



KLEIN JOOSTENBERG EVENTS VENUE

GENERAL INFORMATION 2020/2021

KLEIN JOOSTENBERG FARM
 R304 MULDERSVLEI STELLENBOSCH
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 GPS- 33 82' 66 21 S / 18 79" 55 15 W

www.joostenberg.co.za

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**position and facilities.
service.
catering.**

position and facilities.

Klein Joostenberg Venue is situated at Klein Joostenberg farm on the R304 in the Muldersvlei district of Stellenbosch. Centrally positioned in the Boland winelands, access is easy from several areas - only 15 to 20 minutes from Stellenbosch, Paarl, Durbanville and Bellville, and less than an hour from central Cape Town and the southern suburbs – making it a practical choice for both business and social gatherings.

Our venue is modern, uncluttered and spacious. Endless views across the garden and farm give a relaxed, peaceful atmosphere. The room is versatile and the set up can be adjusted to suit a wide variety of group sizes and events such as **day conferences, workshops, meetings, trade days, parties and weddings**. Ample parking and bathrooms are available. Office services on request.

service.

The Klein Joostenberg team takes care of each aspect of every event. The focus is to provide comprehensive, friendly and efficient service, tailored to suit each client and event. We take pride in the quality of meals we serve and everything is freshly prepared on site. Flowers for décor are grown on the farm and wines from our own vineyards are offered. We will assist with menu compilation, beverage choices, co-ordination of the program, timing and décor.

Service fee:

In addition to the general planning, waiter and beverage service is part of every package. Staff are on site to take care of the set up and preparation of the venue, service of food and beverages through-out the event, and tidying up afterwards.

Ten percent (10%) of the cost of the menu and beverage bill, excluding cash bar, will be added to your account as a service fee.

Barmen are provided to serve if there is a cash, open or limited bar, at no additional cost to the client.

catering.

Our kitchen team cook from scratch using seasonal fresh ingredients every day. Although the kitchen is versatile, classic French bistro dishes are a specialty and the use of local farm produce, lends a strong Boland influence. Menus are worked out to suit the occasion. Whether cooking simple tasty dishes for a conference, a gourmet gala dinner or elegant cocktail, excellent quality is assured. We will do our best to accommodate requests for special meals or particular dietary requirements. Costs for these will be calculated S.Q.

Catering costs:

Menu prices are charged per person including VAT.

Prices are subject to change, but will be fixed once a confirmed booking is made with a menu choice and payments have been received.

Children under 12 years pay half price.

House rules:

- *We do not allow other caterers to use our venue.*
- *We do not allow clients or their guest to bring their own food onto our premises at all.*
- *The client will be held responsible for guests who do not comply with these rules.*

wine and beverages. table setting.

wine and beverages.

Klein Joostenberg Venue has a full on consumption license. We serve our own delicious, organic estate wines as well as other excellent wines from our area to compliment our range. A selection of craft and commercial beers, fresh juices, homemade lemon cordial, iced teas, ginger beer and as well as the most popular spirits are also served. Our beverage list is available for your perusal.

A cash bar, open bar or table service can be provided.

Ten percent (10%) of the cost of the beverage bill, excluding cash bar, will be added to your account as a service fee.

Barmen are provided to serve if there is a cash, open or limited bar, at no additional cost to the client.

Beverage costs:

Beverages costs are subject to change from time to time, and it is not possible to fix prices more than 6 months in advance.

You will be charged for all beverages that have been consumed at the event and this account needs to be settled in full on or before the day of the event.

The client (person who booked the event) is liable to pay this account.

Please note that we offer a 10% reduction on Joostenberg wines ordered for an event at our venue.

Wines may be brought in at a corkage fee of R75 per bottle. This must be arranged with us in advance.

House rules:

- *We may not serve beverages to guests to “take away”.*
- *Clients or their guests may not bring in an beverages onto the Klein Joostenberg property at all.*
- *Drinking outside in cars or the parking area is not permitted at all. Drinking is only permitted in the venue and on the stoep and garden right in front of the venue.*
- *Drunken, disorderly and disrespectful behaviour will not be tolerated.*
- *The client will be held responsible for guests who do not comply with these rules.*
- *In accordance with the health and safety act smoking is not allowed inside the venue or on the venue stoep.*

table setting.

The Klein Joostenberg team will take care of the setting up and preparation of the venue for your event. We will ensure that everything is set up according to your requirements and that the preparation, event itself and breakdown and tidying up afterwards goes smoothly.

Our standard table setting consists of:

- round 8 or 10 seater tables, depending on number of guests.
- white plastic chairs.
- white, cream or black table cloths.
- white cotton napkins.
- white crockery, stainless steel cutlery and clear glasses.

Tables are set according to menu and beverages choices. All these standard items are included in our venue hire cost.

Additional tables for the DJ, cake and gifts are provided.

flowers.

We recommend the following florists to do the flowers for your event. Please contact them directly to arrange for a quotation. We communicate and work with these service providers to co-ordinate the timing, set up and breakdown and to ensure a good organisation and a smooth process.

Prickly Pear

- Janine 084 5582173 **or** Riaan 082 885 5586
- info@pricklypear.co.za

Joy Armitage

- 072 793 2969
- joy@vashtoflowers.co.za **or** maryann@vashtoflowers.co.za

Kleine Marie

- Chantelle 021 886 4940
- info@kleinemarie.co.za

Flowers in the Foyer

- Hermien: 082 563 0711 / 021 887 8138
- info@flowersinthefoyer.co.za

Okasie

- 021 887 9904
- info@okasie.co.za

Should you decide to choose other florists to provide your flowers, they will have to comply with our timing restraints for set up and breakdown, and the communication of this timing and co-ordination will be up to you, the client.

décor.

Chrisna's Hiring is our dedicated decor hiring and set up company. We do not allow other decor companies to work in our venue. Please contact Chrisna directly on 084 580 2015 for a quote for all you decor and hiring requirements such as furniture, draping, linen, backdrops, lighting etc. We communicate and work with Chrisna to co-ordinate the timing, set up and breakdown and to ensure a good organisation and a smooth process.

audio visual / dj. deposit for damages.

audio visual / dj.

Please contact one of the following for your sound, music and audio visual needs. Please contact them directly to arrange for a quotation. We communicate and work with these service providers to co-ordinate the timing, set up and breakdown and to ensure a good organisation and a smooth process.

Top Sound

- 082 576 9645
- dave@topsound.co.za

Rolling audio

- 082 855 5445
- grant@rollingaudio.co.za

That dj guy

- 071 643 7330
- dj@thatdjuguy.co.za

Should you decide to choose another dj or audio visual company, they will have to comply with our timing restraints for set up and breakdown, and the communication of this timing and co-ordination will be up to you, the client.

HOUSE RULES

- *Please discuss the details of your decor, lay-out, sound and lighting plans with us before finalising to ensure that they are practical and feasible in our venue.*
- *Clients and their service providers are expected to adhere to time line for the set up and breakdown given by Klein Joostenberg Events venue management.*
- *Should time limits be exceeded, the client will be charged an over time rate of R1000 per hour or part thereof, at the discretion of Klein Joostenberg Events Venue management.*
- *We do not allow any set up or decor in our venue that causes damage to the property. The client will be held financially responsible for any damage.*
- *Nothing may be attached, stuck or hung from walls, doors or windows.*
- *Nothing may be stuck or attached to the floors.*
- *Please avoid single use plastic and plastic waste e.g. balloons, straws, plastic bunting*
- *Please remove all items brought in for the event that belong to you.*
- *Food and beverages can be provided for service providers; please arrange this with us in advance.*

deposit for damages.

A R5 000.00 deposit for possible damage to property is required when a booking is made.

Our equipment, venue and property are in good condition and we reserve the right to hold the client responsible, and to charge the client for any damages to our property caused during a reception or conference.

The R5 000.00 deposit will be retained until all accounts have been settled and any damage has been assessed. The deposit will be refunded to the client should there be no damage and all accounts are settled.

venue hire and capacity.

venue hire and capacity.

The capacity of Klein Joostenberg venue is determined by the type of event, seating plan and space required for dance floor, staging or other special equipment.

The venue hire includes:

the use of gardens and specified venue.

cutlery, crockery and glasses as needed according to the menu and beverage choices of the client.

plain white, cream or black table cloths and napkins.

tables and white plastic chairs.

Klein Joostenberg Venue Hire costs for 2020/2021 are as follows:

Full venue - maximum seated capacity 280 guests, 14 x 20 seater long tables, no dance floor

Full venue - maximum seated capacity 220 guests, 11 x 20 seater long tables, with dance floor

- R15 150.00

Venue 1 - maximum seated capacity 112 guests, 14 x 8 seater round tables, no dance floor

Venue 1 - maximum seated capacity 88 guests, 11 x 8 seater round tables, with dance floor

- R 8 100.00

Venue 2 - maximum seated capacity 32 guests, 4 x 8 seater round tables, no dance floor

- R 1 515.00

Venue 3 - maximum seated capacity of 56 guests, 7 x 8 seater round tables, no dance floor

Venue 3 - maximum seated capacity 48 guests, 6 x 8 seater round tables, with dance floor

- R 5 555.00

Venue 1 & 2 - maximum seated capacity 136 guests, 17 x 8 seater round tables, no dance floor

Venue 1 & 2 - maximum seated capacity 120 guests, 15 x 8 seater round tables, with dance floor

- R 9 595.00

Venue 2 & 3 - approximate capacity 96 guests, 12 x 8 seater round tables, no dance floor

Venue 2 & 3 - approximate capacity 80 guests, 10 x 8 seater round tables, with dance floor

- R 7 070.0

Venue hire costs are subject to change on an annual basis. However, once an event is booked and the venue hire payment has been received together with the Deposit for Damages of R5 000.00, the venue hire cost will be fixed.

Winter special rates:

From 1 May – 31 August we are able to offer a 30% discount on the venue hire Monday - Sunday.

The Klein Joostenberg Gazebo in the garden in front of events venue is the perfect setting for romantic garden wedding ceremonies. Chairs are usually arranged in rows on the lawn with a central isle and a small table with floor length cloth is placed inside the gazebo for the minister to use. There is a plug point at the gazebo for sound /music equipment. Décor such as a carpet, petals for the isle, flower posies on chairs etc can be arranged.

Gazebo hire cost: R2 500.00 including up to 100 chairs for the ceremony. Additional chairs can be hired as needed.

timing and program.

timing & program.

The venue is provided for a certain amount of time depending on the type of reception or conference. Following is a list of the standard times. The program for the event needs to be planned accordingly.

These times can be adjusted, but arrangements must be made well in advance, and may not be possible and due to other events taking place over the same period.

If the event exceeds the above times, beginning earlier or ending later, a R 1 000.00 overtime fee, per hour or part thereof, will be charged.

Morning event / wedding:

Inside set up, décor & deliveries	previous day, between 08h00 & 14h00
Service provider set up / photos	07h30 – 08h30
Guest arrival:	09h00
Ceremony:	09h30
Welcome drinks, snacks & photos	10h00
Guests are seated, meal served	11h00 – 14h00
Event ends & venue closes	15h00

Lunch event / wedding:

Inside set up, décor & deliveries	previous day, between 08h00 & 14h00
Service provider set up / photos	08h30 – 09h30
Guest arrival:	10h00
Ceremony:	10h30
Welcome drinks, snacks & photos	11h00
Meal served	12h30 – 15h00
Event ends & venue closes	16h00

Evening event / weddings summer :

Inside set up, décor & deliveries	previous day, between 08h00 & 14h00
Service provider set up / photos	15h00 – 16h00
Guest arrival:	16h30
Ceremony:	17h00
Welcome drinks, snacks & photos	17h30
Guests enter, meal served, speeches	19h00 – 21h30
Event ends & venue closes	24h30

Cocktail Party:

Inside set up, décor & deliveries	previous day, between 08h00 & 14h00
Service provider set up / photos	16h30 – 17h30
Guest arrival:	18h00
Drinks & food served	18h00 – 20h30
Event ends & venue closes	21h00