



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	DECOR	WEDDING ATIRE
ACCOMMODATION	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

THE COMPLETE DRIVE-IN WEDDING LAUNCH PACKAGE INCLUDES.....

VENUE HIRE

CATERING For 50 people
(Please see the menu selection below)

PHOTOGRAPHY By Stephen Railton
(5 Hours of coverage, includes bride & groom prep at Collisheen, ceremony, creative shoot and farewell.
No limit to the amount of images captured and Images delivered via digital download at High Resolution)

VIDEOGRAPHY By The Shank Tank
(4 hours of video coverage (Wes), 3-4 minute feature film
Full (live footage) ceremony, speeches, first dance and cake cutting)

WEDDING CAKE By Nicole's Signature Cakes
(3 tier naked carrot cake, 12cm, 17cm and 22cm)

CEREMONY OFFICIANT By Fiona Bowden
(Full wedding ceremony and legal registration for SA Citizens)

MAKE-UP By Alana from Kiss And Make-Up
(Hair and Make-up for the bride)

SOUND & LIGHTING By Terence from Sound and Light Technologies
(FM Radio frequency broadcast, Sound system including microphones,
Live stream on social media, 4 Pyro effects and colour washing)

AND THE TOTAL FOR ALL OF THE ABOVE IS.....

*****R51 749.00*****

The individual service providers can also offer different packages. Please ask Amanda for their numbers if you would like to contact them directly.
Please note that any changes to the individual prices will change the overall price of this package.

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