy lights and spot lights are included. No dancing is allowed inside the main building.

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

## **MUSIC**

You are welcome to arrange music, such as a DJ, Jukebox, or live band. Please ensure that your 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.sampra.org.za](http://www.sampra.org.za). Overly loud music will not be allowed. Please note that you/ the service provider must supply their own extension cords, plugs and lighting.

Ensure that the set-up is completed at least an hour prior to your function and that the **breakdown/pick-up is done the same afternoon/evening**. Towerbosch does not provide any sound equipment and does not take responsibility for any sound/entertainment in any area of your function

## **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. Special requests can be organized with the venue manager prior to your function date.

Only Knorhoek wines are sold at our venue and are available to taste in our tasting room. All wine to be purchased **directly through Towerbosch** at cellar price.

Dinner Last round & closing: 23h30 – 23h45

Lunch Last round & closing: 16h30 – 16h45

Arrangements to extend the venue/bar can be made in advance with the venue manager.

### **WAITERS & BARMEN**

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

**Waiters:** R250 per waiter for the duration of your function

**Barmen:** R450 per barmen for the duration of your function

### **MENU**

Please note the menu prices are subject to change.

Our Towerbosch function menu is served feast style, thus it is served on large vintage platters and dishes to the middle of the table, the way Grandma serves Sunday lunch! This goes along with the ambiance and feel of our beautiful venue, creating a very intimate and special setting. Please refer to our function menus for the various options available.

Special dietary requirements must be discussed with the 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, starter, main course, and dessert. Canapes and any additional food items will be served at an additional cost.

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 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. Bookings are essential.**

### **ACCOMMODATION AT KNORHOEK COUNTRY GUESTHOUSE**

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

Clients must personally enquire and confirm reservations at the Knorhoek Country Guesthouse at **guesthouse@knorhoek.co.za**.

### **IMPORTANT NOTE:**

**ALL room keys must be collected before 17h00. Towerbosch management does not handle any guesthouse enquiries, bookings or payments, and does not have access to the guesthouse reservations calendar or any room keys.**

Email: **guesthouse@knorhoek.co.za**

Number: 021 865 2114 (no extension, please hold the line)

### **Activities for Your Guests While Staying at Knorhoek**

Wine tasting, wine and fudge pairing, hiking, mountain bike trails, swimming, bird watching and lunch at Towerbosch.

Braai facilities available at Knorhoek Country Guesthouse. Please direct all enquiries to **guesthouse@knorhoek.co.za** for the braai package and menus.

### **DAMAGES & LOSSES**

The client is responsible for any damages 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 14 days after your function



(depending on damages/losses incurred). Please ensure that you send your banking details to the venue manager to receive any credit payments due.

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 on the day of 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 pay for these items.

### **CONFIRMATION, CANCELLATION & PAYMENT**

The completed and signed contract (final page of package) 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.

In the event of a cancellation less than 6 months prior to your function date 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: Hannes van Niekerk trust t/a Knorhoek wines  
Bank: FNB commercial bank  
Branch: Tyger valley  
Acc. no: 622 587 12 556  
Branch no: 250 655  
VAT registration no: 4900115173  
Business registration no: T610/87

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/foh@knorhoek.co.za**  
Number: 021 865 2958

### **TERMS & CONDITIONS**

- Inform the venue manager no later than 7 days prior to your function of any **additional changes**.
- The final guest count will be added to your invoice. No refunds can be done if the number of guest decreases within these 7 days or on the day of your function.
- We require a minimum of **30 adult** guests (to be paid for) for the exclusive use of Towerbosch.

- All the details regarding your function to be confirmed with your venue manager two weeks in advance **within your function questionnaire**, including your final number of guests, timeline, menu and floorplan.
- Your final payment to be made prior to your function. Please forward all proof of payments with your correct reference to towerbosch@knorhoek.co.za.
- Arrangements for hiring the venue after closing must be made at least 48 hours prior to your function. Should guests not be evacuated by the closing of the venue an additional charge of R500.00 (lunch function) or R1500.00 (dinner function) will be added to your invoice.
- Prices are subject to change due to inflation, supplier costs etc. Please check in advance for possible price changes.
- All function items/décor not hired via Towergoed must be removed/taken home straight after your function. Arrangements to remove all items the following day between 09h00 and 11h00 may be made in advance, **if we are not hosting another private function or wedding.**
- Coffee and tea are included into the menu and is served with dessert. Additional coffee and tea served before dessert will be served at an additional cost.
- The Towerbosch menu is served feast-style, thus the meal is served in various platters and bowls to the middle of table. All food items not consumed is packed and delivered to various shelters as part of Towerbosch and Knorhoek's' contribution to society and the less fortunate, thus **no** "take-aways" will be provided to any guests.

- No wifi is available at the venue.
- No glassware allowed in the swimming pool.

### **SPECIAL NOTE FROM TOWERBOSCH**

The venue managers and chefs are driven by the passion in their hearts to go that extra mile to assist you in the planning and implementation of your function, to make this day a story-telling occasion lasting for many years to come...

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

Kindest Regards

The Towerbosch Team





**Contract**

I /We .....have 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 the .....day of the .....month in year .....

Full names of contact person: .....

Contact number: .....

Email address: .....

Address: .....  
.....

Signature: .....

Company (If applicable): .....

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