

# Blue Whale Resort



EGMOND COETZEE (Pty) Ltd 94/02342/07

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P.O. Box 163

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## CONFERENCE PACKAGE 2011

Hiring Fee for the Conference Hall = R3000 per day

Minimum/Maximum Delegates for Conference = 20 – 80

Deposit to Secure Date of Function = R3000

Venue Hire includes the following:

Screen  
Data Projector  
Overhead Projector  
P.A. System (conference use only)  
Note book and pen for each Delegate  
Flipchart/Whiteboard with pens and paper  
Full bar available as an 'open bar' or 'cash bar'  
Filter water & mints

Extra:

R105 per person per day (menu choice 1)  
R140 per person per day (menu choice 2)  
R130 per person per day (menu choice 3)  
R165 per person per day (menu choice 4)

Optional Evening Menu: See menus at end of package for options and prices.

Waiters available from 17:00 until cut-off time at 24:00 – R200 each (amount to be decided by management)

Bar Personnel available from 17:00 until cut-off time at 24:00 – R220 each (amount to be decided by management)

Silver Candle Holders (five candles) – R60 each

Silver Plastic Under Plates – R5 each

P.A. System – R500 evening only (own music via laptop & person responsible to be provided if you have specific music taste)

Please plan your evening around meal times: Starters from 18:30 till 19:30. Main Meal from 20:00 till 21:30. Desert from 21:30 till 10:30. You are welcome to make an announcement of mealtimes. Meals are of a high standard and not to be left standing after beginning of serving times.

P.A. System – R500 (own music via laptop and person responsible to be provided if you have specific music taste)

## BILLING INSTRUCTIONS

A deposit of R3 000.00 is required in order to secure your chosen function date.

- The full outstanding amount – deposit and menu as per estimation of guests and menu chosen is required thirty (30) days prior to the function date, unless otherwise instructed by Blue Whale Resort.
- Specialized dietary requirements such as Vegetarian, Halaal or Kosher catering for the entire function, a surcharge of R50 per person will apply.
- Day of function: All extra expenses, bar tab etc. payable.
- An additional fee (to our own discretion and up to R2000) will be charged if guests bring their own alcoholic beverages into the Venue or drink from their cars. Please make an announcement to support the Bar.
- Any damage to Blue Whale Resort property (including linen) will be automatically added to your final account.
- Should we find any damages within 48 hours of the function/wedding (damage to outside of hall, linen, chalets etc.) you will be held responsible and the amount will be payable immediately.

## TERMS AND CONDITIONS

A total cancellation or a substantial reduction in numbers, after confirmation, may result in a cancellation fee being levied (to our own discretion).

- In the case of venue-hire only, once the deposit of R3000 has been paid, this deposit becomes non refundable.
- Reimbursements for cancellations can only take place once the venue is booked for that date for a similar function to the discretion for Blue Whale Resort Management.

- 50% Cancellation fee for the menu price and estimated guests will be charged on cancellation received 3 months prior to the function date (30 – 90 days).
- 100% Cancellation fee for the menu price and estimated guests will be charged on cancellation received less than 1 month prior to function date (1 – 29 days).

#### RISK/LOSS/DAMAGE

- Blue Whale Resort will not allow candles to be placed directly on linen and reserve the right to remove candles. Extra care should be taken that candleholders is wide enough to prevent wax damage to linen.
- No paper confetti allowed on the premises.
- Blue Whale Resort will not be held responsible for any interruptions caused by water, electricity, sanitary services etc outside of our control.
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Blue Whale Resort will not accept any responsibility for any loss or damage of any kind. We recommend that you remove all items from the property as soon as possible after the conference/function/wedding.
- All items, décor, etc should be removed the next day from 09:00 – 11:00 unless otherwise specified.
- Blue Whale Resort will not be held responsible for any injuries to guests.
- Blue Whale Resort will have the right at all times to end any conference/function/wedding at any time due to vandalism and or misbehaviour. We also reserve the right to tell individuals to leave the premises.
- Please make an announcement at the beginning of the function that extra care should be taken to avoid fires and that cigarettes should be smoked at designated areas outside the hall where ashtrays and sand buckets will be provided to be used at all times. Due to the HIGH RISK OF FIRES in this FYNBOS AREA, extra precaution should be taken at all times.
- Smoking is prohibited in HALL and BATHROOMS.
- No 'Outside Caterers' allowed on the premises or in the kitchen.
- No Guests and florists allowed in the kitchen (includes before, during and after the function).
- Blue Whale Resort reserves the right to know who are going to do the flowers and extra decorations beforehand.
- Blue Whale Resort staff will not be held responsible for any work to be done outside the hall, cleaning of any hired items, moving of hired items inside hall, or moving/setup of any hired items outside the hall, unless arrangements with the management of Blue Whale Resort has been made.
- NO HARD TACK TO BE BROUGHT INTO HALL. If Hard Tack is brought into Hall by guests, you will have to make an announcement immediately to state the rules and regulations of Blue Whale Resort.
- NO DRINKING OF ALCOHOL/SOCIALIZING/SMOKING AT VECHILES, PARKING AREA OR OUTSIDE THE HALL, EXCEPT FOR AREAS DESIGNATED TO GUESTS.
- No Doggie Bags.

#### BANKING DETAILS:

BANK:	ABSA
BRANCH:	GEORGE
BRANCH CODE:	63 2005
ACCOUNT NUMBER:	0100 978 0986

PLEASE FAX PROOF OF PAYMENT TO BLUE WHALE RESORT: +27 44 878 1301 ONCE PAYMENT HAS BEEN MADE. PLEASE REMEMBER TO WRITE YOUR NAME CLEARLY ON THE DEPOSIT SLIP SO THAT WE CAN CREDIT YOUR ACCOUNT ACCORDINGLY.

PLEASE NOTE: YOUR BOOKING WILL ONLY BE SECURED WHEN PROOF OF PAYMENT FOR THE DEPOSIT OF R3000 IS RECEIVED. BEFORE PAYMENT OF THE DEPOSIT, BLUE WHALE RESORT MAY TAKE OTHER BOOKINGS.

#### FUNCTION REQUIREMENTS

- Estimated amount of guests to be confirmed upon acceptance of this contract and last final amount of guests 1 month prior to the function unless other arrangements has been made with Management.
- Estimated Menu to be confirmed upon acceptance of this contract and re confirmed 1 month prior to function.
- Two weeks (14 days) prior to the function/wedding we will require your choice of dishes from the menu (certain menus only). Should we not receive your menu choices we have the right to make choices according to our discretion.
- No changes on the menus will be made.
- Two weeks (14 days) before the conference/function/wedding we will require the FINAL NUMBER OF GUESTS to be used to set up the Hall, as well as amount of tables to be used and guests around tables as well as bridal table.
- Two weeks (14 days) before the function/wedding we will require the arrival time of your wedding party/guests, your detailed program for the evening, as well as the time you would like the buffet/menu to be served. This is very important – if times and programs are not given TWO WEEKS (14 DAYS) prior to function, Blue Whale Resort will have the right to decide on the time of guests entering the hall and times of the Buffet Menu being served as well as at what time the bar will open as arrangements must be made with Blue Whale Resort staff.
- Set up time for conferences the date before is from 09:00 – 17:00. The Hall will close at 17:00 and set up will resume from 09:00 the following morning.
- Should the above meet with your approval and as confirmation of the above, please sign below and kindly return this contract to Blue Whale Resort together with proof of payment of the deposit.
- Should we not receive a signed copy of this contract accompanied by the proof of payment for the deposit, Blue Whale Resort reserves the right to release any/all arrangements as stipulated in this letter.

## BAR FACILITIES

Blue Whale Resort provides a fully licensed and stocked bar with bar personnel until cut off time at 24:00. Your choice of a 'cash bar' or 'open bar' is available for the duration of the function. Should you wish to bring your own Sparkling Wine, Champagne and/or Wines for the tables, a corkage fee of R20.00 per 750 ml bottle will be charged per opened bottle. Corkage fee also applies to non alcoholic beverages brought in. The full amount for your corkage must be paid when you deliver your wine for your function. You will be reimbursed for all unopened bottles when you collect your wine after the function.

COMPANY NAME: \_\_\_\_\_

NAME OF ORGANISER: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_

FUNCTION TYPE: \_\_\_\_\_

CONTACT DETAILS (e-mail Organiser): \_\_\_\_\_

CONTACT DETAILS (e-mail Company ): \_\_\_\_\_

TELEPHONE No's (Organiser): \_\_\_\_\_

TELEPHONE No's (Company): \_\_\_\_\_

ESTIMATED AMOUNT OF GUESTS: \_\_\_\_\_

MENU CHOICE: \_\_\_\_\_

SIGNATURE (Person Responsible) \_\_\_\_\_

### CONFERENCE MENU CHOICES:

#### R105 per person per day (menu choice 1)

Arrival: Coffee & Tea & Scones upon arrival – R20  
Mid Morning: Coffee, Tea & Muffins – R20  
Lunch: Variety of Sandwich Platters or Soup & Bread – R45  
Afternoon: Coffee & Tea with Biscuits – R20

#### R140 per person per day (menu choice 2)

Arrival: Coffee & Tea & Scones upon arrival – R20  
Mid Morning: Coffee, Tea & Muffins – R20  
Lunch: Variety of Platters including Sandwich Platters, Sausage & Cold Meat Platters, Pastry Platters, Salad Platters & Sweet Platters – R80  
Afternoon: Coffee & Tea with Biscuits – R20

#### R130 per person per day (menu choice 3)

Breakfast: Full English Breakfast – R45  
Mid Morning: Coffee, Tea & Muffins – R20  
Lunch: Variety of Sandwich Platters or Soup & Bread – R45  
Afternoon: Coffee & Tea with Biscuits – R20

#### R165 per person per day (menu choice 4)

Breakfast: Full English Breakfast – R45  
Mid Morning: Coffee, Tea & Muffins – R20  
Lunch: Variety of Platters including Sandwich Platters, Sausage & Cold Meat Platters, Pastry Platters, Salad Platters & Sweet Platters – R80  
Afternoon: Coffee & Tea with Biscuits – R20

#### **Normal Conference Meal/Break Times:**

Breakfast: 07:30  
1<sup>st</sup> Coffee/Tea Break: 10:30  
Lunch: 13:00  
2<sup>nd</sup> Coffee/Tea Break: 15:00

**EVENING MEALS:**

**SPITBRAAI MENU @ R165 p/p**

Selection of Home Made Bread  
Served with Butter & Jam

Lamb on Spit

Pumpkin Pie (Butternut)  
& Jacket Potatoes

Greek Salad  
Pasta Salad

Traditional Koeksisters&Melktertjies  
Mocca Java Filter Coffee and Tea

**BRAAI MENU @ R155 p/p**

Selection of Home Made Bread  
Served with Butter & Jam

Tjop  
Boerewors  
Chicken Kebab

Pumpkin Pie (Butternut)  
Potato Bake

Greek Salad

Traditional Koeksisters  
Mocca Java Filter Coffee and Tea

**TRADITIONAL "POTJIEKOS" MENU @ R145 p/p**

Beef Potjiekos

Served with Rice &Roosterkoeke  
Greek Salad

Traditional Milk Tart  
Mocca Java Filter Coffee & Tea

**R135 SET MENU**

Selection of Home Made Bread  
Served with Butter & Jam

Beef Wiener Schnitzel  
(With mushroom & cheese sauce)  
Served with Baked Potatoes and Country Vegetables  
Greek Salad

Baked Cheese Cake  
Mocca Java Filter Coffee and Tea

**R125 SET MENU**

Selection of Home Made Bread  
Served with Butter & Jam

Roasted Chicken Pieces  
Served with Baked Potatoes, Savoury Rice &  
Country Vegetables  
Greek Salad

Chocolate Mousse  
Mocca Java Filter Coffee and Tea

**Blue Whale Resort**  
★★★

**PLATTER MENU @ R90 p/p**

Variety of Meat Platters to Include:

Sausage & Cold Meat Platters

Chicken Wings & Peppadew Platters

Cocktail Platters:

Variety of Fresh Breads with Pate's & Chilli Bites  
Chicken & Cheese Puffs

Cheese Platters served with sweet Chilli Sauce  
And Savoury biscuits

Vegetable Platters:

Variety of Fresh Seasonal Vegetables

Koeksisters  
Mocca Java Coffee & Tea

**CONFERENCE MENU ½ DAY @ R145 p/p**

Tea, coffee & Muffins upon arrival

Assorted Bread Rolls

Traditional Bobotie & Rice  
Country Vegetables  
Fresh Garden Salad

Koeksisters  
Mocca Java Coffee & Tea

**Blue Whale Resort**  
★★★

**We recommend you make use of the following services:**

FLOWERS 4 U (Flowers, Hiring, Setup): 044 873 5315  
Fanie Jordaan (Flowers): 082 085 4751 & +27 44 802 4007  
Elite Hire (Hiring Service): +27 44 874 3078

Candles Lyko – Riversdale (Candles): 073 195 9177 & 028 713 3861  
Candle Elegance (Candles): 082 570 2009 & +27 44 874 3707

Johel van der Westhuizen (Photographer): 083 456 6098  
Melanie Maré (Photographer): 082 928 0179

Bettie Dickson (Cakes): 072 288 4603  
Ria Brandt (Cakes): 044 873 4061

Alan Nelson (D.J.): 082 801 3304  
Charles (D.J.): 083 490 6788  
Ursula (D.J.): 083 718 6978 ibu\_music@yahoo.com