

Blue Whale Resort



EGMOND COETZEE (Pty) Ltd 94/02342/07

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CELL: +27 83 461 4794 (After Hours)

E-MAIL: info@bluewhale.co.za GEORGE

WEBSITE: www.bluewhale.co.za 6530

P.O. Box 163

YEAR END FUNCTION 2011

SPITBRAAI MENU @ R165 PER GUEST (minimum 40, and maximum 120 guests)

VENUE HIRE: R3000

Venue Hire Includes The Following:

Round Tables, White Tablecloths, White Linen Serviettes, Chairs (normal), all Cutlery and Glassware – Included
Full Bar Service available as an 'Open Bar' or 'Cash Bar' – Included
Bar Personnel until cut-off time at 24:00 – Included
Waiters available until cut-off time at 24:00 – Included
Premises available for photographs – Included
Complimentary Chalet the Evening of the function (4 guests maximum) – Included

Extra:

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 (own music via laptop and person responsible to be provided if you have specific music taste)

PLEASE NOTE

- Should number of guests be less than 40, you will still pay the full amount for the menu chosen X 40 guests.
- Own DJ (music), flowers, wedding cake, decorations and candles to be arranged. Please make sure that candles cannot damage table cloths.
- No outside caterers, food, snacks, etc. allowed on premises.
- Children under 12 pay ½ price. Children & babies under 4 are free of charge. No kiddie meals provided by us. Please take into account what ages of children and babies will be at date of function so we could charge you accordingly.
- 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.
- We regret no 'Doggie Bags'. Left over food are the property of Blue Whale Resort.
- The Bar will close at 24:00

PLEASE NOTE THAT ALL PRICES AND MENUS ARE CURRENT AND SUBJECT TO CHANGE

COMPLIMENTARY CHALET

The complimentary chalet will be available from 16:00 pm on the day of the function.
Kindly note that checkout time for the complimentary chalet the following day is at 10:00pm.
Blue Whale Resort Management will decide upon what chalet is available to be given away.

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.

DEPOSIT & BILLING INSTUCTIONS

A deposit of R3000.00 is required in order to secure your chosen function date. This deposit includes the following:

Round Tables and Normal Chairs + Chair Covers, White Tablecloths and Linen Serviettes, full Bar Service available as an 'Open bar' or 'Cash Bar', Bar Personnel available until cut-off time (24:00), Waiters available until cut-off time (24:00), Premises available for Photographs, Complimentary Chalet the evening of the function - Included. Should we have to help you with special folding of serviettes or napkins, or the use of raffia or ribbons on the chair covers or napkins etc. an extra fee of R5 will be charged per seat and automatically be added to your final account?

- 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 R7000 has been paid, this deposit becomes non refundable.
- Reimbursements for cancellations can only take place once the venue is booked for the same date and for a similar function with the same estimated amount of guests and to the discretion of 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 R5000 IS RECEIVED. BEFORE PAYMENT, BLUE WHALE 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.

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) _____

We recommend you make use of the following services:

FLOWERS 4 U (Flowers, Hiring, Setup): 044 873 5315
FanieJordaan (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

Johnel 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

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

**Blue Whale Resort
