



THORNBIRDS FUNCTION PACKAGE – FISH EAGLE HALL – 2017

Dear Sir / Madam

Thank you for considering Thornbirds as a venue for your special day. We at Thornbirds are here to provide everything you need to ensure that you enjoy a very special, perfect day. Our packages are specially designed to assist you with your planning so that you can enjoy a stress-free day.

“Passionate about Professional Hospitality & Service Excellence”

VENUE HIRE

- For a standard 6 hour function period starting from guest arrival
- Please note that this function room seats a maximum of 200 guests & the adjoining patio an additional 50 guests

SUMMER RATES

	Jan, Feb	Mar, Apr, Sept	Oct, Nov, Dec	Number of Guests Min adults to Max
Saturday	R13500-00	R15750-00	R18000-00	110 to 250
Friday & Sunday	R10500-00	R12750-00	R15000-00	80 to 250
Monday to Thursday	R6750-00	R9000-00	R11250-00	70 to 250
Public Holidays (Weekday)	= Saturday rate	= Saturday rate	= Saturday rate	110 to 250

WINTER RATES

	May, August	June, July	Number of Guests Min adults to Max
Saturday	R12000-00	R10500-00	80 to 250
Friday & Sunday	R9000-00	R7500-00	70 to 250
Monday to Thursday	R6000-00	R4500-00	70 to 250
Public Holidays (Weekday)	= Saturday rate	= Saturday rate	80 to 250

VENUE HIRE INCLUDES ;

- Use of the stipulated function hall, the chapel, adjoining patio & immediate garden & lapa area for welcoming beverages
- Standard assistance in coordinating, planning & execution of function
- Standard round tables seating 10 guests per table
- Standard wrought iron wedding chairs with light stone colour cushion
- Use of standard cutlery, crockery & glassware
- Use of standard table linen & napery
Tablecloths: Damask pattern available in black, white, cream / gold, silver, black with silver, red, turquoise, brown, pink with silver (certain colours may be subject to availability & quantities)
- Napkins: Plain black or white (other colours available for rental)
- Use of ice buckets, easel, podium & small stage
- Standard small round cake table & standard table numbers
- Standard setup & cleaning of the venue
- Security & parking facilities
- VAT

VENUE HIRE EXCLUDES ;

- Menu cost
- Personal coordination service (available at an additional rate)
- Flowers, decor, draping, decor setup etc.
- Bar account and other beverages
- Welcoming beverages (Thornbirds will provide their own complimentary selection during winter months)
- Waiters, barmen, supervisors / banqueting managers
- Cakes, canapés, candy stations
- DJ / Entertainers / Minister / Photographer / Videographer etc.
- Items for garden ceremonies such as chairs, a red carpet etc.
- Gratuity & other extras not mentioned

Kindly note:

- Should you have less than the minimum required number of adult guests, a surcharge of R120-00 per person short of the minimum number of guests will apply. Final numbers are to include DJs, photographers etc.
- Your venue hire includes partial usage of the venue (the area as specified above).

- Thornbirds reserves the right to host other functions / conferences on the same day as your wedding, but in separate function rooms which do not interfere with your special event.

MORE THAN 200 GUESTS

- The additional amount payable on venue hire is calculated by dividing the venue hire by 200 guests and then multiplying that amount by the additional number of guests.

GARDEN CEREMONIES / RECEPTIONS

- Additional costs apply for garden ceremonies and the chapel will be kept as a backup for garden ceremonies in the case of unfavourable weather. These include items such as chairs, carpets etc. which are not supplied by Thornbirds.

MENU SELECTION

- Please refer to the menu selection for the various options available.
- Buffet menu options start from R275-00 per person.
- Plated menu options start from R460-00 per person.
- Menus can be customised to suit your specific requirements & you will be quoted accordingly.
- An additional surcharge per person applies for special / strict dietary requirements.

SERVICE STAFF

- Waiters: R80-00 per waiter per hour for a minimum period of 6 hours.
- Barmen: R85-00 per barman per hour for a minimum period of 6 hours.
- Supervisors / Banqueting managers: R85-00 per supervisor per hour for a minimum of 6 hours.
- Buffet menu options require you to have 1 waiter for every 2 tables.
- Plated menu options require you to have 1 waiter for every table.
- 1 Supervisor / Banqueting manager is required for every function.
- A minimum of 2 barmen are allocated for up to 50 guests.
- A minimum of 3 barmen are allocated for 51 guests up to 150 guests.
- 1 Additional barman will be allocated for every 50 guests after 150 guests.
- Additional barmen / waiters may be allocated for special function requirements.
- Thornbirds allocates staff numbers according to guest amounts & staff numbers are not negotiable.

CHILDREN

- All children are to be supervised at ALL times.
- Thornbirds does not have separate room facilities for children & jumping castles are not permitted for safety reasons.
- Children are not allowed to explore the property & must remain within the immediate function area.
- Children under the age of 3 years are complimentary.
- Children 10 years & younger will be charged 50% of the menu price except for plated menus.
- When selecting a plated menu option, a kiddie's menu for children under the age of 10 years can be arranged.

COORDINATION SERVICES

- Assistance from our coordination team is available, by appointment only, to all clients throughout the planning stages of their wedding / function.
- To assist you further, our coordinators are happy to supply you with a list of preferred suppliers, or we will be happy to arrange everything from A-Z at an additional fee.
- Meetings with coordinators are strictly by appointment only & will be limited.

DECOR & OTHER SERVICE PROVIDERS

- Clients are free to make their own choices regarding entertainment, DJs, decor etc. providing the supplier is reputable & professional.
- Draping suppliers are excluded from this & Thornbirds will be happy to recommend a reputable company as draping must be fire retardant & of a freestanding nature.
- External decor suppliers are responsible for the setup & clearing of your decor items. The same applies should you prefer to do your own decor.
- Thornbirds has a very dynamic & creative decor team & we will be happy to quote you according to your specific requirements.

ADDITIONAL ITEMS FOR HIRE

- Thornbirds offers a range of items for rent which include wall lanterns, walkway lanterns, vases, candelabras etc.
- All rental items are subject to availability & the quantity required due to breakages / loss / damage that may occur.
- Please enquire for a list of available items.
- Breakage / loss / damage of any rental items will be charged at the full replacement value if not repairable. Repairs & delivery & collection will be billed as well.
- Items are subject to change & availability & prices are subject to change without prior notice.
- An additional refundable deposit will be charged for damages / breakage / loss of rented items.

BAR SERVICES

- The bars at Thornbirds are fully licensed.
- No alcohol will be served to and/or may be bought for any person under the legal drinking age of eighteen years.
- We require clients to brief us regarding their bar requirements.
- A beverage & wine list is available upon request.
- Bar items are subject to availability & prices are subject to change without prior notice.
- Various billing options are available;
 - *Cash bar – Guests pay for their own beverages.
 - *Open bar – Client to pay for all beverages consumed by guests.
 - *Limited open bar tab – Client to pay for all beverages as specified by the client, consumed by guests, as per the specified bar tab amount.
- Clients may specify items permitted for limited open bar tabs. Items must however be price specific & not brand specific; For example:
 - *All spirits up to R15-00 per tot / All soft drinks excluding Red Bull / All spirits excluding shooters / All bottles of wine up to R130-00 per bottle etc.
- Open / Limited open bar tabs are payable upfront, before the function / wedding. Thornbirds will refund any monies owing should the bar tab + gratuity amount not be reached.
- Guests who wish to run individual bar tabs must provide the waiter with a valid credit card which will be kept in the bar by the cashier. Debit cards, car keys etc. will not be accepted.

- Special requests such as specific brands of liquor / wines can be provided if requested in advance. Should these items however not be available on Thornbirds beverage / wine list, the client will be required to pay for these items in advance.
- Absolutely no spirits, wines or any other beverages, alcohol & food may be brought onto the premises for consumption at any time.
- Non-compliance to this will lead to items being confiscated & may also lead to immediate dismissal / eviction from Thornbirds' premises.
- All food & beverage items must be consumed within the hired function area.
- Last rounds are called 40 minutes before your scheduled departure time. No beverages will be served after 10 minutes of announcing the last round. (Half an hour before departure time).
- No alcohol will be served after 01h00.
- Thornbirds reserves the right to close the bar at any time should there be any irregularities on the guest's behalf.
- Guests are not permitted in the bar at any time.

GRATUITY

- A minimum gratuity of 10% is payable on any specified / open bar tab up to R5000 & 5% for amounts above R5000.
- When opting for a cash bar, gratuity can be paid to waiters at your guest's own discretion.

WELCOMING BEVERAGES

- Welcoming beverages are optional.
- Thornbirds will provide a complimentary selection during winter months. The selection is at Thornbirds' discretion.
- Various options served by the glass are available such as;
- A selection of fresh fruit juice @ R90-00 per 2L jug. Add freshly sliced fruits at R17 per jug.
- Alcoholic fruit punch @ R155-00 per 2L jug.
- Sangria @ R190-00 per 2L jug.
- Sherry @ R12-00 per glass.
- Champagne, sparkling wine & other options are available on our beverage / wine list.

CANAPÉ'S

- A variety of delicious platter menu options are available should you wish to have canapés served at your event.
- Kindly note that Thornbirds does not allow platters to be brought in from outside caterers unless agreed to by management. In these instances, additional terms & conditions are applicable.

CORKAGE

- Corkage refers to the fee charged by Thornbirds for allowing beverages to be brought in by the customer & not having to purchase these items from Thornbirds.
- Corkage is only available for 750ml bottles of spirits, Champagne, sparkling wine, sparkling grape juice & wines.
- Absolutely no corkage will be permitted for soft drinks, beers, water or ciders.
- Prepaid corkage items must be delivered the day prior to your event.
- Corkage items are to be placed on guest tables & will not be served from our bar. Corkage rates will not be refunded on items which are not consumed, but you are welcome to remove these items after your function.
- Additional items brought in without the consent of Thornbirds will be charged at normal bar rates per tot.

Category	Item	Corkage rate per 750ml bottle
Non-alcoholic table beverage	Monis, JC non-alcoholic, Appletiser etc.	R60-00
Sparkling wines	JC Le Roux etc.	R60-00
Methode' Cap Classique	Pongracz, Krones etc.	R100-00
Champagne - French	Moet, Veuve etc.	R250-00
Champagne	Dom Perignon etc.	R600-00
Standard wines	Red, white, rose'	R60-00
Standard spirits	J&B, Bells, Smirnoff, Red Heart etc.	R140-00
Luxury spirits – category 1	Lavoka, Jack Daniels, Jameson etc.	R240-00
Luxury spirits – category 2	Johnnie Black, Glenfiddich 12yr etc.	R260-00
Luxury spirits – category 3	Please enquire	Please enquire

STANDARD SETUP, SETUP & CUT-OFF TIMES

- Due to the demand for the venues, we unfortunately can't guarantee for any setup to commence the day prior to the reserved date. A date & time will be confirmed by your coordinator.
- Setup must be completed no later than 3 hours prior to your function as staff will not be available after that period to clean the venue facilities.
- All flower arrangements for your event must be brought to Thornbirds as completed as Thornbirds does not provide flower arrangement facilities. Thornbirds will not allow flower arrangements to be done on the day of the event.
- The standard setup for your event will be executed by Thornbirds. Standard setup refers to;
 - Tablecloths, overlays, runners, cutlery, crockery, glassware, base plates, any items rented from Thornbirds as well as any additional decor provided by Thornbirds.
 - Thornbirds will also assist with the setup of certain of your own decor items including non-fragile completed centrepieces, grouped name tags, complete party favours, unwrapped candles with holders, tie-backs, table numbers as well as completed napkin holders / ties. This is subject to such items being delivered at the date & time as specified by Thornbirds.
- The client / the client's commissioned decor service provider / commissioned personal coordinator / other commissioned service providers are responsible for the setup of special decor, items such as cakes, the hanging of items from trees or other platforms, draping, as well as other items not specified by Thornbirds. This includes the delegation of your order of events.
- Any items being brought in must be clean and without stickers as Thornbirds will under no circumstances, wash & polish any items not belonging to Thornbirds.
- The venue will be ready with tables, tablecloths, cutlery, crockery & glassware upon setup arrival time.
- Decor & props must be removed from the venue at the end of your function unless otherwise agreed to by management. Items not removed will be stored by Thornbirds for a period no longer than 4 days at the client's expense.
- Storage rates are charged at R280-00 per day & Thornbirds takes absolutely no responsibility for any loss / damage that may occur to your property as a result of having to remove & store it.
- Property not collected within 14 days will be sold to recover storage costs.
- Any person making alternative arrangements must ensure that these are approved by & in writing from Thornbirds.

COORDINATORS

- Thornbirds coordinators will assist you in confirming all related Thornbirds information for your event from the confirmation date of your event up until the day of your event. They will assist with viewings, payment reminders, advice & ideas, supplier lists as well as book your final appointment with you in order to finalise all the details for your special day.
- Kindly note that it is unfortunately not possible for coordinators to be on duty at your wedding / function. A dedicated banqueting team consisting of a banqueting manager / supervisor, your waiters and your barmen will ensure that your wedding / function is run as per your specific requirements.
- Thornbirds does have an optional personal coordination package available should you wish to have a coordinator at your beck-and-call on the day. Please refer to the additional services clause of this package.

OVERTIME

- Venue hire entitles you to a maximum of 6 hours for the duration of your event starting from guest arrival (half an hour before your ceremony starts should your ceremony be taking place at Thornbirds).
- This period does not include the time needed for setup.
- Venue overtime will be charged at R1650-00 per hour.
- Should waiters, barmen or supervisors exceed their usual 6 hour working period due to your prolonged function; the client will be charged the hourly rate per waiter, per barman, per supervisor for the additional period of time.
- Any authorised overtime must be signed off by the client & paid for in advance before the overtime period starts.
- The venue closing time is at 01h00 & no function will be permitted to continue after 01h00.
- Should guests remain in the function area after 01h00, an additional fee of R2200-00 per hour will be charged.
- Furthermore, cleaning of the venue will commence half an hour after your function time is over & no later than 01h00 regardless of guests still being present.
- It is the client's responsibility to ensure that guests depart the venue at the stipulated time as an automatic venue hire overtime will be charged & deducted from your retainer should guests remain in the function area 15 minutes or longer after the specified departure time.
- Should you only decide to go into overtime on the day of your event, a notification period of 2 hours prior to your scheduled departure time is required.
- Overtime fees must be prepaid and may not be offset against the retainer amount.
- Overtime will be discounted by 15% should you confirm your overtime at your final appointment & make payment along with your final payment.

SMOKING

- Due to legislation, smoking is strictly prohibited unless in designated smoking areas.

DJ'S, ENTERTAINERS & OTHER SERVICE PROVIDERS

- A maximum of 2 DJs are allowed per function.
- DJs / entertainers / other service providers etc. are to adhere to all venue rules & regulations at all times.
- DJs must be SAMRO registered & provide a copy of their certificate prior to your event taking place. A fee of R290-00 is payable to Thornbirds for non-registered DJs.
- Volume of music must be controlled at all times.
- Music volume must be turned down after 00h00 & completely off at 01h00.
- Music must be turned down / immediately off upon instruction from Thornbirds' management.
- All wires / cables must be taped to the floor with insulation tape & speakers must be placed where they are not an obstacle or safety hazard for guests & staff alike. (No brown duct tape will be permitted).
- All equipment utilised must be in good working order and in line with SABS approved standards. As a safety precaution, no faulty or open-wire equipment will be permitted.
- Thornbirds does not supply any extension cords, adaptors etc.
- It is the duty of the client booking the function to communicate these rules & regulations to their DJs / entertainers / photographers etc.

ACCOMMODATION

- Thornbirds offers a range of accommodation solutions to suit your specific requirements.
- Standard rooms: 8 available – single / twin / sharing.
*R1370-00 per sharing / twin room including breakfast or R960-00 per single room including breakfast.
- Executive / Bridal Suite: 2 available – single / sharing.
*R1770-00 per sharing suite including breakfast or R1345-00 per single suite including breakfast.
- Should you not require breakfast; the rate will be less R70-00 per person.
- A maximum of 2 guests are permitted per room & unauthorised guests will be billed at the full rate per person.
- Arrangements for 1 small child under the age of 6 years to share with 2 adults (1 room) can be made at an additional rate of R165-00 per child & breakfast will also be charged for additionally at R65-00. Please note however that we do not provide additional towelling, mattresses etc.
- 1 Child 3 years or younger may share with their parents / guardians at no additional charge.
- The bridal suite is half price during winter month weddings.
- All rooms are non-smoking.
- Breakfast is served between 7h30 & 10h00.
- Check-in is from 13h00 & check-out is strictly at 10h30.
- Early check-ins or late check-outs can be arranged at an additional rate of R100-00 per hour per room but is subject to room availability. This must be prearranged & is payable upfront.
- Unauthorised early check-ins / late check-outs will be billed accordingly.
- Additional breakfast for guests not staying at Thornbirds is charged at R120-00 per person & must be pre-booked & prepaid. Breakfast includes a cup of coffee or tea & a glass of juice per person.
- Children under the age of 10 years will be charged 50% of the breakfast rate & children under 3 years are complimentary.
- Accommodation is subject to availability which is why we recommend you book & pay the deposit for the rooms in advance.
- Accommodation bookings are secured by the receipt of the completed & signed check-in form, a copy of ID, a clear copy of credit card (back & front) as well as a 50% non-refundable deposit. The balance for the rooms is payable no later than 14 days prior to the reservation date.
- Please note that credit card details are required for authorisation in the case/s of unpaid beverage / laundry bills as well as loss / theft / damage to Thornbirds property.
- Please visit our website or enquire for a full list of room amenities.

PREP ROOMS

- A prep room can be arranged in order to get ready in for a period of 4 hours prior to the start of your wedding
- Prep rooms are subject to availability & are only available to the bridal party

- Standard rooms are charged at R715-00 for the 4 hour period
- Suites are charged at R925-00 for the 4 hour period
- Guests must check out at the time as specified & no personal belongings or luggage may be left in any room
- Late check-outs will be billed at the full room rate

SPECIAL ADDITIONAL SERVICES

- Suite turn-down:
*A special romantic turn-down service can be arranged at an additional fee of R800-00. This includes chocolates, a fresh fruit platter, a bottle of JC Le Roux on ice, fresh flowers, candles & scattered flower petals to be setup in your room approximately 1 hour before you retire to your room. You are however welcome to arrange these items yourself keeping in mind that scattered petals must be a light colour such as white / cream that will not stain any linen.
- Thornbirds personal coordinator:
*Thornbirds offers a personal coordination service at an additional rate. Should you opt for this service, additional assistance will be available to you during the duration of your planning stages as well as on the day of your event as your coordinator & not just a banqueting manager will be present. This option is highly recommended should you not have the time to source your own decor / DJ / photographer quotes etc. Please enquire should you be interested in this option.

BREAKAGES, LOSS & DAMAGES

- Thornbirds reserves the right to charge for any breakages / loss / damage that may occur as a result of the client, his / her invitees, employees, relatives or service providers utilising the venue and / or any of its facilities and / or gardens and / or equipment, cutlery, crockery glassware, table linen, napery etc.
- A refundable retainer of R2500-00 is payable when booking a wedding / function at Thornbirds in case of any damages / loss / breakages of Thornbirds' property during your function.
- No outstanding fees may be offset against the retainer fee.
- The client will be responsible for any amounts exceeding the retainer amount for any damages, breakages or loss of Thornbirds' property & such a fee would be payable on demand.
- They client / client's representative must inform Thornbirds management of any damaged or broken property noted before the event & a representative of Thornbirds will jointly inspect all items & facilities with the client after the function.

PARKING

- Secure parking is available on the premises for up to 130 vehicles.
- Parking areas may not be cordoned off for private use.
- Absolutely no drinking is permitted in the parking areas.

ADDITIONAL SECURITY

- Should you require additional security for your event, a rate of R660-00 per guard will be charged for 6 hours.

VIEWINGS & APPOINTMENTS

- Due to a number of other obligations or appointments that may take place on the day, we appreciate your punctuality.
- Viewings are strictly permitted by appointment only and no person will be seen without an appointment.
- Should you be running more than half an hour late, we advise you to contact the coordinator in advance in order to confirm whether he / she will still be able to assist you with an appointment or to rather reschedule as we can't guarantee that we are able to still meet with you at a later time.

IMPORTANT

- No loud music or hooting will be permitted in the driveways or parking areas.
- No plants, flowers or any garden fixtures may be picked or removed at any time.
- No paper, polystyrene, rice, plastic or foil confetti or streamers are permitted.
- Sparklers are not permitted at Thornbirds. Sparklers are a fire hazard and cause damage to linen.
- Thornbirds welcomes the use of flower petals, potpourri or bubbles.
- A corkage fee will be charged for party favours which consist of alcoholic beverages. This will be calculated according to the total volume as well as brand.
- The curtains in the hall are an aesthetic feature & may not be closed at any time.
- The pews & alter in the chapel are a permanent feature & may not be removed or moved at any time.
- Thornbirds staff do not set up, move or remove cakes under any circumstances.
- Thornbirds loves animals. Absolutely no fireworks / biodegradable floating lanterns will be permitted at any time.
- The animals at Thornbirds may not be chased or antagonised at any time. Abusive behaviour towards any animal will lead to the immediate eviction from the premises and may lead to more serious consequences.
- Items are subject to availability and prices are subject to change without prior notice.
- Standard chairs refer to wrought iron chairs. There is a limited amount (+- 240) available & Fish Eagle Hall events will always be given preference. In cases where there are not enough available, anconas with white / cream chair covers will be provided.
- Additional costs apply for garden ceremonies and the chapel as well as relevant function room will be kept as a backup for garden ceremonies / garden functions in the case of unfavourable weather. These include items such as chairs, carpets etc. which are not supplied by Thornbirds. Thornbirds will provide up to 100 ancona chairs for garden ceremonies or garden functions as the wrought iron chairs damage the shade lawn. Chair covers may be rented.
- For health reasons, food will not be brought out again after it has been served & removed or kept out for long periods of time.
- Right of admission is reserved & Thornbirds reserves the right to evict any person/s at any time should there be any irregularities on the guest's behalf.
- Thornbirds reserves the right to change quoted rates accordingly should Government change the percentage level of VAT or introduce any other tax levy
- Commissionable rates available upon request.

REHEARSALS

- Rehearsals are permitted by appointment & strictly during office hours only – Monday to Friday excluding public holidays between 9h00 & 16h00. This is to avoid interference with other events or viewings taking place.
- No exceptions will be made.

BOOKINGS

- We suggest that you carefully read all relevant documentation & that you view our facilities & meet with our coordinators before reserving your date.

- This wedding package forms part of Thornbirds Terms & Conditions.
- Bookings are secured by receipt of the signed Thornbirds Terms & Conditions, the signed wedding package, the signed Annexure A Wedding Service Option, a copy of ID, credit card details as well as proof of payment of the deposit stipulated.
- A minimum & maximum number of guests is required on different days of the week. Please refer to the venue hire clause of this document.
- Should you have less than the required minimum number of guests, a surcharge per person (as stipulated under the venue hire clause of this document) short of the minimum number of guests will be payable.
- Any changes made to any Thornbirds document without the written consent of Thornbirds will be seen as fraud.

PAYMENT TERMS

- Payments are broken down into 4 dates providing your event is booked well in advance. Your payment schedule will be indicated on your Annexure A Service Option.

1 st Payment (Upon booking)	30% + Breakage / loss retainer fee	Of client's quotation amount as received & agreed upon
2 nd Payment	30%	As per quotation
3 rd Payment	20%	As per quotation
4 th Payment	20% + any additional costs (Welcoming beverages etc.)	As per final breakdown of costs after final meeting

- In the event of non-payment of these fees within the time period/s as agreed upon, Thornbirds shall be entitled to cancel any booking / event without further notice or liability to the client.
- Please refer to Thornbirds Terms & Conditions for cancellation & refund policies.
- Payment may be made by electronic fund transfer (EFT), direct bank deposit or by credit or debit card.
- Please note that a 4% bank levy will be charged for any payment made by credit or debit card. (7% applicable for American Express & Diners cards)
- Thornbirds accepts Visa, Master Card, Diners & American Express.
- Absolutely no cheques / cheque deposits or cash will be accepted at any time.

Please do not hesitate to contact us should you have any further queries or wish to make an appointment to view our facilities.

Thornbirds

T: 011-948-6001 / 010-500-1043 (Monday to Friday excluding public holidays, 08h00 to 17h00)

C: 079-526-0348

F: 086-636-7472

E: mail@thornbirds.co.za

For more information, please visit: www.thornbirds.co.za

I, the undersigned have read, understood & agree to the terms as stated in this package.

..... Print name Client signature Date
..... Witness print name Witness signature Date
..... Coordinator print name Coordinator signature Date

