



## **Oakfield Farm Terms & Conditions**

### **A: PAYMENTS**

**Please note that the deposit is refundable based on the terms and does not form part of the total amount due for your function, the deposit is an addition to the total due for your function**

- 1 Payment of the Outstanding Deposit and completion of the Guest Information Form including the signing of the terms & conditions reserves the date and facilities;
  - a. Bookings are confirmed only at such time that the deposit is reflected in our First National Bank account, not by the receipt of a proof of payment.
  - b. The above deposit of R 5000.00 is only refundable under the following conditions;
    - i. 100% of the deposit is refunded in full within 7 days since the date the provisional reservation has been made.
    - ii. 80% of the deposit is refunded for an additional 14 days since the date the provisional reservation has been made.
    - iii. No refund of the deposit 21 days since the date the provisional reservation has been made.
- 2 Credit card payments are accepted for the payment. We do not accept cash payments. We are unable to process *American Express and Diners Club* cards.
- 3 Overdue Payments - Please refer to the payment schedule on the cost breakdown sheet. Should payments not reflect on our bank statements within 24 hours of the due date;
  - a. The function will revert to a Provisional Booking for 7 days, after which time the function will be moved to an off-peak period at Oakfield Farms discretion and the original date will be released for rebooking.
  - b. 5% penalty on the outstanding amount will be added to the account.
  - c. The Final Appointment will be postponed until full payments are reflected in our bank account.
- 4 Oakfield Farm reserves the right to use the beverage budget to settle any outstanding amount prior to the function date, in which case beverages must be paid for at the function prior to being served.
- 5 No services will be provided until all outstanding payments have been paid in full 14 days prior to the date of the function.
- 6 Outstanding accounts will be handed over to our legal representatives for collection and the client will be held liable for all collection costs incurred.

### **B: CANCELLATIONS AND POSTPONEMENTS:**

1. Cancellations and Postponements must be notified in writing before the date will be released for rebooking.
2. In the event of cancellation, refunds are subject to the terms and conditions below;
  - a. The R 5000.00 deposit for the booking reservation date is not refunded after 21 days of the provisional booking date.
  - b. All damages and/or loss of income will be recovered from payments received and, subject to managements approval, the balance will be refunded at such time that a new booking is made for the date and venue.
  - c. No refunds will be considered if the cancelled date and venue is not rebooked. Referrals by clients will be considered.
3. In the event of a postponement;
  - a. The R 5000.00 deposit for the booking reservation date is not refunded and must be paid again to secure a new booking date.
  - b. Payments made will only be transferred to the new function date if;
    - i. The cancelled date is rebooked by a third party, all monies paid, less the deposit, will be transferred to the new date selected on the conditions that a deposit has been paid for the new date.
    - ii. Discounted or short-term discounts applied will be forfeited as the new date will be subject a

---

T: +27 (0)11 933 3464 | F: +27 (0)86 523 9674 | [www.oakfield.co.za](http://www.oakfield.co.za)

Postal Address: 453 Martha Smit | Garsfontein | 0081 | PTA

Physical Address: Cnr Beyers Naude Drive & Oakfield Farm Road | Honeydew Ext. | JHB

Oakfield Wedding Venue (Pty) Ltd. | Reg.: 2017/155210/07 | VAT No.: 4900281231

Directors: AC Visser

new quote.

4. The new date once booked cannot be postponed a second time.
5. The original quote is no longer valid for the new date and must be re-quoted.
6. We reserve the right to release any booking without prior notice and without compensation if the terms & conditions are not met.

Signature: \_\_\_\_\_

#### C: CATERING:

1. No changes to the menu or prices can be made within 14 days prior to the function or after the final appointment, whichever comes first.
2. No facilities are available for storage of any items including, but not limited to cakes, flowers or confectioneries without prior arrangements.
3. No menu will be confirmed until all payments have been received in full 14 days prior to the function.
4. Should you wish to bring in a traditional dish there will be a surcharge applicable. Should the dish replace and item on your selected menu the surcharge will be the cost of the replaced dish. Guest must be informed that any dish brought in is not catered for by Oakfield Farm.
5. Specialists contracted by the client and their assistants must be added to the seating list and are charged in full. No exception will be allowed.
6. No refunds are given for guests whom fail to arrive or for guests who cancel after 14 days prior to the function or after the final appointment, when the final numbers have been confirmed by Oakfield Farm, should additional guests arrive at the function without prior notification the full menu cost will be debited to your account if there has not been a cancellation of another guest and that Oakfield Farm can cater for them.
7. Should you have confirmed on an outsourced catering quote, apart from the additional terms that needs to be signed with the caterer, it is also noted that the venue staff, waiters and any other staff working at your function must be catered for. Alternatively, an additional R 100.00 per person can be allocated to the catering budget to cater for the staff.
8. Plated menus are recommended for functions of less than 80 guest. Plated menus are not available for functions of more than 120 guests, except with prior authorization by Chef.
9. The Department of Environmental Health does not advise food to be taken away having been left out in uncontrolled temperatures for an extended period. The treat off food poisoning is too great. Food having been kept out for an extended period cannot be reheated. The Department of Environmental Health is happy to be contacted. You can do so by calling Ms. Ricka van Heerden (011) 761 0217

#### D: OUTSOURCED CATERING:

1. Only trade registered caterers with valid up-to-date health certificates and liability cover will be allowed to cater at Oakfield Farm.
2. Chapels are not included for outsourced catering and can be added as an additional cost. Please note that the Conservatory can only be confirmed for outsourced catering functions on the conditions that Willow Hill Vineyard Church has allowed this.
3. A meeting with the caterer is required to establish the requirements from Oakfield Farm which will not include nor be limited to equipment, storage & refrigeration.
4. Caterers Equipment:
  - a. Oakfield Farm does not supply any catering equipment whatsoever.
  - b. Caterers are required to bring in their own gas stoves for cooking & fridges for refrigeration.
  - c. Venues have limited power and as such alternative means need to be made use of for power requirements, like generators or gas provided by the client or caterer.
  - d. All venues have limited preparation areas.
  - e. All standard cutlery & crockery will be provided by Oakfield Farm for the guest tables. This does not include serving bowls, chaffing dishes, serving utensils, platters etc.
5. Waiters:
  - a. All waitering staff will be organized by Oakfield Farm, based on the needs after the function to reset for the following functions as was the case for the current function.
  - b. One waiter per table will be provided, but more waiters can be provided above standard waitering requirements, at the client's request.
  - c. A staff meal must be provided by the client and for all staff on duty as per government agreed labour legislation. This responsibility will remain that of the caterer and should catering not be provided an additional charge of R 100.00 per staff member will be charged to the client to ensure all staff receive a meal.
6. Final Appointment - 2 weeks prior to your function date on either - a Tuesday or Wednesday between 8h30 and 15h30 only.
7. The caterer should attend the final appointment meeting to discuss the last details & confirm the menu with us to schedule food serving times.
8. There will be no open flames allowed in or around any chapel or venue, if not that of the standard equipment included in the venue, like the candelabras & fireplaces.

9. Corkage is allowed on Wines & Sparkling wines not on our beverage price list. **Corkage on Spirits** is only allowed for Kosher weddings and limited to items not on our beverage price list. Should items that are on our beverages price list be requested to be brought in as corkage, the selling price of these items will be charged as corkage.
10. Liability;  
Oakfield Farm cannot and will not be held liable for any claims relating to problems with the food for any reason whatsoever. The client understands and agrees that Oakfield Farm's liability cover will no longer cover any claims relating to the quality of the food.

**E: OUTSOURCED WAITERING:**

1. Waitering is outsourced by Oakfield Farm and the client is liable for the payment of the waiters, failing which the outstanding payments will be billed to the client's account and credited to the waitrons.
2. A pre-paid gratuity of 5% of the menu is inclusive in the payment and tipping is therefore not expected. Should this service not be acceptable to you this will be refunded the gratuities on request. Gratuity on Outsourced catering is 10% of the surcharge price.
3. Waiters are paid per hour at the rate quoted and are billed from one hour before the official ceremony/arrival time of guests, until one hour after the departure of the last guest. After midnight waiters are billed double their wage as per labour law requirements.
4. Plated menus and tables exceeding 12 guests require one waiter per table.

**F: BEVERAGES:**

1. Prices are subject to change without prior notice. However, prices are adjusted annually in April, subject to adjustments of government liquor levies and taxes.
2. Should the function account not be paid in full, Oakfield Farm reserves the right to offset the shortfall against monies paid for beverages.
3. Beverages will only be supplied once paid for in full 14 days prior to the function or at the date of the final appointment. Oakfield Farm is a licensed venue and no beverages including wine & champagne may be brought onto the property except on the corkage allowance. Unauthorised beverages will be confiscated and a fine of R1000.00 will be charged to the clients account by Oakfield Farm.
4. All beverages and special orders must be confirmed and ordered 14 days prior to the function date.
5. Corkage will be charged on items as per the beverages price list and will not include items already available on the beverage list. Corkage on spirits will be allowed for Kosher functions **ONLY**, at the corkage rate as indicated on the beverages price list. Corkage is allowed on Wines & Sparkling wines not on our beverage price list. **Corkage on Spirits** is only allowed for Kosher weddings and limited to items not on our beverage price list. Should items that are on our beverages price list be requested to be brought in as corkage, the selling price of these items will be charged as corkage.
6. The 1<sup>st</sup> round is included in your per person cost and is limited to local beers, the house selection of wines per glass, soft drinks and water.
7. The toast is included in your per person cost and is limited to our JC le Roux range both alcoholic and non-alcoholic varieties. Should you want to serve another sparkling wine you are welcome to do so at an additional full cost of the selected sparkling wine. **There are no credits for inclusive items not used.**

**G: BAR SERVICE ADDITIONAL TERMS:**

**Guests Bars (Usually referred to as a "Cash Bar". Please note our CASH FREE policy)**

1. Oakfield Farm is a cash free venue. Debit and Credit cards are accepted.
2. The first round of drinks as the guests enter the venue is compulsory and included in your per person cost.
3. 1 x Coffee / Tea is included with dessert. Additional Coffee & Tea will be charged on the evening as served.
4. Clients' accounts are managed by table or couple. Our senior waiters usually assist in calculating individual accounts for each table.
5. Should guests depart without settling their bills, these bills will be added to the hosts account.
6. All beverages are subject to availability and is charged at current prices at the time of your function.
7. Choosing this option, the hosts have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm.

**Pre-Paid Limits**

1. The first round of drinks as the guests enter the venue is compulsory and included in your per person cost.
2. The beverage budget builder calculates a budget for each item required. Should this budget be exceeded for any reason your Maitre'd will bring this to your attention.
3. The serving of individual drinks is managed as individual rounds confirmed each time by the Maitre'd. This allows us to keep tabs of the limit through the function.
4. Once the pre-paid limit has been reached, no further beverages will be served unless the bar limit is extended by prior payment, done so by credit/debit card.

5. Alternatively, drinks will be sold for your guests account, provided this has been pre-arranged after the pre-paid limited has been spent.
6. 1 x Coffee / Tea is included with dessert. Additional Coffee & Tea will be charged on the evening as served and charged to the pre-paid limit.
7. The closing of the bar must be discussed at the final appointment, failing which the bar will only be closed once the last guests have left the venue.
8. All beverages are subject to availability and is charged at current prices at the time of your function.
9. You have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm.

#### **Full open bar**

1. No limitations on a full open bar, meaning all charges is for the hosts account.
2. The first round of drinks as the guests enter the venue is compulsory and included in your per person cost.
3. Guest get to order to their hearts desire and one main bill will be charge to the hosts account.
4. Choosing this option, the hosts have the option of placing special orders for drinks that are not on our bar list which will be pre-paid and sourced by Oakfield Farm.

#### **Corkage**

1. Wine & Sparkling Wine corkage will be billed at price indicated on the beverage price list per 750ml of wine and must be pre-paid before delivery. Corkage on unopened bottles will be credited back subject to the bottles being collected.
2. Corkage for spirits is permissible only to Kosher functions.
3. No beverages of any sort (including table favours) may be brought onto the premises without a corkage charge. Unauthorised beverages will be confiscated and a fine of R1000.00 will be charged to the clients account by Oakfield Farm.

#### **Special Orders**

1. Please note that wines and other beverages required, but not reflected in our wine list must be confirmed and paid for a minimum of 14 days before the function. Only full cases can be ordered.
2. Special orders are costed based on our current mark-up per selection of beverages, meaning soft drinks are not costed at the same mark-up as wines.
3. Beverages not consumed will **NOT** be credited, unless prior arrangements have been made and we have been assured from our supplier they will be taking the unopened special orders back. Please organise for the collection of these beverages from your Maitre'd immediately after the function.

#### **Juice Orders**

1. All fruit juices are ordered in as freshly squeezed and therefore only ordered if required. No credits are available for juices not consumed and can be taken with you at the end of the function.

**\*\*\*ALL BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE\*\*\***

#### **H: SETUP, BREAKDOWN AND OVERTIME:**

1. The venue (both ceremony & reception) is booked from **08h00** on the day of the function and is available to décor and hire specialists from **08h00**. Should they require an earlier time they must have a letter of permission, signed by management and presented at the gate. Without this letter entry will not be permitted due to security protocols until **08h00**.
2. Please note that the Conservatory has a church service each Sunday conducted by Willow Hill Vineyard Christian Fellowship, from 8h30 till **11h30**, after which it will be available for décor setup.
3. **All ceremonies held in this Conservatory chapel is subject to the church's constitution.**
4. If the venue is required earlier or the day before, please liaise with your coordinator to confirm availability. The venue must be vacated by 16h00, failing of which the set overtime rate will be charged.
5. Overtime commences after 7 hours, from the official start time of the ceremony for a wedding or guest arrival time for a function. We will be ready to receive guests one hour before this time. Thereafter overtime is charged per hour until the departure of the last guest at a set overtime rate. Waitering is charge separately and is calculated at double the rate after midnight, 00h00.
6. There is no official closing time for the function, provided that the recommended sound levels are adhered to. Should these levels be exceeded, we are contractually bound to stop the music at midnight. Should this be ignored, the deposit of R 5000.00 will be forfeited.
7. Unless otherwise authorised, the venue must be cleared of all hired equipment and décor immediately after the function, if a function is booked the following day. Oakfield Farm accepts no responsibility for any hired equipment unless a full list of items with the descriptions and quantities is given to the function coordinator or Maitre'd. If left in the venue, it will be done so at the risk of the hosts and their décor suppliers. Oakfield Farm will not take responsibility for items left behind regardless of arrangements.
8. No wedding may commence before **14h00**.

9. The onus of notifying specialists of the time that the venue is available and access onto the property, rests on the hosts. Failure to do so may result in the venue not being available to your specialists. Exceptions to this period are subject to availability and will be confirmed by your sales coordinator on request.
10. Please note that should you provide your own candles, you will be liable for the cost of professional cleaning thereof, or if necessary, replacement costs of items damaged by hot wax or burns, including but not limited to chapel and venue draping.
11. Should clients or specialists move furniture or equipment or require that all chairs and tables be removed it must be communicated to your sales coordinator prior to set up of the venue, which will always be done the night before if there was another function preceding yours or the Sunday before at the end of the last function. Should we not receive notification there will be a delay in getting items moved as staff would need to be arranged for this above the usual operational staff.
12. Oakfield Farm reserves the right to make changes to the floor plan if needs be for the comfort and safety of hosts and their guests.
13. Please note that your service providers must be added to your head count. No exception will be allowed.
14. Should your décor specialist be providing their own table linen, these items must be with Oakfield Farm for the purpose of set up prior to your function. Please liaise with your function or sales coordinator to ensure items are here in time for your function set up.

#### I: GUESTHOUSE TERMS AND CONDITIONS

1. Accommodation is reserved on a bed & breakfast rate only. No self-catering facilities are available.
2. Early check in and late check out fees will apply and only confirmed by management. No check ins will be accommodated prior to 12h00 on the day of the booking, subject to availability.
3. Bookings are only confirmed once full payment has reflected in Oakfield Farms account and the hosts has received a booking confirmation from Oakfield Farm.
4. We regret that all bookings cancelled within 14 days of the scheduled time of arrival will result in forfeiting the full amount paid.
5. Guests are welcome to check in to their accommodation between 14h00 to 16h00 on the day of arrival. Late arrivals can be accommodated by prior arrangement. In such instances the keys will be available from security at the entry gate.
6. Oakfield Farm does not accept any liability for loss of, or damage to any valuables or property belonging to guests or their visitors.
7. Oakfield Farm is a strictly non-smoking establishment and smoking is not allowed in any accommodation or internal venue areas. A sanitation fee of R 1000.00 will be levied if this term is broken and deducted off the deposit.
8. It is the sole responsibility of all guests to plan for adequate insurance coverage on all valuable items prior to arrival at Oakfield Farm. This includes, but is not limited to, photographic equipment, laptops or other electronic devices, jewellery, cash and vehicles.
9. Whilst every care has been taken by Oakfield Farm to ensure the safety of guests and their possessions while using the facilities and accommodation on the property, Oakfield Farm does not accept any liability of any loss or damage to persons or property.
10. Should Oakfield Farm suffer any loss or damage because of an act or omission by a guest or visitor of a guest, the parties whom booked the accommodation will remain liable for full reimbursement of such loss or damage incurred and will be billed accordingly.
11. Oakfield Farm always reserves the full right of admission and accepts no liability for any loss or damage that may result from the legal and reasonable exercising of such rights.
12. Should Oakfield Farm at any time need to exercise this right, no reimbursements or refunds will be made in this regard.

#### J: GENERAL:

1. Service providers whom are blacklisted at Oakfield Farm will not be permitted to work on the premises. The onus rests on the client to ensure that the service provider is approved by Oakfield Farm prior to payment of any deposits.
2. Until the Homestead booking is confirmed the availability of the Yellowwood Chapel for the Summerhouse cannot be confirmed.
3. The carriage is available on a first come, first serve basis for 15 minutes prior to your ceremony. As animals are unpredictable this term is strict and must be adhered to for the safety of guest and staff alike.
4. No open flames will be allowed, apart from venue standard candelabras, fireplaces and oil candles in any chapel or venue, excluding the Yellowwood Chapel.
5. No sparklers will be allowed inside the chapels or venues.
6. As per the CAA no drones, balloons, flying lanterns or any other aerial displays will be allowed to be used without permission from Lanseria, in writing and confirmed telephonically prior to the use/release of these items on the day of the function.

7. Under no circumstances will fireworks be allowed at Oakfield Farm.
8. All animals brought onto the property for use as part of a ceremony/function must be fully vet checked, removed straight after the ceremony/function and kept on leash or in cages. Animals are not allowed to stay overnight on the property.
9. The floor plan must be received no later than 14 days prior to the function and must indicate the number of guests seated at each table.
10. No ceremonies will be allowed to **start before 14h00**.
11. **Final Appointment - 2 weeks prior to your function date on either a Tuesday or Wednesday between 8h30 and 15h30 only.**
12. Changes to the venues, chapels and accommodation will be made from time to time based on the owners' discretion. These changes will always be communicated and will be improvements or upgrades to the overall property.

#### **K: COMMISSIONS:**

Commissions of 10% are paid only, to registered business whose main business is the placement and or coordination of events or functions for a third party recognised by Oakfield Farm and if accompanied by a signed copy of the "Agents Contract". No commissions will be payable should a client have forfeited on their payment schedule.

#### **L: LIABILITIES:**

1. Should the client be dissatisfied with any item that does not meet their satisfaction after the function, a 10% refund on the item or part thereof will be credited as full and final settlement.
2. Neither Oakfield Farm nor its employees will be held liable for any loss or injury to persons or property due to negligence or any other cause whatsoever. Please note that animals are unpredictable, and Oakfield Farm accepts no liability whatsoever for any injury to persons or damage to property. This includes the availability of the horse and carriage.
3. The carriage is used at the client's own risk.
4. Functions at Oakfield Farm are private, and the client is liable for any damage or loss to property caused by any guest, invited or otherwise associated with the client. In this case the cost of replacement and or repair will be charged to the clients account.
5. The client is fully liable for the actions of all service providers and their employees employed by the client should they in any way damage or remove property.
6. Should the client, the clients' guests and/or service providers employed by the client in any way interrupt or disturb any other function, Oakfield Farm reserves the right to withhold the deposit paid subject to such monies being used exclusively for the compensation of clients whose function has been compromised for such disturbance.
7. Oakfield Farm shall not be held liable for the interruption of services such as electricity, water and sanitary services at the venue or occurrence that may affect the provision of such services. We have made every provision to have a working generator, however this is no guarantee that services will not be interrupted.
8. Should Oakfield Farm not be able to hold the function on our premises, all payments received will be credited as full and final settlement. We reserve the right however, to accommodate the client in alternative facilities on the property. Oakfield Farm reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond our control that prevents us from performing its obligations. Oakfield Farm is not liable for additional costs incurred by the client.
9. Changes to the venues, chapels and accommodation will be made from time to time based on the owners' discretion. These changes will always be communicated and will be improvements or upgrades to the overall property.

#### **M: PHOTOGRAPHY:**

1. Couples & Guest are reminded to remain in their designated areas to avoid clashes with other weddings & functions that may be hosted elsewhere on the property.
2. It remains the responsibility of the hosts/guests to avoid areas not designated to them. Should any interruption occur to another wedding/function the deposit will be forfeited and reimbursed to the effected wedding/function.
3. The use of Drones (RPAS) are prohibited as per SACAA regulations Part 101.01.2(1) and (2), unless the Operator (Pilot) is in possession of all the legally required documents, has obtained operating permissions from the relevant air traffic control unit (in this case Lanseria ATC) as well as written permission from the owner of the property.
4. Should the selected photographer not have been to Oakfield Farm before, it is highly recommended that they visit the property, by appointment, to accustom themselves with the location and areas where they are permitted to photograph as well as the procedure of Oakfield Farm.

## VENUE & OVERTIME

The 7 hours are counted from the time your ceremony/function starts, but is billed as 9 hours as the waiters arrive 1 hour prior and leave 1 hour after. **Your function, from the ceremony/arrival, is only 7 hours, unless overtime has been added as part of your account.**

- Overtime will be charged after the 7 hours for the venue and waiters. An indication of overtime rates can be found on your costing sheet.
- I recommend allocating overtime before the function; whatever overtime not used will be refunded to you when we reconcile your account after your wedding.
- Overtime can be paid on the evening. This must be done prior to going into overtime with a credit card or debit card.
- Please take note that waiters are charged at double their rate after midnight, however the venue remains at a set rate charged per hour.
- All waiters will remain till the end of the function to assist with set up, clearing and closing, unless other arrangements have been made.
- All additional charges like overtime, waitering overtime and breakages will be charge on the beverage slip on the night.

## MENU - Inclusive in your per person cost

- Clients may design their own menu from the Seasonal Menu Selector or select one of the Chefs Choice Menu options presented, not less than 30 days prior to the wedding. The Chefs choice menus cannot be changed but does cover a wide selection to cater for all tastes. Menus are seasonal and will change with each season after the Taste of Oakfield. You will receive a current selector at the time of your booking, but this will be updated with the seasonal selector applicable to your functions date.
  - If you choose your own designer buffet menu, buffet menus must comprise of a minimum of 4 courses consisting of a Starter, an Entrée, Main Course with a selection of 3 dishes and the Chefs Coffee bar selection. Seasonal Vegetables & Starches have been added to the menu cost at R 40.00. The Chefs Coffee bar has also been added at a cost of R 75.00 and provides you the opportunity to select your own choice of 5 desserts.
  - If you choose your own designer plated menu, plated menus require a min of 5 courses consisting of Canapes, a Starter, an Entrée, Main Course of **1 choice** and Chefs Coffee bar. Plated menus are limited to 120 guests or less, except if authorized by Chef. Combinations of main course dishes can be discussed with Chef.
  - The cost of the menu once confirmed is fixed unless the menu is upgraded failing which the new prices will apply.
  - Quarterly, but not less than 8 weeks prior to your function, Oakfield Farm hosts a tasting evening (Taste of Oakfield) where a selection of the popular Seasonal dishes is presented, not the menu you are selecting. The entire menu is not served; however, selected dishes are served in the same fashion as would be at a wedding/function. The menu would be served endeavouring to cater for all taste & preferences, however Chef is happy to personalize your menu. A meeting can be arranged after the Taste of Oakfield.
  - A menu selector for the seasonal menu is provided after each tasting for the clients to design their own menus from or alternatively select one of the chef choice menus for your season.
  - Special dietaries are available. Please let me know your needs. We are Halaal friendly and certificates from our suppliers to this extent can be provided.
  - Clients may not bring in their own food items unless approved by management. A surcharge will be applicable to traditional dishes brought in.
  - Outsourced catering functions must cater for the staff as part of their catering or alternatively allocate R 100.00 per staff member to their catering budget to ensure all staff are catered for.
- The 10% money back guarantee applies to individual dishes only.

**Department of Environmental Health does not advise food to be taken after the function having been left out in uncontrolled temperatures for an extended period. The threat of food poisoning is too big. Food having been kept out for an extended period cannot be reheated. Department of Environmental Health is happy to be contacted. Ms. Ricka van Heerden (011) 761 0217**

### **BEVERAGES - 1<sup>st</sup> Round & toast is included in your per person cost.**

- The 1st round is included in your per person cost and is limited to local beers, the house selection of wines per glass, soft drinks and water.
- The toast is included in your per person cost and is limited to our JC le Roux range both alcoholic and non-alcoholic varieties. Should you want to serve another sparkling wine you are welcome to do so at an additional full cost of the selected sparkling wine. **There is no credit for inclusive items not used.**
- Corkage is allowed on Wines & Sparkling wines not on our beverage price list. **Corkage on Spirits** is only allowed for Kosher weddings and limited to items not on our beverage price list. Should items that are on our beverages price list be requested to be brought in as corkage, the selling price of these items will be charged as corkage.
- For beverages on the day, it is always a good idea to provide cocktails or a mini bar/wheelbarrow that can be served with snacks in the garden after the ceremony; this however will be for your account over and above the inclusive 1<sup>st</sup> round & toast.
- The final beverage budget is based on your final number of guests, number of tables, and your beverage selection. If you would like to extend the bar limit, payment is due on the evening prior to the limit increase - only debit or credit card will be accepted. *Please note that Oakfield Farm is a cash-free venue and cash will not be accepted should you choose not to have a pre-paid bar facility. We understand that this can be inconvenient for your guests however we feel strongly that the safety of our guests and venue is paramount.*

**\*\*\*ALL BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE\*\*\***

### **DRESSING ROOM & ACCOMMODATION**

- The Bride's dressing room is inclusive and available from 08h00 on the wedding day. The dressing room includes a snack platter for 4 people. Should there be more than 4 people, please let us know and we can add additional platters at the applicable charge. Satin gowns are available for use in the dressing rooms and additional gowns can be provided on request. Earlier use of the dressing room can be arranged with your function coordinator.
- The Honeymoon Suite is inclusive and where the groom will be dressing, the suite includes a snack platter for 4 people, however, more can be made available on request at the applicable charge. The suite is available from 13h00 and check out is at 10h00 the next day. Early check-in for the suite is limited to 12h00 on the day of the wedding and subject to an additional charge.
- If you booked the Guest House, it is available from 14h00 for check-in. Breakfast is served at 09h00 in the Dining Room and check-out is at 10h00. Should you require earlier breakfast or packed breakfast please let us know and we can make the arrangements. Please note that we only have one Guest House and should another wedding book, the accommodation may be reserved by the other client, so it is advisable to book this early if required. Note that the full charge will be applicable should the guest house be cancelled in the 14 days prior to the function date.
- You are welcome to join your guests for breakfast and guests staying over in the area can also join for breakfast and will be charged at an additional fee and is limit of 20 guests including your Oakfield Farm guests.
- The Guest House can accommodate 8 guests inclusive of breakfast at a set rate and 4 children/young adults charged per person in the loft, also inclusive of breakfast the following morning.

### **WAITERING**

- Should your numbers decrease or increase it will be changed according. Please note that the waitrons charges are subject to change / increase without prior notice.
- Waiters rate are charged double after midnight as per labour legislation.

### **GRATUITIES**

- There is no tipping expected - 5% of the menu cost is calculated as gratuities on an Oakfield Farm catered menu, and 10% on outsourced catered menus. Should you not be satisfied with the service received, you can discuss this with management and this amount will be refunded to you.



## **THE BUDGET FOR YOUR WEDDING AT OAKFIELD FARM**

Our most important function in the months ahead is to hear your ideas, give advice and inspire you to have the wedding of your dreams, unique to you as a couple. (We record only the essentials. These include all items which have fixed prices once confirmed.

Managing your budget is an important part of the planning. Your costing sheet will change according to your confirmed guest list, the addition of optional extras at Oakfield Farm, seasonal menu price increases and the additional costs such as beverages, AV equipment etc. At Oakfield Farm we not only like to forewarn our clients that the quote is likely to increase, but also want to be completely transparent with each cost, as such a detailed breakdown of cost for the per person rate is available.

### **FIRST APPOINTMENT:**

Please confirm a date and time to discuss your wedding and suppliers briefly “as a first appointment”. We are available Tuesdays to Fridays from 10H00 - 14H00 for this meeting. At the appointment, we assist you in selecting all your suppliers within your budget and discuss any questions or queries you may have and the way forward. Due to functions and venue tour appointments over weekends we only allow first appointments after 14H00 on weekends.

### **MARRIAGE WORKSHOP:**

If you are interested in attending these workshops, please RSVP with Andrew Christie on [andrew@willowhillvcf.co.za](mailto:andrew@willowhillvcf.co.za) a week before the workshop dates that you would like to attend. Pastor Andrew also conducts a church service each Sunday in the Conservatory from 8H30 till 11H30, which you are more than welcome to attend.

### **CHAPELS:**

- All venues are pair with their individual chapels and your venue hire is inclusive of the use of the paired chapel. Should you wish to have your ceremony in the Yellowwood chapel or in the garden there is an additional fee, as the paired chapel will remain reserved in case of unfavourable weather.
- The location for a Garden Ceremony is subject to management approval.
- The Yellowwood Chapel is subject to availability, as determined by the Homestead booking and starting time. The reservation is void if times are changed. Confirmation of the Yellowwood Chapel is by management **ONLY**

### **DÉCOR CONSULTATION:**

Kindly contact Magnifique Floral Art directly on [info@magnifiquefloralart.co.za](mailto:info@magnifiquefloralart.co.za) to arrange for an appointment.

### **WEDDING RING & TRAVEL VOUCHER**

Kindly contact Belinda Steynberg on 082 335 0721 or Sheetal Grobler on 082 074 7837 directly or on [info@weddingringworkshop.co.za](mailto:info@weddingringworkshop.co.za) to arrange for an appointment.

Also, contact Carla Van Eck on 074 799 0001 or [Carla.vaneck@flightcentre.co.za](mailto:Carla.vaneck@flightcentre.co.za) and get a travel voucher to the value of R 1000.00\*.

## **IN THE MEANTIME**

The months ahead will be very exciting, but also very stressful, as a seasoned venue Oakfield Farm knows this too well and we are here every step of the way. There are so many wonderful options and we encourage you to explore all of them so that your wedding will be unique. There is a great deal of brain storming involved and we are eager to be a part of the process. As we expect things to change quite a lot, we record only the essentials as required. All of this comes together the month before the function when details such as your final menu and your expected number of guests are confirmed so that we can finalise the payment due 30 days prior to the function.

We will give you guidance in confirming the myriad of details which all need to come together in your Final Appointment at which point your function is handed over to your Maitre'd, Function Coordinator and the Banqueting Team. Over the months we will have established a close relationship and we understand that this can be a moment of anxiety for you. You can rest assured however, as the Banqueting team have many, many years of experience and will look after you and your wedding in a way that we believe is unique to Oakfield Farm.

Our bridal Expo hosted twice a year is also a great opportunity to get ideas and chat to 100's of suppliers. We cover everything from wedding dresses to gift ideas, legal work and honeymoon destinations, not to mention all the décor, entertainment and photographers exhibiting as well. Having been established as Gauteng best loved Bridal Expo, if you don't get it here, you will probably find someone that can get it for you!

We look forward to working with you and making your wedding a dream come true.

Happy Planning!