



**LEIPZIG**  
Country House & Conference Centre



## 2011 - 2013 Venue Hire Contract: Terms & Conditions

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Dear Sir / Madam

Thank you for the interest shown to host your wedding/function at Leipzig Country House. Our weddings are hosted in the old wine cellar - reminiscent of the past - and also in our garden or picnic areas nestled at the foot of the Rabie-Mountain.

The main venue (old cellar) provides seating for 120 people opening onto an adjacent dance hall. We also have a chapel (old brandy cellar) which can accommodate 80 guests. However, if the weather is good nothing compares to the tranquil garden setting for a romantic experience. This location can accommodate between 50 and 200 guests.

### VENUE HIRE:

2011: R10,000.00 • 2012: R 11,000.00 • 2013: R12000.00

#### The Venue Hire includes:

- Use of the main hall, dancing area and bar area
- Tables and chairs
- Standard linen, cutlery and crockery
- Basic set-up of tables
- Cleaning of venue after the function

*Any additional linen, cutlery or crockery besides our basic that needs to be hired in will be for the clients account.*

We also have areas where outside weddings or functions can be held. For information about these areas, please contact our functions manager.

### *Accommodation*

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- Leipzig Country House has 20 Double Rooms.
- Rates: R400 per person sharing – breakfast incl • R450 Single – breakfast incl.
- Room allocation will be on a first-come, first-serve basis.



## Catering and Bar Facilities

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- We have an in-house caterer who will be happy to provide a range of menus and a variety of price categories.
- We cater for breakfast, lunch and dinner functions. We offer a choice between buffet and a plated set menu.
- Our bar facility is fully licensed and a wine list is available.
- We do not allow any beverages to be brought to Leipzig Country House, with the exception of wine and sparkling wine for which a corkage fee of R20.00 per opened bottle (750ml) is payable (please note that magnum bottles will be charged at a rate according to their volume). All wine and sparkling wine must be delivered to the venue 48 hours before the function.

### Bar and Beverage Arrangements

- Leipzig Country House is fully licensed and will meet and manage all your beverage requirements.
- Please note that the bar will only be managed by Leipzig Country House and will not be outsourced to the client, caterer or any other 3rd party involved in the function.
- Final bar arrangements is required 14 days prior to the function, the choice of an open or cash bar is to be confirmed by the host.
- Bar service: A fully stocked bar and one barman will be provided at a cost of R300 (more than 60 people - 2 barmen required).
- The bar closes at precisely 23h45. The venue is available until 00h30
- Should the client wish to extend these times (latest 02h00), a charge of ZAR 2000, per hour will be applicable.

## Waiters

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- Professional waiters should be used as they make a significant contribution on the success of any function, and we can supply you with a list of suitable staffing companies.
- Staff costs: R60.00 per waiter per hour and R500 transport cost.
- Kindly note: There is an additional charge for function staff on Sundays, public holidays and between 15 December and the 2nd week of January.

## Children

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- Leipzig Country House is a child-friendly facility. We, however, have limited space available for child care on function days.
- Final numbers and the ages of the children must be confirmed 14 days prior to your function date. Leipzig Country House does not take any responsibility for any children which are brought onto our premises.
- Babysitter are charged at R50.00 per hour.

## Decor

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- Flower arrangements and decor needs must be organized by the client. Leipzig Country House cannot assist the florist, or any other supplier, with decorations, the on-site transport of material or moving of flower arrangements either during set-up, during the function or when striking the event.
- All decorative items needs to be fire repellent.
- Leipzig Country House will take no responsibility for any damages to decor or property of any suppliers.
- The decor organizer or wedding co-ordinator may start set-up on the function date from 08h00, and all decor must be cleared from the venue on the day after the function before 09h00. If necessary, alternative arrangements can be made with the venue manager.



## Confirming Your Booking

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No provisional bookings can be made. In order to confirm your booking with Leipzig Country House, we require a deposit of 50% of the venue cost. A bank deposit slip as proof of payment must to be faxed to: 086 296 5116 or an EFT proof of payment can be emailed to [leipziginfo@breede.co.za](mailto:leipziginfo@breede.co.za) with the signed contract.

## Final Confirmation & Booking

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Final information and guest numbers for your function must be finalised 15 days prior to the date of your function, together with the order of events/time schedule/bar requirements etc. You will receive your final payable invoice 10 days before your function date. Changes to guest numbers will be accepted up until 72 hours before the function date. Please note that all prices for catering and/or beverages are subject to change at any stage. Please ensure that you have been in contact with your co-ordinator or double check any possible price changes.

## Payment

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Full payment must be made no later than 7 days prior to the function date, with proof of payment sent to Leipzig Country House. Any other expenses that may be incurred on the day of the function, should be settled no later than one day after the function.

**Banking Details:** Leipzig Country House, Nedbank, Account number: 100348 7521, Branch Code: 10150741

## Cancellations

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Should a cancellation take place between 20 days after the booking date and 3 months prior to the function/wedding date, Leipzig Country House, will retain the deposit. A cancellation within 90 days prior to the function date will result in a demand for full payment of the quotation & any other costs incurred by Leipzig Country House regarding this particular function, event or wedding.

*We reserve the right to inflationary price increases without prior notice.  
All prices are inclusive of VAT.*

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Hospitality management  
Franli (Pty)Ltd/ Leipzig Country House

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Clients Acceptance Signature

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Date

Tel: +27 (0)23 347 8422 | Fax: +27 (0)86 295 5116 | Email: [leipziginfo@breede.co.za](mailto:leipziginfo@breede.co.za)

