

# Olive Rock

WEDDING & FUNCTION VENUE



*"Sky above me, earth below me, fire within me."*

Wolseley Western Cape South Africa  
thevenue@oliverock.co.za 083 461 2668

# Olive Rock

## WEDDING & FUNCTION VENUE



### Please find below our services, rates, terms & conditions: 2022 / 2023 Season

#### TERMS AND CONDITIONS FOR RESERVING A FUNCTION AT OLIVE ROCK

This document serves as the RESERVATION agreement between the parties to reserve Olive Rock wedding and function venue as a function venue on the dates and on the conditions as hereby agreed to. The reservation will take effect upon the signature of this agreement by both parties and the booking fee being paid.

The parties agree to secure the venue reservation on the following conditions:

#### Olive Rock venue package is inclusive of:

Pre- reception	Upper grass terrace or river bed, ideal for pre-drinks to entertain your guests
Photo locations	On site
Accessibility	Wheel chair friendly environment
Reception	Tent terrace and or Mountain View room
	Inclusive of our tent, tables, chairs, cutlery, crockery and glassware
	Supervision of reception
	'Victoria' our back-up generator (diesel not included ) Please note the venue is supplied with 3 PHASE POWER

#### Not included in venue hire package:

Marriage officer  
Catering /menu  
Bar beverages  
Banquet décor  
Floral requirements  
Table linen and napkins  
Cabanas  
Photographer  
Videographer  
Music/entertainment  
Vintage car hire  
Tent terrace dance floor  
Gas heaters  
Wedding cake

#### Extra set up time and overtime

- If extra set-up or break-down time is required, a fee of R2000.00 will apply per day.
- Permission for "Extra set-up time" will be given by the Banquette Manager based on availability.
- Olive Rock takes no responsibility for any losses, damages or theft of any nature.
- Venue closes at 24h00 : R2 300.00 per hour until 02h00. This is calculated on a typical wedding from 16h00 (8 hours a wedding).
- Overtime is charged per hour after the 8 hour period has lapsed.
- Terrace wedding ceremony : no charge (includes set up and ceremony arches)
- Fairy light packages are available

#### SITE INSPECTIONS:

Kindly contact us if you would like a site inspection. Viewings will be allowed by appointment only.

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## FURNITURE, CUTLERY & CROCKERY:

- All basic furniture, cutlery & crockery will be supplied & arranged by Olive rock
- Certain types of menus may need us to hire crockery in at an extra cost. We will inform you if necessary.

### Basic Furniture, Cutlery & Crockery included in the Wedding Package:

Minimum of 60 pax and maximum 200 pax (outside tent area )

Inside venue: 80 pax including dance floor

DETAIL	QUANTITY
Freeform platinum tent	Waterproof 12m x 31m
Round tables 1.8m diameter	24
Rectangular tables 1.2m x 2.4m	12
Rectangular 100% wood tables 1m x 2.4m	8
Wooden display tables 0.7m x 2.4m	3
Wooden display tables with 2 shelves 1m x 0.6m	2
Wooden cake table 0.8m x 1.1m	1
A frame wooden display	1
Banquet chairs – white tiffany style	200
Tear drop range:	200
Starter Knife & Fork	200
Main Knife & Fork	200
Teaspoons	
Side Plate	200
Starter Plate	200
Main Plate	200
Dessert Plate	200
Bohemia range	250 each

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Wine glasses – white & red	
Champagne	
Pre- dinner drinks glasses	300
Beer/whiskey/hiball	
Ice coolers for wine	18
Champagne cooler	2
Cake knife	1
Water jugs	30
Salt & pepper dishes	30
Day beds	2
Wrought iron couches	3
Seating pallets	3
Otterman	2
Cocktail tables round	5
Cocktail tables long	2
Signing register furniture	1
Blackboards	2
Fire drums	1



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Extra's available for hiring from Olive Rock :

DETAIL	QUANTITY
Gas heaters	6
Pear shape glass decanters	2
Fairy lights 20m strands	
Lawn Games – giant jenga,Boule,crouquet	
Scaffolding – to hang décor in hall	1
Blankets	30

## Set up times and breakdown times

Set up – Friday prior to your event from 09h00 till 17h00

Final touches – Saturday day of your event 09h00 till 12h00

Breakdown – Sunday and/or Monday after your event from 09h00 till 12h00

(functions on other days will differ according to timing and type of function)

## Catering options

- Only the Olive Rock caterer can only be used, no outside caterer will be allowed.
- Please note that it is the responsibility of the caterer to supply the required cooking equipment for your menu.
- Ample electrical supply has been installed to cater for all your power needs. (our backup generator included, fuel charged extra)
- Please note final menu selection, payment needs to be one month prior to your event date.
- Special dietary requirements need to be provided to the event manager and chef one month prior to the event.
- Please note menu items and prices subject to availability and season.
- Please note that Olive Rock does not charge a service fee on food and beverages, gratuity would be the discretion of the client.

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## Bar and beverage service

- Olive Rock is fully licensed & will meet all your beverage requirements for your function.
- The bar will be managed by Olive Rock & will not be outsourced to the client, or any other party.
- NO other liquor may be bought onto Olive Rock.
- Olive Rock has a list of wines that can be selected from for your function.
- A Corkage fee of R38.00 per bottle will be charged on all Cap Classique, sparkling wines & wines as per agreement.
- Should you have any special bar & beverage requests, please contact the Olive Rock Events Manager.

## Bar services include

- Cash bar: All drinks are settled on a cash basis. No Credit Card machine is available at Olive Rock.
- Open bar: The full amount is charged to the main account. A charge of R100 per head to be paid one month beforehand and balance to be settled or refunded one week after the wedding. Certain drinks at our bar can be excluded and paid for in cash by guests.
- Limited bar: The limited amount must be paid one month prior to your event. Certain drinks at our bar can be excluded and paid for in cash by guests.

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## Bar staff and waiters

- Barmen @ R600 per barmen (preferably two per 100 guests) from 15h00 until 24h00
- Waiters to serve food, clean and clear tables @ R380 per waiter from 15h00 until 24h00
- The above rates are calculated on weddings starting at 16h00, an hourly charge of R50 waiters; R150 barmen will be for over time.
- Waiter and bar staff rates are exclusive of vat.
- Professional waiters price on request.
- Professional staff may need to be used at certain times of the year, eg. end December, and public holidays
- Please note should the waiters work after 24h00 for clearing, there will be a fee of R100 per waiter for each hour.
- We calculate the waiters on one waiter per 10 – 15 guests in total, to ensure the standard of our events.
- Should you wish to make use of wine stewards, we will get a quote from a staffing company for you.



*"The best love is the kind that awakens the soul and makes us reach for more, that plants a fire in our hearts and brings peace to our minds. And that's what you've given me. That's what I'd hoped to give you forever."*

*- Nicholas Sparks.*

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Venue rate packages – Olive Rock 2022 – 2023
SUNSHINE SEASON RATE
<p>Venue rate breakdown : November to April</p> <p>Venue hire: R36 000 for up to 200 guests.</p> <p>R2000 refundable deposit for breakages. Please supply bank details.</p> <p>Rates are excluding VAT</p>
BLOSSOM SEASON RATE
<p>Venue rate breakdown : September, October and May, June</p> <p>Venue hire: R30 000 for up to 200 guests.</p> <p>R2000 refundable deposit for breakages. Please supply bank details.</p> <p>Rates are excluding VAT</p>
LAZY WINTER RATE
<p>Venue rate breakdown : August</p> <p>Venue hire: R25 000 for up to 200 guests.</p> <p>R2000 refundable deposit for breakages. Please supply bank details.</p> <p>Rates are excluding VAT</p>
MIDWEEK RATES
<p>Midweek rates available on request. Does not apply to public holidays.</p>



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*"We make a living by what we get, we make a life by what we give."*  
- Winston Churchill

## OLIVE ROCK PAYMENTS & DEPOSITS:

- A booking fee of 50% of the venue hire is required within 24 hours of making the booking in order to secure the reservation with Olive Rock.
- A full payment of the total hire fee is due no later than one month prior to the function date.
- Please note Olive Rock does not accept any CHEQUE PAYMENTS and only EFT will be accepted.
- Please note provisional bookings are only held for 7 days, whereby it will then be released without written notification
- A R2000.00 deposit will be required for any shortages, damages or breakages to any property of Olive Rock. This deposit is due no later than one month prior to the function date & the balance will be repaid to the client within 7 days after the function.
- Full payment for staff will be due no later than one month prior to the function date.
- The number of staff required will be calculated based on the number of guests attending your function.
- In the case of a LIMITED BAR TAB, the full amount is due no later than one month prior to the function date.
- In the event of an OPEN BAR TAB, a deposit of R100.00 per person will be due no later than one month prior to the function date. The balance of the beverage bill must be settled within 2 days after the function. In the event of a reimbursement being due, the balance will be repaid to the client within 7 days after the function.

## CANCELLATION POLICY

- Should a cancellation take place after a deposit has been paid, the deposit will not be paid back.
- Should a cancellation take place within 3 months prior to the function date, full payment of the venue fee will be payable.



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### **BREAKAGES:**

- The client will be held responsible for all shortages, breakages, losses & damages caused to the Olive Rock property.
- R2000.00 deposit will be required for any shortages, damages or breakages to any bar glassware. This deposit is due no later than one month prior to the function date & the balance will be repaid to the client within 7 days after the function.
- No-one is allowed to paint, nail, or tape on the floors & walls of any part of the venue.
- The contract holder i.e. the client undersigning this contract will be held responsible for all shortages, breakages, losses & damages occurring during the day / night of the function.

### **SMOKING**

- In accordance with South Africa's legislation, smoking will not be permitted in any part of the venue & will only be allowed in allocated open areas. Please note no smoking will be allowed underneath the chino tent or on the deck.

### **DÉCOR & HIRING SUPPLIERS**

- All décor & flowers need to be arranged by the client. Olive Rock staff cannot assist the coordinator, décor stylist, florist or any supplier in any regard.
- Olive Rock takes no responsibility for any damages to décor, flowers or any movable property of service suppliers.
- All décor & flowers must be removed no later than 09h00 the day after the function or on the Monday morning as arranged with the events manager. A late charge of R1000.00 per day will be billed to the contract holder.

### **OLIVE ROCK EVENTS MANAGER**

- Banquet Manager acts on behalf of Olive Rock & its venue.
- Her role is to take guided venue viewings, answer any questions you may have with regards to Olive Rock, facilitate bookings, finalize contracts & act as a representative of Olive Rock on the day & or night of your function.
- Please note that the Olive Rock venue manager's role is not to act as an event or wedding coordinator in any way.

### **SECURITY**

- Please note Olive Rock will not take any responsibility for moving or storage of any wedding gifts. Please advise on arrangements in order for family members to take responsibility of this.

### **INDEMNITY AND PUBLICITY**

- Olive Rock will not be held responsible for any losses, damages, theft, injury or death of any host, guest, service supplier or any other individual who attends, visits or makes use of any property or amenities at the venue.
- Please note Olive Rock reserves the right to use any marketing material such as wedding video's /photographs for their website /Facebook and marketing strategy.

### **MUSIC AND NOISE CONTROL**

- All music (electronic & live) must stop promptly at 24h00, unless overtime has been agreed upon.
- Olive Rock reserves the right to control the volume of the music during the function.
- Dance floors on grass areas must be fitted with turf protectors.

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## CHILDREN

- Children are most welcome at Olive Rock. However, parental supervision must be maintained at all times with responsibility for safety and wellbeing resting with the parents.
- Babysitting services – please enquire with us if required.

## WEATHER

- Olive Rock takes no responsibility for outdoor events and the client remains responsible for any extra costs involved should a radical shift in the weather affect the arrangements for the function.

## OVERTIME

- Extra time is decided on the night of the function. Latest is 02h00 due to liquor licence. Last round to be called 30 minutes prior to the decided time. All persons to be off the property 30 minutes after the arranged time.

## EXTRA INFO

- Only biodegradable confetti permitted (popcorn & feathers not permitted in this).
- Straw bales not allowed on terraces, but permitted in the river bed.
- Spray string and streamers are not permitted.
- Candles under the tent or open air should be in a jar or hurricane vase – any breeze will blow your candles out.
- Napkins and paper tend to blow away in a breeze too, so please set them in a way that they won't budge, ie with a knife and fork on them.
- Please provide flowers and candles for inside the hall and especially the dessert station.

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Date of wedding	Provisional number of guests	Booking fee required
		50% venue hire <b>(non-refundable)</b>

## BANKING DETAILS:

### FIRST NATIONAL BANK

**CODE:** 200107

**ACC NR:** 62173845250

**ACC TYPE:** CURRENT

**ACC NAME:** UBIQUA EDIBLE CC

## PARTIES

The wedding party is hereby represented by:

FULL NAME & ID NUMBER OF BRIDE:

FULL NAME & ID NUMBER OF GROOM :

CONTACT NUMBERS :

EMAIL ADDRESSES :

PHYSICAL ADDRESS :

POSTAL ADDRESS :

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## ACCEPTANCE (Please initial every page)

I \_\_\_\_\_ confirm that I have read and agree to the terms and conditions stated herein and bind myself thereto.

Date.....

SIGNATURE.....

## CONFIRMATION

We confirm acceptance of the reservation:

Date .....

SIGNATURE.....

Olive Rock Representative

Once completed, please email this full document and a copy of the deposit confirmation to Simone Stanford [thevenue@oliverock.co.za](mailto:thevenue@oliverock.co.za) to confirm your reservation.



*"In all the world, there is no heart for me like yours. In all the world, there is no love for you like mine."*

*- Maya Angelou*