



COLLISHEEN

ESTATE



DRIVE-IN WEDDING PACKAGE

2020

Over the last 19 years, Collisheen Estate has earned, through top class service and a high level of professionalism, an outstanding reputation as a wedding and functions venue. Please find attached our package together with pricing. Our venue facilities are very flexible so please feel free to ask us should you have any special requests. We look forward to assisting you in hosting the PERFECT FUNCTION.

COLLISHEEN ESTATE MANAGEMENT TEAM

032-815 1107/08/09 : Phone
087-354 9060 : VOIP
086-295 1118 : Fax

E-Mail THE BOMA: info@collisheen.co.za (Amanda)
E-Mail ORCHID HOUSE: admin@collisheen.co.za (Gizelle)
Website: www.collisheen.co.za

COLLISHEEN ESTATE – DRIVE-IN WEDDING PACKAGE

(2020 – All prices include VAT at 15%)

WHAT'S INCLUDED.....

| | |
|--|--|
| A PRIVATE VENUE | We ensure that there will be no other function at your venue on the day of your wedding |
| VENUE HIRE | The Venue Hire is for the use of Sunset Oval |
| VENUE CO-ORDINATORS | Very experienced venue coordinators to help you coordinate your special day & liaise between you & the venue operations team & coordinate any services offered on site |
| CATERING | Our Executive head chef & team will prepare delicious canape's for you and we will serve it directly to your guests' car's |
| REFRESHMENTS | A bottle of Alcohol-Free Bubbly or Juice per Car |
| FUNCTION MANAGER | On duty for the entire duration of your Drive in Wedding |
| GAZEBO | For your ceremony |
| BRIDAL SALON | This is offered to the bride to use to bath, change, do makeup and hair (staff are not included) |
| BEAUTIFUL LANDSCAPED GARDENS & SURROUNDING AREAS | These are exclusively for you & can be used for photographs |
| GENERATOR | For those times when Eskom are not on their game |
| SETTING UP, CLEARING AND CLEANING OF SUNSET OVAL | We will set up our standard set up as per the package, clear & clean for you |
| PARKING SIGNS | To show your guests where to park |
| WAITRON SERVICE | To deliver your food and beverages to your car |
| BATHROOM ATTENDANTS | The bathroom attendants make sure that the facilities are always clean and tidy for your guests |
| PARKING ATTENDANTS | Our staff will make sure that your guests know where to park |

WHAT'S NOT INCLUDED..... BUT CAN BE ARRANGED OR RECOMMENDED

| | | |
|--------------------|---------------------|------------------------|
| FLOWERS | PHOTOGRAPHER | WEDDING ATIRE |
| VIDEO | MUSIC / DJ | AUDIO VISUAL EQUIPMENT |
| DECOR | WEDDING CAKE | ACCOMMODATION |
| PRIEST OR MINISTER | ORGANIST / MUSICIAN | STATIONARY & PRINTING |

IMPORTANT POINTS TO NOTE.....

1. OUR PRICES INCLUDE VAT at 15%
2. OUR PRICES INCLUDE VENUE HIRE FOR 4 HOURS FROM THE START OF THE CEREMONY
3. A DEPOSIT OF R5 000 IS REQUIRED TO SECURE A DATE
4. THE SUNSET OVAL ACCOMMODATES A MAXIMUM OF 24 CARS
5. WE DO NOT ALLOW OUTSIDE CATERING

THE SMALL PRINT AND FAQs.....

- WE CAN HOLD A PROVISIONAL BOOKING FOR 1 WEEK
- FULL PAYMENT FOR YOUR WEDDING IS DUE 2 WEEKS BEFORE YOUR WEDDING
- THE PRICES DO NOT INCLUDE SETTING UP YOUR DÉCOR
- THE FULL DEPOSIT IS DEDUCTED FROM YOUR FINAL INVOICE

NO, WE DO NOT CHARGE A FORCED GRATUITY

SO HOW MUCH DOES IT COST.....

VENUE HIRE

R10 000

CATERING

R180 per person

(Please see the menu selection below)

CANAPÉS TO BE SERVED IN A PICNIC BASKET

SAVOURY SELECTION.....Choose **FIVE** of the following

| | |
|---|--|
| SPICY CHICKEN CONES | With avocado |
| HALLOUMI DIPPERS | With homemade sweet chili (V) |
| PRAWN & SHRIMP COCKTAIL | Served in a lettuce cup |
| ITALIAN PICNIC BAGELS | Tomato, basil, mozzarella and salami on a bagel |
| TWISTED SAUSAGE ROLLS | Spicy and delicious |
| HOMEMADE TWISTED CHEESE STICKS | Full of cheddar |
| CRISPY PANINI | With Black Forest Ham, Swiss cheese & pickles |
| CUCUMBER CANAPÉS | With whipped feta, sundried tomato and basil (V) |
| SMOKED SALMON AND MINI QUICHE | In a Phyllo pastry cup |
| COCONUT CRUSTED CHICKEN | With a red Thai curry flavour |
| HOMEMADE QUICHE | Loaded with bacon and cheese |
| COURGETTE AND ARTICHOKE TART | With peppadews and feta (V) |
| GRILLED CHICKEN CAESAR SALAD SKEWERS | With parmesan, crispy bacon and garlic croutons |
| CRUMBED MOZZARELLA STICKS | With sweet chilli and Coriander infused (V) |
| FRESH HOME-MADE COCKTAIL ROLLS | With tender roast lamb and mint sauce dressing |
| SWEETCORN AND CHEESE CHILLI BITES | With fresh chilli and coriander (v) |
| BEEF HAMBURGER SLIDERS | With a tomato relish |
| BUTTER CHICKEN | Served in mini Naan breads |
| STUFFED FOCACCIA | With pulled pork and a smokey BBQ sauce |
| HOME MADE FISH, CHICKEN OR VEGETABLE RISOLLES | With Rouille and lemon |
| MINI LAMB MEAT BALLS | With mint, garlic & a fresh tomato sauce served on a Stick |
| SOUTHERN FRIED CHICKEN PIECES | Crispy and delicious |
| CRISPY QUESADILLAS | With homemade guacamole |
| PICNIC DIP JARS | With carrots, cucumbers and crispy bread sticks |
| CHICKEN SCOTCH EGGS | With thyme and a boiled egg |

SOMETHING SWEET..... Choose **TWO** of the following

| | |
|---------------------------------|--|
| PROFITEROLES | With fresh cream and chocolate sauce |
| STRAWBERRY CHEESECAKE POTS | With fresh strawberries |
| DYLAN'S BROWNIE BITES | With fresh cream and chocolate ganache |
| CHOCOLATE HONEYCOMB MOUSSE POTS | With honeycomb pieces |
| MINI ROCKY ROAD CRUNCH BARS | With golden syrup |

COLLISHEEN ESTATE

TERMS AND CONDITIONS OF BOOKING (2020)

1. RESERVATIONS WILL ONLY BE CONFIRMED UPON RECEIPT OF A DEPOSIT OF **R5 000 FOR THE SUNSET OVAL, R10 000-00 FOR THE BOMA OR R9 000-00 FOR ORCHID HOUSE**, WHICH IS REQUIRED WITHIN ONE (1) WEEK OF MAKING THE PROVISIONAL BOOKING. ONCE A CONFIRMATION DATE EXPIRES, THE PROVISIONAL BOOKING WILL AUTOMATICALLY BE RELEASED.
2. CANCELLATION / POSTPONEMENT POLICY
 - 2.1 100% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 12 MONTHS OR LONGER BEFORE THE BOOKED DATE
 - 2.2 80% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 10 TO 12 MONTHS BEFORE THE BOOKED DATE
 - 2.3 60% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 8 TO 10 MONTHS BEFORE THE BOOKED DATE
 - 2.4 40% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 6 TO 8 MONTHS BEFORE THE BOOKED DATE
 - 2.5 20% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 4 TO 6 MONTHS BEFORE THE BOOKED DATE
 - 2.6 10% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE 2 TO 4 MONTHS BEFORE THE BOOKED DATE
 - 2.7 0% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL/POSTPONE LES THAN 2 MONTHS BEFORE THE BOOKED DATE
3. DEPOSITS ARE TO SECURE A SPECIFIC DATE. IF THE WEDDING DATE IS CHANGED OR POSPONED WITHIN THE SIX (6) MONTHS AS IN POINT 2 ABOVE, ANOTHER DEPOSIT WILL BE REQUIRED TO SECURE THE NEW DATE.
4. ALL ACCOUNTS INCLUDING YOUR BAR LIMIT AND ANY OTHER PRE-ARRANGED EXPENSES ARE TO BE SETTLED IN FOURTEEN (14) DAYS PRIOR TO THE FUNCTION.
5. WE RESERVE THE RIGHT TO CHARGE A BREAKAGE DEPOSIT, PAYABLE FOURTEEN DAYS PRIOR TO THE FUNCTION, WHICH IS REFUNDABLE SEVEN (7) DAYS AFTER THE FUNCTION, IF NO DAMAGE HAS OCCURRED. THE DEPOSIT WILL VARY DEPENDING ON THE SIZE AND POTENTIAL RISK OF THE FUNCTION. WE ALSO REQUIRE A CREDIT CARD AUTHORISATION FORM TO BE SIGNED TO COVER ANY AND ALL EXTRA COSTS OCCURING DURING THE FUNCTION (FOR EXAMPLE; BAR TAB OVERUN, EXTRA GUESTS ARRIVING, STAFF OVERTIME & BREAKAGES AMOUNTING TO MORE THAN THE BREAKAGE DEPOSIT TAKEN)
6. ALL PRICES QUOTED ARE SUBJECT TO CHANGE, PROVIDED THAT THE CLIENT IS INFORMED OF SUCH CHANGES AT LEAST THIRTY (30) DAYS PRIOR TO A RESERVED BOOKING.
7. THE CLIENT WILL NOTIFY COLLISHEEN ESTATE NOT LESS THAN FOURTEEN (14) DAYS PRIOR TO THE FUNCTION OF THE CONFIRMED NUMBER OF GUESTS THAT WILL BE ATTENDING. THIS WILL BE THE NUMBER USED TO FINALISE YOUR CATERING ARRANGEMENTS AND PAY THE BALANCE OF YOUR ACCOUNT.
8. IF MORE GUESTS THAN THE ORIGINAL AMOUNT AGREED ON AND PAID FOR ARRIVE, THE CLIENT WILL BE CHARGED THE SAME "PER HEAD RATE" AS THE REST OF THE GUESTS PER EXTRA GUEST.
9. A MAXIMUM OF **50 GUESTS AT THE SUNSET OVAL, 400 GUESTS AT THE BOMA AND 120 GUESTS AT ORCHID HOUSE** WILL BE ALLOWED AT THE VENUE PER FUNCTION. MANAGEMENT RESERVES THE RIGHT TO CLOSE THE GATES AND RESTRICT FURTHER ENTRY SHOULD THIS AMOUNT BE EXCEEDED. RIGHT OF ADMISSION IS RESERVED AT ALL TIMES.
10. THE COMPANY RESERVES THE RIGHT TO CANCEL ANY BOOKING FORTHWITH AND WITHOUT LIABILITY ON ITS PART IN THE EVENT OF ANY DAMAGE OR DESTRUCTION OF THE VENUE BY FIRE OR ANY OTHER CAUSE, ANY SHORTAGE OF LABOUR OR FOOD SUPPLIES, STRIKES, LOCKOUTS OR INDUSTRIAL UNREST, OR ANY CAUSE BEYOND THE CONTROL OF THE COMPANY WHICH SHALL PREVENT IT FROM PERFORMING ITS OBLIGATIONS IN CONNECTION WITH ANY BOOKINGS IN ITS ESTABLISHMENT.
11. THE COMPANY DOES NOT ACCEPT LIABILITY FOR LOSS OR DAMAGE TO ANY ITEM OF PROPERTY OF CUSTOMERS HOWSOEVER SUCH LOSS OR DAMAGE MAY OCCUR.
12. THE COMPANY DOES NOT ACCEPT LIABILITY FOR INJURY TO YOU OR YOUR GUESTS ON THE PREMISIS DUE TO NEGLIGENCE, OVER-INDULGENCE OR ANY OTHER CAUSE.
13. NO ALCOHOL, BEVERAGES OR FOOD MAY BE BROUGHT ONTO THE COMPANY PREMISES FOR CONSUMPTION.
14. COLLISHEEN RESERVES THE RIGHT TO CHARGE A CORKAGE FEE, SHOULD IT BE AGREED THAT CLIENT WILL SUPPLY THEIR OWN WINE AND OR CHAMPAGNE.
15. THE COMPANY RESERVES THE RIGHT TO CHARGE A PER HEAD AMOUNT FOR A DRY WEDDING.
16. AN ADDITIONAL COST OF R2000-00 PER HOUR, OR PART THEREOF, WILL BE CHARGED FOR FUNCTIONS THAT LAST LONGER THAN 8 HOURS. THE CLIENT WILL BE INVOICED BEFORE THE FUNCTION FOR ANY OVERTIME PLANNED.
17. UNLESS BY PRIOR ARRANGEMENT, (AND AT AN ADDITIONAL COST) THE PREMISES MUST BE VACATED BY 1.00AM.
18. IF THE VENUE HAS BEEN BOOKED THE DAY FOLLOWING YOUR FUNCTION, ALL DRAPING AND ANY OTHER DECORATION NOT SUPPLIED BY COLLISHEEN MUST BE REMOVED ON THE NIGHT OFQRE YOUR FUNCTION AT YOUR OWN COST. ANY DÉCOR OR PERSONAL POSSESSIONS LEFT ON THE PREMISES WILL NOT BE KEPT FOR LONGER THAT 30 DAYS.
19. THE CLIENT SHALL NOT BE ENTITLED TO ASSIGN THE BOOKING TO ANY THIRD PARTY TO UTILISE THE COMPANY'S FACILITIES WITHOUT THE COMPANY'S PRIOR WRITTEN APPROVAL.
20. IN THE UNLIKELY EVENT OF THERE BEING A BREACH OF THIS CONTRACT, REQUIRING LEGAL INTERVENTION, THE PARTY IN BREACH WILL PAY THE ATTORNEY CLIENT FEES ASSOCIATED WITH THIS INTERVENTION.
21. AGREEMENT TO CHANGES OF THE ABOVE CONDITIONS WILL ONLY BE VALID IF IN WRITING BY BOTH PARTIES.

| |
|----------------|
| |
| INITIAL |

| | | INITIAL |
|---|---|----------------|
| 22. PRICE PER HEAD QUOTED AND VENUE HIRE IF AT THE SUNSET OVAL (The price quoted will be for the number of guests quoted on, a change in the number of guests could affect the quoted price per head.) | R | |
| 23. APROXIMATE NUMBER OF GUESTS. (This number will be confirmed two (2) weeks before the function.) | | |
| 24. DATE OF FUNCTION | | |
| 25. BREAKAGE DEPOSIT | R | |
| 26. DEPOSIT PAID | R | |
| 27. VENUE CHOSEN | | |

FOR THE CLIENT

NAME: _____

DATE: _____

SIGNATURE: _____

WITNESS: _____

FOR COLLISHEEN ESTATE

NAME: _____

DATE: _____

SIGNATURE: _____

WITNESS: _____

PLEASE NOTE:

COLLISHEEN ESTATE HAVE DRAWN ON YEARS OF EXPERIENCE IN THE FUNCTIONS INDUSTRY TO DEVISE THE ABOVE CONDITIONS TO SAFE-GUARD BOTH YOURSELVES, OUR VALUED CLIENT, AND OURSELVES AND GUARANTEES THAT YOU RECEIVE AN EXCELLENT STANDARD OF SERVICE.

WE LOOK FORWARD TO ENSURING THAT YOU HOST AN OUTSTANDING FUNCTION AND IF YOU NEED ANY ASSISTANCE WHATSOEVER, PLEASE DO NOT HESITATE TO CONTACT US.
COLLISHEEN ESTATE MANAGEMENT TEAM

PLEASE SIGN AND FAX THIS DOCUMENT AND PROOF OF DEPOSIT PAYMENT TO 086-2951118 OR EMAIL TO info@collisheen.co.za FOR THE BOMA OR SUNSET OVAL BOOKINGS OR admin@collisheen.co.za FOR ORCHID HOUSE BOOKINGS TO CONFIRM YOUR BOOKING.

BANKING DETAILS

ACCOUNT: **COLLISHEEN ESTATE; NEDBANK** CURRENT ACCOUNT NUMBER: **104 898 5644**; BRANCH CODE: **198 765**

******* PLEASE NOTE*******

PLEASE USE THE DATE OF YOUR WEDDING and YOUR VENUE AS A REFERENCE FOR PAYMENTS