



DIE BOORD

Function Venue



WHERE **COUNTRY** MEETS ELEGANCE

ALL-INCLUSIVE VENUE PACKAGES 2023/24

dear future bride, groom or hostess

WELCOME TO THE HEART OF THE **WITZENBERG**

Die Boord Venue is a beautiful wedding and event venue located in the heart of the Witzenberg Valley in **Wolseley, Western Cape**. Surrounded by mountains and orchards, our venue offers a serene and intimate setting for your special day. Only a 70-minute drive from Cape Town, it is the perfect location for a destination wedding, special event or celebration.

Our venue features a newly built indoor space consisting of a main hall, lounge area and bar, as well as a stunning outdoor area for ceremonies or pre-drinks. The main hall, with its high ceilings and modern finishes, is fully air-conditioned and can comfortably accommodate up to **150 seated guests with a dance floor**. The spacious lounge area is complete with a cosy fireplace and bar that lead to our beautiful garden through stacking glass doors. It is perfect for smaller celebrations, functions, pre-drinks or even your wedding ceremony. Enquire about our lounge area packages if you are interested in this area alone for intimate functions or celebrations.

We offer in-house catering services with **Marinda & Muriël Catering**, who have combined 40 years of experience within the catering and service industry. They specialise in creating hearty and stylish menus to suit your tastes and preferences. Their attention to detail and high-quality service will ensure that your wedding or special event is a culinary success.

Whether you're planning a small, intimate gathering or a grand, lavish celebration, we have the perfect package for you. Book your venue viewing appointment with Muriël, our venue manager and start planning the celebration of your dreams today!





● *tables and chairs*

Wooden tables and Tiffany ghost chairs are included in the venue fee. Inside use only.

● *air conditioner & fireplace*

The main hall is fully air conditioned and the lounge area are completed with a fireplace, making it perfect for any season.

● *cutlery and glasses*

150 starter and main course cutlery & crockery, as well as 150 glasses, are included to use.

● *bar service & waiter staff*

Full bar service with bar men, a mobile bar and setup of pre-drinks and 3 waiters are included per function.

● *on-site décor items*

You are welcome to use any of our on-site décor items, as listed in the décor section (annexure C)

● *venue cleaning*

Cleaning of the venue, after the function is included. (Excludes flowers and décor)

MEET US BETWEEN THE **WOLSELEY** MOUNTAINS





our in-house caterers

MARINDA & MURIËL CATERING

Marinda & Muriël, a dynamic mother and daughter team, prides themselves in their hearty, mouthwatering dishes with a country twist.

They have numerous options, combinations and variations to choose from to suit every budget, taste and need.

Combined, they have more than 40-years' experience in the catering and wedding industry. We are proud to be the home of this professional team of caterers.

Contact Muriël at **083 667 7892** to discuss your catering needs and budget.

DIE BOORD FUNCTION VENUE RATES

	<i>summer rates</i> <i>(September - May)</i>	<i>winter rates</i> <i>(June - August)</i>
<i>Friday & Saturday</i>	R 28 000	R 24 000
<i>Monday - Thursday</i>	R 23 000	R 20 000
<i>Sunday</i>	R 30 000	R 26 000

Rates are subject to change until the contract is signed, received and deposits are paid. | **Rates include VAT**

Included

Full access to the venue until 24:00/17:00.

3 Waiter Staff

(catering preferences may require additional staff)

Full bar service & barmen

Pre-drink setup, glassware & mobile bar

Back-up generator to ensure continued electricity supply.

Wood **Tables** & Tiffany Ghost **Chairs**
(inside use only)

150 Basic starter and main course
cutlery and crockery

150 **Glassware** – Wine, Champagne and Water

Décor & furniture as per annexure C

Air Conditioner on the day of event

Cleaning of the venue after the function
(excludes flowers and décor)

Excluded

Event coordinator and set up.

Catering

Flowers, tablecloths, napkins, décor and additional furniture, other than those mentioned.

Sound equipment, music and special lighting

Photographer and Videographer

Accommodation

See our detailed suppliers list for recommendations



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OUR VENUE **TERMS AND CONDITIONS**

1. BOOKING THE VENUE & DEPOSIT PAYMENT

If you would like to book Die Boord Function Venue, please sign and complete the Client Booking Form (annexure A) and send it back to us along with the proof of payment for Security Deposit plus Breakage Deposit.

1.1 **Securing your date**

A non-refundable Security Deposit of R10 000 is payable to ensure that The Clients preferred date is booked.

1.1.1 The Security Deposit is payable within 5 (five) days from receipt of invoice, if not received, the date will be made available for other Clients.

1.1.2 When finalizing the statement for the event, the Security Deposit will form part of The Clients final account.

1.2. **Breakage Deposit:**

R4500.00 Breakage Deposit will be added to your final account in case of any breakages, shortages or damages to the property of Die Boord Function Venue.

1.3. **Payments:**

1.3.1 Please use your name and date of event as payment reference.

1.3.2 No cheques will be accepted

1.3.3 Final payment is due 30 days prior to the event – if the balance is not paid by such time, Die Boord Function Venue reserves the right to refuse any further services.

1.3.4 Rates are subjected to change without prior notice.

1.4. **Die Boord Function Venue - Banking Details:**

Venue and Bar:

Account Holder V and H Sales T/A Die Boord

Bank Name ABSA

Branch Number 632005 - Ceres

Account Number 409 864 5983

Catering:

Please contact **Marinda & Muriel Catering** for their banking details.

See point 4.5 below for their contact details.

2. CANCELLATION AND RESCHEDULING POLICY

2.1. Should the Client cancel the event after the Security Deposit has been paid and before Finale Payment, the Security Deposit will be forfeited.

2.2. Should the Client cancel the event after the Final Payment has been made, and within 30 days of the event the Security Deposit + Final Payment will be forfeited.

2.3. When the Client cancels the event, the said date will become available for other clients to book their event.

2.4. Moving or rescheduling to alternative dates, within 30days prior to the event date, will not be allowed and this will be treated as a cancellation.

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- 2.5. Moving or rescheduling to alternative dates will be allowed, depending on venue availability and notice period, prior to event date.
- 2.5.1. Updated Venue Rates will apply when rescheduling the event/function.
- 2.6. **Rescheduling admin fee of R1650.00** will be applicable.

3. BAR SERVICES (INCLUDED IN VENUE FEE):

3.1 Bar Service

The following are included;

- Glassware
- Ice Buckets
- 2 x Barman
- Ice

Additional barman @ R750.00 if required

General Information:

- 3.2 The bar is fully licensed and will meet all your beverage requirements, all beverages (including non-alcoholic) must be purchased from Die Boord Function Venue.
- 3.3 In the event where the client or any other party involved consume their own beverages on the premises, without approval from Die Boord Function Venue, Die Boord Function Venue reserves the right to refuse any further services.
- 3.4 Bar services will be managed by Die Boord Function Venue and will not be outsourced by the client or any other party involved.
- 3.5 Die Boord Function Venue will provide all Welcome drinks, Pre-drinks and bar drinks for the event, under no circumstances will any guests be permitted to bring their own beverages (including non-alcoholic) or food onto the premises (including the parking area).
- 3.6 Wine, MCC including Sparkling Wines supplied by the client will be charged at **R50.00 per 750ml bottle**, and will be payable upfront. The balance (if any) will be refunded to the client along with the Breakage Deposit.
- 3.6.1 Limited to 1 (one) bottle of each red, white and MCC, including sparkling wine, per table after which wine to be purchased from Die Boord Function Venue
- 3.7 All beverage requirements should be communicated in writing, 14 (fourteen) days prior to the event date.
- 3.8 We require the Client to brief us with regards to their requirements for the provisions of a Full Bar/ Partial Bar service, including;
- 3.8.1 Open Bar or Cash Bar and limit
- 3.8.2 When providing an Open Bar service, 50% of the bar tab must be paid up front, the outstanding amount should be settled by the end of the event.
- 3.8.3 Service Fee of 10% will apply with an Open Bar service.
- 3.8.4 The Client to specify which beverages to be included/excluded from Open Bar tab.
- 3.9 Beverage pricelist is available on request.
- 3.10 Payment option to be confirmed with the Venue Manager during final meeting.
- 3.11 The client will be held liable for all outstanding bar tabs, and will be included in final invoice.

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4. GENERAL INFORMATION:

4.1. Viewings:

- 4.1.1 Viewings are by appointment only and can be scheduled by sending an email to the Venue Manager at **venue@dieboord.co.za**
- 4.1.2 Our office hours are:
 - Monday to Fridays 09:00 – 17:00
 - Saturdays 09:00 – 11:00
 - Sundays Closed

4.2. Event Times:

- 4.2.1 Morning/ Day Event:
 - The venue will be available from 08:00 -18:00
- 4.2.2 Evening Events:
 - The venue will be available from 08:00 -24:00
- 4.2.3 The venue will close at 24:00 / 18:00 with last rounds served at 23:30/ 17:30 – should the client wish to extend these times an additional R3000.00 per hour (or part thereof) will be charged.
- 4.2.4 The latest hour available for evening events will be 01:00.
- 4.2.5 Extra staffing cost will apply for extra/additional hours booked, and will be discussed during final meeting.
- 4.2.6 If the client wishes to book an additional hour(s) on the day of the event/function, this needs to be confirmed with the Venue Manager at least 30-minutes prior to closing time and should be settled by the end of the event/function.

4.3. Event Set-up & Breakdown:

- 4.3.1 The décor or florist may start the day prior to the event – the client should confirm these times with the Venue Manager.
- 4.3.2 We would prefer all clients to make use of Die Boord Function Venue's preferred service providers.
- 4.3.3 Please confirm at final meeting all hiring items (tables, glassware, chairs, lights etc.)
- 4.3.4 All set-ups can be cleared/removed on the day of the event. Should the function be on a Saturday, breakdowns can take place on the Sunday between 09:00-12:00 or the following Monday.
- 4.3.6 Air Conditioners may only be utilized by the Clients on the day of the function. If the Client wishes to utilize the **air conditioner the day prior to the event/function** for the flower setup, an additional fee of **R1 650** will be charged to the final invoice.

4.4. Smoking:

The venue is a non-smoking area. Designated smoking areas are outside and ashtrays will be provided. We do have a fireplace, but this doesn't mean that guests can smoke inside the venue. Smoking regulations should be announced to all guest during the event speeches.

4.5. Catering:

- 4.5.1 Die Boord Function Venue has its own in-house catering company, **Marinda & Muriel Catering**, and no other catering companies may be used.
- 4.5.2 All catering requirements to be discussed with the **Marinda & Muriel Catering**. Contact Details: **Muriel Visser 083 667 7892**
- 4.5.3 Waiter staff requirements to be discussed with Marinda & Muriel Catering as this will be outsourced.

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4.6. **Safety and Security:**

- 4.6.1 Die Boord Function Venue and its staff will not take any responsibility for any loss, damages and expenses related to personal injuries, illness, property damage to any item or equipment, or theft resulting from the use of Die Boord Function Venue.
- 4.6.2 By signing this agreement, the client agrees to pay for any/all damages to the interior and/or exterior of the said property, including its finishing's, as a result of the actions taken by the client, their guests or any person contracted by the client for the event.
- 4.6.3 The Client agrees that Die Boord Function Venue's facilities are provided and used at the Client's and their guests own risk. The Client hereby indemnifies and holds Die Boord Function Venue and its sub-contractors harmless in respect of all and any claims, injuries, payments, any damages and/or costs, including legal fees, which may arise from the event.
- 4.6.4 The Client further indemnifies and holds harmless Die Boord Function Venue, its affiliates, shareholders, directors, employees and sub-contractors against any claim arising from and in relation to the provisions of this Agreement.
- 4.6.5 In the event of an Eskom power failure, Die Boord Function Venue will not be held responsible for any damage so caused.
- 4.6.6 In the event of a change in weather or adverse weather conditions, Die Boord Function Venue will not be held responsible for any costs involved with the presentation and/or arrangements of the event, more specifically an outdoor event, affected by same.

4.7. **Breakages (See annexure B):**

- 4.7.1. The Client will be held liable for any breakages, shortages or damages to the property of Die Boord Function Venue during the event.
- 4.7.2. The Client takes responsibility for their guests and service providers and will be held liable for any breakages, shortages or damages incurred.
- 4.7.3. The Breakage Deposit (or balance thereof) will be refunded within 7-10 working days after the event, any breakages, shortages or damages will be confirmed in writing.

4.8. **Take Note:**

The following is a list of rules and regulations to be upheld by The Client, which includes Event Planners, Wedding Coordinators and Vendors who are involved in the planning and execution of the event/function on the premises of Die Boord Function Venue.

4.8.1. **Décor:**

- 4.8.1.1. Table cloths and serviettes – if possible can delivery take place one day prior to event.
- 4.8.1.2. Decorations – All decorations to be removed without causing any damages, and nothing that was used to hold/hang décor must be left behind.
- 4.8.1.3. Candles – When using candles, please provide a base for each candle.
- 4.8.1.4. No Prestik (or any other adhesives) may be used on the walls of the venue.
- 4.8.1.5. No vinyl stickers to be used on the premises of Die Boord Function Venue
- 4.8.1.6. No rose petals may be used on the floor of the venue.
- 4.8.1.7. No nails, drawing pins or screws may be drilled/hammered into the walls and/or wood.
- 4.8.1.8. No electric wiring for lighting may be disconnected by any rental company to connect their lighting.
- 4.8.1.9. The Client will be held liable for any damages/breakages that may occur during the event.

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- 4.8.1.10. Only bio-degradable confetti to be used.
- 4.8.1.11. No swimming in the water features.
- 4.8.1.12. The Ghost Chairs (included in venue fee) has a weight restriction of 110kg.

4.9 **Music/ Sound:**

- 4.9.1. Die Boord Function Venue has the right to control the volume of the music during the event.
- 4.9.2 It's the client's responsibility to ensure that the DJ used, have all the necessary licenses.
- 4.9.3 DJ's may only use "white paper tape" on floors.

5. GENERAL CONDITIONS

- 5.1 The Client agrees that no variation or consensual cancellation of any of the terms and conditions of this Agreement, including the documents annexed hereto, shall be valid and enforceable unless reduced to writing and signed by both parties hereto.
- 5.2 No waiver by the Client of any of its rights in terms hereof, and no release by Die Boord Function Venue of any of the obligations of the Client hereunder, shall be of any force or effect unless reduced to writing and signed by the both parties.
- 5.3 This Agreement constitutes the whole agreement between the parties as to the subject matter hereof and no agreements, representations or warranties between the parties other than those set out herein are binding on the parties.
- 5.4 This agreement shall be governed by and construed and interpreted in accordance with the law of the Republic of South Africa.
- 5.5 The Client hereby acknowledges that the Client has read and hereby agrees to abide by the Terms and Conditions applicable to the hosting of events at the Venue and set out in this Agreement. These terms and conditions shall form part and parcel of this Agreement as if specifically included herein.

Signed by The Client at _____ on the _____ day of _____
 _____ . Together with the witness who have also signed.

The Client's Full Name : _____

Date : _____

Signature : _____

Witness (full name) : _____

Date : _____

Signature : _____

Initial: _____

ANNEXURE A

client booking form

Preferred Event/function Date: _____

Amount of Guests

Adults: _____

Children: _____

THE CLIENTS DETAILS:

Main Contact:

Name & Surname: _____

Date of Birth: _____

ID Number: _____

Email: _____

Mobile Number: _____

Other Contact Number: _____

Residential Address: _____

Secondary Contact:

Name & Surname: _____

Date of Birth: _____

ID Number: _____

Email: _____

Mobile Number: _____

Other Contact Number: _____

Residential Address: _____

Bank Details for Breakage Deposit Refund :

Account Holder _____

Bank Name _____

Branch Number _____

Account Number _____

For acceptance of use for our venue, the Breakage Deposit plus the Security Deposit is required to be paid into the following bank account within five days after receipt of invoice.

Account Holder V and H Sales T/A Die Boord

Bank Name ABSA

Branch Number 632005 - Ceres

Account Number 409 864 5983

ANNEXURE B: BREAKAGES, SHORTAGES & DAMAGES

The following items are included in the venue hire fee and any breakage, shortage or damages to these items will be charged to The Client as follow;

<i>item no.</i>	<i>DESCRIPTION</i>	<i>REPLACEMENT FEE</i> <i>(Per Item)</i>
<i>glassware</i>		
1	Beer Glass	R 25.00
2	Hiball Large (31cl)	R 24.00
3	Hiball M (28cl)	R 23.00
4	Whiskey Glass	R 13.00
5	Flute	R 59.00
6	Wine Glass	R 68.00
7	Bistro-Carafe 940ml	R 98.00
8	Shooter Glass	R 11.00
9	Gin- Stemless	R 79.00
10	Gin- Stemmed	R 144.00
<i>tableware</i>		
11	Table Knife	R 32.00
12	Table Fork	R 25.00
13	Steak Knife	R 32.00
14	Dessert Fork	R 22.00
15	Soup Spoon	R 25.00
16	Ice Bucket, Stainless Steel with no handles (1l)	R 153.00
17	Ice Bucket, Stainless Steel (4l)	R 312.00
<i>crockery</i>		
18	Large Dinner Plate (29 cm)	R 79.00
19	Pasta Plates (28 cm)	R 79.00
20	Large Side Plate (20.25 cm)	R 40.00
21	Dessert Bowl (16 cm)	R44.00
22	Cappuccino Cup (0.30 litre)	R 63.00
23	Cappuccino Cup Saucer (16 cm)	R 45.00

Breakage, shortage or damages to items not mentioned in the above, but available for hire from the Die Boord Function Venue (as per Annexure C) and or included in the venue hiring fee, will be quoted per item at the current replace value. Breakage, shortage or damages to items hired from 3rd party service providers, are not included in this agreement.

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ANNEXURE C

included in the venue fee

- Furniture & wooden benches for outside seating
- Mobile Bar
- DJ Table
- Tall table for wedding cake
- Décor & selection of candelabra and lanterns (excluding candles)
- Selection of glass vases, cake/ dessert displays

ANNEXURE D: **ACCOMMODATION OPTIONS**

NAME OF ACCOMMODATION	WEBSITE
<i>5-km from die boord function venue</i>	
Die Boord Self Catering Cottages	dieboord.co.za
Orchard Stay	orchardstay.co.za
Strathbreede House & Cottage	strathbreedehouse.com
Under the Oaks Cottage	underoakcottage.co.za
The Riverstone House & Cottage	theriverstonehouse.co.za
Hoogwater Cottage	hoogwaterfarmlife.co.za
Big Sky Cottages	bigskycottages.co.za
Witzenberg Mountain Inn	winterberg-inn.co.za
Arum Lily Cottages	arumlilycottage.co.za
<i>10-km+ from die boord function venue</i>	
Fynbos Guestfarm	fynbosguestfarm.co.za
Witzenberg Guest Farm	witzenbergguestfarm.co.za
Fraaigelegen Farm	fraaigelegenfarm.co.za
River Edge Accommodation	riveredgeaccom.co.za
Vredehoek Guest Farm	vredehoekguestfarm.co.za
Mosters Hoek Guest House	mostertshoek.com



our trusted
LOCAL SUPPLIERS LIST

<i>on the day coordination</i>			
FYRA fyra.co.za	Stephnie Engelbrecht 072 849 5369 info@fyra.co.za		Event planning & on the day coordination
Ribbon & Rope Events ribbonandrope.co.za	Gwendoline Mouton 083 243 3802 sjmouton@mb-net.co.za		Event planning & on the day coordination
<i>sound, music & dj</i>			
10-Rand-50	Carlo Auret 060 983 5522 dj10rand50@gmail.com		Sound Management (DJ) & Lighting
Audio Vibe audiovibe.co.za	Eben Groenewald 065 806 1363 eben@audiovibe.co.za		Sound Management (DJ)
Dj Husky Dan	Daniel Ochse 078 410 4478 djhuskydan@gmail.com		Sound Management (DJ)
DJ Wico djwico.com	Wico Smit 082 903 3848 info@djwico.com		Sound Management (DJ)
SJ Shazam	Wilby Steenkamp 084 200 4588 dj.shazam1041@gmail.com		Sound Management (DJ)
DJ Brent djbrent.co.za	Brent Meder 073 834 4742 info@djbrent.co.za		Sound Management (DJ)
<i>photography & videography</i>			
Delight Digital delightdigital.co.za	Leandra Mouton 083 418 3722 leandra@delightdigital.co.za		Photography & Videography
Elate Photography elatephotography.co.za	Elsa Rabie 084 585 1378 info@elatephotography		Photography
Marlize De Lange Photos marlizedelange.co.za	Marlize De Lange 083 720 3318 marlize.delange@gmail.com		Photography
Vyeboom Fotografie	Clarisa van Zyl 082 760 4593 vyeboomfotografie@gmail.com		Photography
Boland Weddings	072 386 9018 info@bolandweddings.co.za		Photography
Chantille-Lace Photography	Chantel 071 607 0567 info@chantillie-lace.co.za		Photography
<i>hair & make-up</i>			
The Groom Room	Reception 076 062 7242 yolandi.malherbe2@gmail.com		Hair and Make-up
Belle Âme	Deline Loubser 073 950 0559 deline.loubser@gmail.com		Hair and Make-up
ANUK anuk.co.za	Reception 023 312 2154		Hair and Make-up
FLAIR	Michaela 066 268 3488 hairsalon.flair@gmail.com		Hair and Make-up

<i>cakes</i>			
Riana Mouton Cakes	Riana Mouton	076 124 6575	Cakes & Cupcakes
Anmar Robberts	Anmar Robberts dekortulbagh@gmail.com	072 511 1425	Cakes & Cupcakes
Tascha's	Natascha Kennedy nataschakenn@gmail.com	082 771 4917	Cakes & Cupcakes
<i>décor & dancefloor hire</i>			
DeKor Function Hire dekortulbagh.co.za	Anmar Robberts dekortulbagh@gmail.com	072 511 1425	Décor hire, Floral styling, Speciality cakes
Best Events bestevents.co.za	Danie info@bestevents.co.za	023 004 0475	Décor hire
My Pretty Vintage myprettyvintage.com	Dinie Joubert weddings@myprettyvintage.com	082 776 0441	Flowers and Décor hire
<i>flowers & florists</i>			
DeKor	Anmar Robberts dekortulbagh@gmail.com	072 511 1425	Florist
Design by Marcel designbymarcel.co.za	Marcel info@designbymarcel.co.za	082 428 6848	Florist
Suzi's	Christina suzicollective@gmail.com	063 889 3445	Florist
<i>invitations & stationary</i>			
Delight Digital delightdigital.co.za	Leandra Mouton	083 418 3722	Invitations, Wedding Websites and any other event & wedding stationary design.
Cape Lazer Company	Annedi Nel	079 510 9550	Lazer cutting
<i>coffee stand</i>			
Grondpad Coffee	Lize Viljoen brew@grondpadcoffee.co.za	076 604 4592	Mobile coffee stand
Kole & Deeg	Lee-Handri Smit info@koleendeeg.co.za	076 604 4592	Mobile coffee stand

