



# DIE BOORD

*Function Venue*



HOME TO **INTIMATE** CELEBRATIONS

LOUNGE PACKAGES 2023/24

*dear future hostess*

## LET'S FIND A REASON TO **CELEBRATE**

Situated in the heart of the Witzenberg, surrounded by mountains and orchards, Die Boord Function Venue is located just **outside Wolseley**.

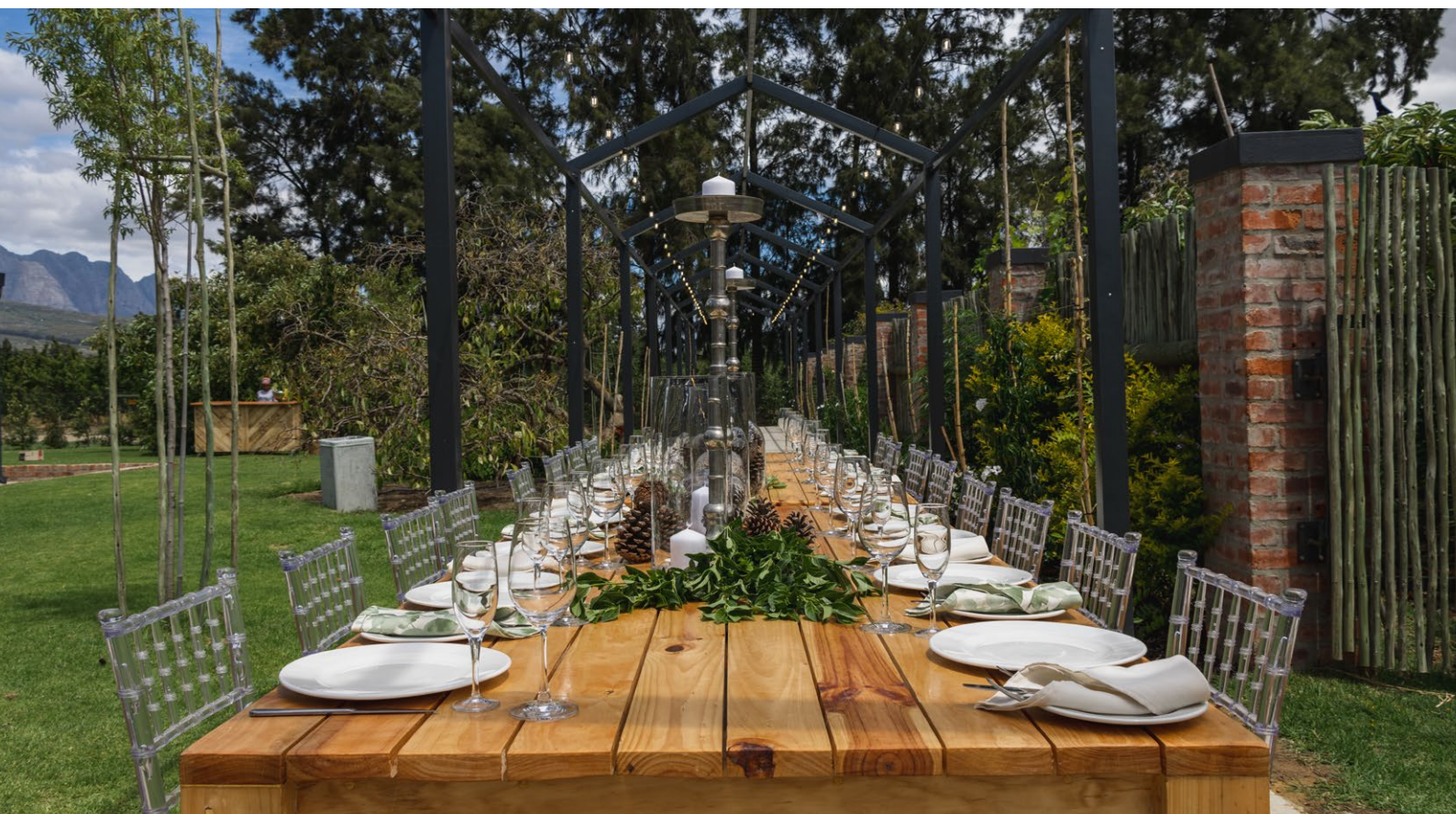
Our spacious lounge area is the perfect location for hosting small functions, events, birthday parties, baby showers, and kitchen teas for **between 20 and 50 people**. The lounge is complete with a cosy fireplace and bar area that walks out to a spacious outdoor garden, providing ample space for guests to mingle and enjoy themselves.

The garden area is not only a serene spot for pre-drinks or fresh air, but also perfect to host a lovely tea party or dinner under the stars. The ideal spot for intimate, yet elegant, gatherings.

Our bar is within the lounge area, fully equipped with a variety of drink options, including a selection of wines, spirits, beers, soft drinks and other refreshments. These facilities are available at additional costs- see page three.

We offer in-house catering services with **Marinda & Muriël Catering**. From finger foods to tapas and a heart spitbraai, they specialise in stylish dishes with a country twist to suit your budget, taste and preferences.

Book your celebration on a **Monday to Thursday** to lock in this ideal setting for your intimate event! Enquire our venue packages for weddings and bigger functions.





**20-50 guests**

for bigger celebrations,  
enquire main hall tariffs

**fireplace**

for cosy conversations,  
in any season

**garden area**

to use to your liking,  
perfect for high teas

**tables and chairs**

Wooden tables and Tiffany  
ghost chairs.

**monday - thursday**

sorry, we reserve our  
weekends for weddings

**bar service**

additional R1 950 to  
use facility

**dancefloor**

lounge area big enough to  
setup a dancefloor

**glassware & cutlery**

basic cutlery, crockery and  
glasses included

**DIE BOORD LOUNGE AREA RATES**

	<i>winter &amp; summer rates</i>
<b>Friday, Saturday &amp; Sunday</b>	Weddings only, please enquire our venue packages
<b>Monday - Thursday</b>	R 5 000

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

# OUR LOUNGE **TERMS AND CONDITIONS**

## 1. BOOKING THE LOUNGE AREA & DEPOSIT PAYMENT

If you would like to book Die Boord Function Venue Lounge Area, 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 R2 500 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 (ADDITIONAL TO VENUE RATES):

#### 3.1 **Bar Service @ R1950.00**

The following are included;

- Glassware
- Ice Buckets
- 2 x Barman
- Ice

#### **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](mailto: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 with set-up on the event date from 08:00 – 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 must be cleared/removed on the day of the event or the next day before 09:00.
- 4.3.5 Inside venue set-up must be completed two hours prior to the event – only décor personnel will be allowed access during this time.

##### 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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- 4.8.1.11. No swimming in the water features.
- 4.8.1.12. The Ghost Chairs (included in venue fee) has a weight restriction of 110kg.

**4.8.2. Music/ Sound:**

- 4.8.2.1. Die Boord Function Venue has the right to control the volume of the music during the event.
- 4.8.2.2. It's the client's responsibility to ensure that the DJ used, have all the necessary licenses.
- 4.8.2.3. 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>
<b><i>glassware</i></b>		
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
<b><i>tableware</i></b>		
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
<b><i>crockery</i></b>		
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.*

Initial: \_\_\_\_\_

*our trusted*  
**LOCAL SUPPLIERS LIST**

<i>accommodation</i>		
<b>Die Boord</b>	Reception   079 517 2718 bookings@dieboord.co.za	Accommodation within walking distance
<i>sound, music &amp; dj</i>		
<b>10-Rand-50</b>	Carlo Auret   060 983 5522 dj10rand50@gmail.com	Sound Management (DJ) & Lighting
<b>Audio Vibe</b> audiovibe.co.za	Eben Groenewald   065 806 1363 eben@audiovibe.co.za	Sound Management (DJ)
<b>DJ Wico</b> djwico.com	Wico Smit   082 903 3848 info@djwico.com	Sound Management (DJ)
<b>Rainbow Sound</b>	Frank Immelman   083 235 2771 frankimmanuel@vox.co.za	Sound Management (DJ)
<i>photography &amp; videography</i>		
<b>Delight Digital</b> delightdigital.co.za	Leandra Mouton   083 418 3722 leandra@delightdigital.co.za	Photography & Videography
<b>Elate Photography</b> elatephotography.co.za	Elsa Rabie   084 585 1378 info@elatephotography	Photography
<i>cakes</i>		
<b>Riana Mouton Cakes</b>	Riana Mouton   076 124 6575	Cakes & Cupcakes
<b>Tascha's</b>	Natascha Kennedy   082 771 4917 nataschakenn@gmail.com	Cakes & Cupcakes
<i>décor &amp; dancefloor hire</i>		
<b>DeKor Function Hire</b> dekortulbagh.co.za	Anmar Robberts   072 5111 425 dekortulbagh@gmail.com	Décor hire, Floral styling, Speciality cakes
<b>Best Events</b> bestevents.co.za	Danie   023 004 0475 info@bestevents.co.za	Décor hire
<b>My Pretty Vintage</b> myprettyvintage.com	Dinie Joubert   082 776 0441 weddings@myprettyvintage.com	Flowers and Décor hire
<i>flowers</i>		
<b>Suzi's</b>	Christina   063 889 3445 suzicollective@gmail.com	Florist
<i>invitations &amp; stationary</i>		
<b>Delight Digital</b> delightdigital.co.za	Leandra Mouton   083 418 3722	Invitations, Wedding Websites and any other event & wedding stationary design.
<b>Cape Lazer Company</b>	Annedi Nel   079 510 9550	Lazer cutting