

# BOOKING FORM

THE BEST THINGS IN LIFE ARE THE PEOPLE YOU LOVE, THE PLACES YOU GO, AND THE MEMORIES YOU MAKE.

Name: .....

Telephone number: .....

E-mail address: .....

Alternative phone number: .....

Date of function: .....

Time of function: .....

Number of guests: .....

Dishing up time: .....:.....

Adults: ..... Children 0-4: ..... Children 5-9: .....

## SELECT YOUR VENUE

### MOMENTS

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Seats 50 guests with small dance floor/chapel

### MEMORIES

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Seats 100 guests with dance floor

## REFRESHMENTS

### ALCOHOLIC WELCOME DRINKS R40 PP

Stubborn Mule - Berry gin & tonic

Randy Rooster - Schnapps cocktail

Flying Pig - Beer shandy

Champagne on tables @R130/bottle

Own drinks @R50 corkage fee

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### NON-ALCOHOLIC WELCOME DRINKS R30 PP

Little Lamb – Berry mocktail

Playful Piglet - Cotton candy infused juice

Darling Duck - Non-alcoholic beer shandy

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## GRAZING TABLE R65 PP

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Includes a variety of breads and rolls served with a selection of paté's, herbs, cherry tomatoes, cheeses, spreads, fruits and sweet treats

# CATERING

## OUMA SE KOS

### TEMPTING R250 PP

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- 1 Entrée
- 2 Meat options
- Rice & potatoes
- 2 Vegetables
- 1 Salad
- 1 Dessert

### ENTICING R270 PP

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- 1 Entrée
- 3 Meat options
- Rice & potatoes
- 2 Vegetables
- 1 Salad
- 1 Dessert

### HEAVENLY R290 PP

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- 1 Entrée
- 3 Meat options
- Rice & potatoes
- 3 Vegetables
- 2 Salads
- 1 Dessert

### ENTRÉE'S

- Pasta salad served in glass jar
- Chicken Livers with French bread
- Chicken mayo filled pancake
- Mini quiche
- Seasonal fruit salad with granadilla pulp

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### SALAD OPTIONS

- Greek salad
- Potato salad
- Noodle salad
- Broccoli and bacon salad

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### MEAT OPTIONS

- Chicken pie
- Roast lamb
- Roast beef
- Pork roast
- Roasted chicken pieces

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### VEGETABLE OPTIONS

- Green beans
- Creamed spinach
- Sweet carrots with orange grind
- Pampoenkoekies with cinnamon syrup
- Sweet potato

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### GLORIOUS FOOD STATIONS

- Build your own burger R150 pp
- Beef/chicken bunny chow R130 pp
- Decadent donuts R45 pp

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### DESSERT OPTIONS

- Malva pudding & custard
- Apple tart with cream
- Peppermint crisp tart
- Ice cream with DP sauce
- Donuts

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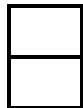
### CAPTIVATING CASSEROLES R150 PP

- Chicken pie, rice & salad
- Bobotie, yellow rice & salad
- Beef curry & rice
- Lasagne & salad
- Chicken curry & rice

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# DECOR

Runners  
Centerpieces for tables



Please specify any other decor requirements:

Please supply us with sketch below to indicate your seating plan, main table, gift, table, cake table, etc.

PATIO			BAR
			PATIO
			FOOD AREA

# ACCOMMODATION

PROTEA ROOM @ R850 PER NIGHT

(Queen size bed with lounge and ensuite bathroom)



FRIDA @ R550 PER NIGHT

(Double bed with shower)



MONA LISA @ R550 PER NIGHT

(Double bed with shower)



MIRANDA @ R550 PER NIGHT

(Double bed with shower)



There are many guest houses in close proximity, less than a kilometer from Droomplaas. Please enquire for more information.

PHOTO GARDEN WITH PROPS & FURNITURE

R1500



## TERMS AND CONDITIONS

- Droomplaas does not take any responsibility for any outsourced rentals delivered before the wedding or when left at the venue after the function.
- All décor must be removed the evening of the function. Alternatively, it can be collected on the first working day after the function.
- Any perishables, such as the wedding cake, must be removed the evening of the function.
- An annual price increase is effective from September each year. As soon as a booking is confirmed within 7 days and the deposit paid, the quoted price will be applicable.
- The venue fee is payable in advance as deposit and/or together with a completed booking form, will reserve the date for your wedding/ function. Quoted prices are only applicable for 7 days. All payments are non-refundable.
- Should children attend the wedding/function, the following prices are applicable per child: 0-4 years R50, 5-9 years 50% and children older than 10 pay full price. This is not applicable on special offers.
- Catering prices include the set-up, waiters and clean-up fee.
- No takeaways of any food served at the venue will be allowed.
- Droomplaas Venue may only be viewed on appointment.
- Three appointments with the venue manager is included in our packages to discuss arrangements and requirements.
- A refundable breakage fee of R2 500 is payable with the settlement of the final invoice 7 days prior to the function. The balance will be refunded within 10 days after the wedding/function.
- Should damage greater than this amount occur, the balance must be settled within three days after being invoiced. The person responsible for the account will also be held responsible for any damages or losses.
- The final totals of guests, seating plans, selected catering choices, as well as any special requirements must be put in writing at least 10 days prior to the function. A final invoice will then be supplied for settlement.
- The total invoice must be paid seven days prior to the function. Failure to comply will result in the booking being cancelled.
- Cash deposit charges will be added to the invoices should cash be deposited into our account.
- All electrical equipment used and not supplied by Droomplaas must be inspected and approved prior to the function. Droomplaas does not accept any responsibility for electrical failures due to outdated equipment.
- No music is allowed to continue after 24:00.
- The duration of use for the venue is eight hours. Extended stay fee will be added at R3500 per hour and must be settled within 3 days after the function/wedding or will be deducted from the breakage deposit.



- Set-up may be done on the day prior to the function from 11:00 to 16:30. If other wedding/functions are booked for the said day, setup must be done on the morning of the wedding/function.
- Access to the venue on the day of the function/wedding from 08:00.
- No flower arrangements may be done on the premises.
- No installation equipment such as tape, electrical extensions, scissors, cable ties etc, will be supplied.
- There may be simultaneous events booked at Droomplaas at the various venues.
- NO tables, features or furniture may be moved by any party other than Droomplaas Employees. No décor may be applied on the walls without permission, nor may fixed features be removed without permission.
- In the case of load shedding or any other power failure, a generator is available at R350 per hour. Cost will be calculated and invoiced and must be settled within 3 days after the wedding/function.
- An additional R3 500 is added to the venue cost should the booked date fall on a Sunday or a public holiday.
- All outside contractors must accept full responsibility for the clean-up and storage of any and all property or belongings immediately after the wedding/function.
- Failure to settle any outstanding payments after the wedding/function, will result in legal action. The signatory will be held responsible for all legal fees arising from this matter.
- No décor is allowed to be fixed to walls using prestik, nails or by any other means. No tape or other adhesives may be used on the floors. Any damage occurred will be deducted from the breakage fee.
- Only organic confetti is allowed. A clean up fee of R1000 will be charged should this not be adhered to.
- Bar facilities available after the wedding ceremony or onset of the function.
- Set-up done by Droomplaas staff includes setting off tables, placing runners and in-house decor on tables. Additional set-up and flower arrangements needed will be quoted upon and added to the final invoice prior to the function.
- All additional décor, thank-you-gifts etc must be delivered to the venue on the day prior to the wedding / function before 13:00.
- A corkage fee is applicable should you choose to supply your own refreshments. Glasses must be supplied with own refreshments.
- Accommodation book-in times on days prior to wedding / function between 12:00 and 16:00 hours. Book-in times on day of function from 8:30.
- The reception hall will close at 24:00.
- We reserve the right of admission and reserve the right to ask anyone who is making trouble to leave the premises.
- Last rounds at the bar is 23:30.
- If candles are used, candle holders must be placed under candles to avoid wax damage to the linen and tables.
- Droomplaas reserves the right to show the venue to potential customers during set-up.
- Service providers must be catered and paid for.
- We take no responsibility for any items left behind and should it not be collected within 10 days after the function it will be discarded.
- Cancellations must be put in writing. Should a booking date be postponed, it must be done at least at least six weeks prior otherwise the deposit will be forfeited. Deposits are non-refundable.
- Any objections must be put in writing and mailed to [gina@droomplaas.co.za](mailto:gina@droomplaas.co.za)



# POPIA CLAUSE

In accordance with the **Protection of Personal Information Act, 4 of 2013 ("POPIA")**, the Client acknowledges and agrees that Droomplaas may collect, process, and store the personal information of the Client and their guests for purposes directly related to the booking and hosting of the event, including but not limited to:

- Administration, communication, and confirmation of bookings;
- Financial and accounting purposes (e.g., invoices, contracts, payments);
- Compliance with applicable legal and regulatory requirements; and
- Coordination with approved service providers involved in the event.

Droomplaas undertakes to:

- handle and store all personal information in a secure and responsible manner;
- only share information with third parties where strictly necessary for the execution of the event; and
- not use such information for any unrelated purpose without prior consent.

The Client retains the right to request access to their personal information, to correct any inaccuracies, and to withdraw consent to certain activities, subject to legal contractual requirements.

# PHOTOGRAPHY & SOCIAL MEDIA CLAUSE

The Client acknowledges and agrees that Droomplaas may take photographs and/or video recordings during the event, which may include images of the couple, their guests, décor, and the venue setup.

The Client hereby grants Droomplaas the right to use such photographs and/or video content for **marketing, promotional, social media and website purposes**, without compensation.

Droomplaas agrees to exercise discretion and respect in the use of such content. Any objections to the sharing of specific images must be submitted in writing to Droomplaas prior to the event.

The Client further acknowledges that guests, third-party photographers, and service providers may take photographs during the event, and that Droomplaas cannot be held liable for the use or distribution of such images by third parties.



## DISCLAIMER OF LIABILITY

All persons entering these premises, or using any amenities or facilities on these premises, do so entirely at their own risk and subject to the following conditions:

These premises are private property and the owner, manager and/or operator of these premises reserves the right to refuse admission or entry to any person.

These premises may be monitored by CCTV surveillance.

The owner, manager and/or operator of these premises, its directors, officers, employees, agents and representatives do not accept any liability whatsoever for any injury or death of any person or the loss or destruction of or damage to any property, whether arising from fire, theft or any other cause whatsoever and be whomsoever caused or arising from the negligence or gross negligence or wrongful acts or omissions of the owner, manager and/or operator of the premises or its directors, officers, employees, agents and representatives.

## IMPORTANT NOTICE

Please note that while every effort is made to use fresh ingredients in the preparation of foods and beverages served on these premises, foods and beverages, including dairy products, ice cream, frozen desserts, proprietary sauces, juices, preserves, jams and preserved meats, may contain permitted artificial colourants, flavourants and preservatives. In addition, certain foodstuffs have been packaged and prepared on premises where nuts may be present.

NAME & SIGNATURE

DATE \_\_\_\_\_

## NOTES

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