



**THORNBIRDS FUNCTION PACKAGE – FISH EAGLE HALL – 2018**  
**- SELF-CATERING PACKAGE -**

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.

*“A four-star venue at three-star prices”*

**RATE PER PERSON – SELF-CATERING PACKAGE**

- Kindly note that the rate per person is dependent on your total number of guests on the relevant day during the relevant month as stipulated below
- The Fish Eagle Hall seats a maximum of 200 guests & the adjoining patio an additional 50 guests

|                       |          |          |          |               |               |                                   |
|-----------------------|----------|----------|----------|---------------|---------------|-----------------------------------|
| 80 to 84 Guests       | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R327     | R336     | R346     | R355          | R365          | 80 - 84                           |
| Friday & Sunday       | R308     | R317     | R327     | R336          | R346          |                                   |
| Mon to Thu            | R289     | R298     | R308     | R317          | R327          |                                   |
| 85 to 89 Guests       | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R313     | R322     | R331     | R340          | R349          | 85 - 89                           |
| Friday & Sunday       | R295     | R304     | R313     | R322          | R331          |                                   |
| Mon to Thu            | R277     | R286     | R295     | R304          | R313          |                                   |
| 90 to 94 Guests       | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R293     | R301     | R310     | R318          | R326          | 90 - 94                           |
| Friday & Sunday       | R276     | R285     | R293     | R301          | R310          |                                   |
| Mon to Thu            | R260     | R268     | R276     | R285          | R293          |                                   |
| 95 to 99 Guests       | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R279     | R286     | R294     | R302          | R310          | 95 - 99                           |
| Friday & Sunday       | R263     | R271     | R279     | R286          | R294          |                                   |
| Mon to Thu            | R247     | R255     | R263     | R271          | R279          |                                   |
| 100 to 119 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R261     | R268     | R275     | R282          | R290          | 100 - 119                         |
| Friday & Sunday       | R246     | R253     | R261     | R268          | R275          |                                   |
| Mon to Thu            | R232     | R239     | R246     | R253          | R261          |                                   |
| 120 to 139 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R257     | R264     | R271     | R278          | R285          | 120 - 139                         |
| Friday & Sunday       | R242     | R249     | R257     | R264          | R271          |                                   |
| Mon to Thu            | R228     | R235     | R242     | R249          | R257          |                                   |
| 140 to 159 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R254     | R261     | R268     | R275          | R282          | 140 - 159                         |
| Friday & Sunday       | R240     | R247     | R254     | R261          | R268          |                                   |
| Mon to Thu            | R226     | R233     | R240     | R247          | R254          |                                   |
| 160 to 179 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R244     | R215     | R258     | R265          | R272          | 160 - 179                         |
| Friday & Sunday       | R230     | R237     | R244     | R251          | R258          |                                   |
| Mon to Thu            | R216     | R223     | R230     | R237          | R244          |                                   |

|                       |          |          |          |               |               |                                   |
|-----------------------|----------|----------|----------|---------------|---------------|-----------------------------------|
| 180 to 199 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R241     | R248     | R255     | R262          | R269          | 180 - 199                         |
| Friday & Sunday       | R228     | R235     | R241     | R248          | R255          |                                   |
| Mon to Thu            | R214     | R221     | R228     | R235          | R241          |                                   |

|                       |          |          |          |               |               |                                   |
|-----------------------|----------|----------|----------|---------------|---------------|-----------------------------------|
| 200 to 219 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R231     | R238     | R245     | R251          | R258          | 200 - 219                         |
| Friday & Sunday       | R218     | R224     | R231     | R238          | R245          |                                   |
| Mon to Thu            | R204     | R211     | R218     | R224          | R231          |                                   |

|                       |          |          |          |               |               |                                   |
|-----------------------|----------|----------|----------|---------------|---------------|-----------------------------------|
| 220 to 250 Guests     | Jun, Jul | May, Aug | Jan, Feb | Mar, Apr, Sep | Oct, Nov, Dec | Min adult to max number of guests |
| Sat & Public holidays | R228     | R235     | R241     | R248          | R255          | 220 - 250                         |
| Friday & Sunday       | R215     | R222     | R228     | R235          | R241          |                                   |
| Mon to Thu            | R202     | R208     | R215     | R222          | R228          |                                   |

INCLUDED IN THE RATE PER PERSON

| Venue  | Food & Beverages                                   | Napery & Decor                            |
|--|--|---|
| A 6-hour event starting from guest arrival         | Welcoming juice & sherry OR 2L juice per table*    | Damask pattern tablecloths – for weddings |
| Use of the stipulated function hall & patio        |  | Black / white tablecloths – for functions |
| Use of the immediate garden area*                  | Service Staff                                      | Plain black or white napkins              |
| Subject to no other event taking place in the area | Waiters – 1 for every 2 ten-seater tables (buffet) | Gold or silver base plates                |
| Standard round tables seating 10 guests each       | Barmen – 2 for up to 50 guests & additional after* |   |
| Standard chairs                                    | Kitchen supervisor                                 |   |
| Standard small cake table                          | Scullery staff – washing up of Thornbirds items    |   |
| Standard assistance in coordinating of function    |  |   |
| Standard setup & cleaning of the venue             | Kitchen  |   |
| Lectern, easel & small stage                       | Use of the kitchen for heating & cooling purposes  |   |
| Security & parking facilities                      |  |   |
| VAT  |  |   |

| Crockery                     | Cutlery                       |
|------------------------------|-------------------------------|
| *1 x Side plate per person   | *1 x Starter knife per person |
| *1 x Dinner plate per person | *1 x Starter fork per person  |
| *1 x Dessert bowl per person | *1 x Main knife per person    |
|                              | *1 x Main fork per person     |
|                              | *1 x Dessert spoon per person |

| Glassware* - only when opting for the own drinks option | Heating Equipment  |
|---|--|
| *1 x Water jugs per round table                         | *Up to 10 chafing dishes for up to 100 guests                      |
| *Dhai jugs – for Muslim, Hindu, Tamil events            | *Up to 15 chafing dishes for more than 100 guests                  |
|   | *1 x Chafing fuel per dish (additional fuels will not be provided) |
|   | *Chafing dish inners   |
|   | -Chafing dishes will be allocated according to client menu types   |

| Serving Ware   | Furniture   |
|--|---|
| *Bread baskets   | *Round tables seating 10 guests per table                             |
| *1 x Serving spoon per chafing dish or tirali                | *Standard chairs  |
| *2 x Tiralis per table should chafing dishes not be utilised | *A maximum of 7 trestle tables  |
| *2 x Large serving bowls for up to 100 guests                | *Small cake table   |
| *4 x Large serving bowls for more than 100 guests            | *4 Square patio tables with chairs                                    |
| *2 x Platter dishes for up to 100 guests                     | *Outdoor cement tables, benches & counter tops – Fish Eagle Hall only |
| *4 x Platter dishes for more than 100 guests                 | *Lectern & Easel  |
| *Serving spoons or tongs for the serving bowls or platters   | *1 or 2-piece stage with skirt – Fish Eagle Hall only                 |

EXCLUDED IN THE RATE PER PERSON

|                          |  |                      |
|--------------------------|--|----------------------|
| Personal coordination    | Catering – all that your guests will eat | Gratuity             |
| Flowers, décor & draping | DJ / Entertainment & Sound system        | Extras not mentioned |
| Beverages / Bar account  | Photographers etc.                       |                      |

SPECIFIED ITEMS INCLUDED IN THIS PACKAGE

- Please note that allocations will be done according to final guest numbers, menus types & beverage requirements & are at the discretion of Thornbirds' management.
- Thornbirds reserves the right to change / substitute catering items if need be.
- Any damaged / lost / broken items will be charged for at the full replacement fee including delivery.

*Kindly note:*

- 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.
- Rules & regulations for self-catering options must be adhered to at all times in order to uphold the standards of our venue.

**SALAAH FACILITIES - (FOR MUSLIM EVENTS)**

- The Falcon Room may be rented additionally as a Salaah Room. Please enquire about the rates.
- The Salaah room includes 30 x Musallahs and can accommodate up to 80 people.
- Please enquire should an additional Salaah Room be required. Rooms are subject to availability and will be quoted accordingly.
- The rate is R1500 for weekends and public holidays.
- The rate is R800 for weekdays.

**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 – N/A**

- Please refer to the menu selection for the various options available. (Daisy package = Daisy menu)
- Plated menu options are available & charged additionally.
- 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**

- This option includes service staff.
- Should you wish to add additional staff, the following rates will apply;
- Waiters: R85-00 per waiter per hour for a minimum period of 6 hours.
- Barmen: R90-00 per barman per hour for a minimum period of 6 hours.
- Supervisors / Banqueting managers: R90-00 per supervisor per hour for a minimum of 6 hours.
- Buffet menu options require you to have 1 waiter for every 2 to 2.5 tables.
- Plated menu options require you to have 1 waiter for every table.
- 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 12 years and older are considered adults & are charged the full rate per person.
- Children younger than 12 years but older than 3 years will be charged the adult price less 40% when a seat is occupied.
- Children under the age of 3 years are complimentary.
- When selecting a plated menu option, a kiddie's menu for children under the age of 10 years can be arranged.

**COORDINATION SERVICES**

- Coordinators are not event / wedding planners.
- Assistance from our coordination team is available, by appointment only, to all clients throughout the planning stages of their wedding / function.
- 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.
- 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.
- 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.
- Meetings with coordinators are strictly by appointment only & will be limited.

**DÉCOR & EXTERNAL 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.

**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 – only available from Thornbirds when opting for Thornbirds' 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 & waitron staff will offer a full drinks service.

**OWN DRINKS OPTION – if applicable**

- The own drinks option entitles you and your guests to bring in all of your own beverages & is charged at the rate per person as specified above.
- This option excludes the complimentary welcoming beverages and / or any table beverages.
- You are to supply all of your own glassware, straws, ice, ice buckets, cooler boxes for ice, tea cups with saucers & teaspoons, urns, sugar, coffee etc. & anything pertaining to pouring / making / drinking a beverage.
- Thornbirds will not provide any of the above-mentioned items to borrow / rent / buy under any circumstances.
- Thornbirds' bar will remain closed and there will be no barmen available.
- You are at no point permitted to sell any beverage or alcohol on Thornbirds' premises to any person when selecting this option.
- We recommend setting up a beverage table / station & providing ice buckets for ice.
- No fridges or freezers will be made available for use at any time.
- All beverages brought in must be consumed within the booked function area. Failure to adhere to this will lead to confiscation of beverage items.
- No alcohol may be served to and/or may be bought for / given to any person under the legal drinking age of eighteen years.
- Thornbirds reserves the right to close the venue at any time should there be any irregularities on the guest's behalf.
- Guests are expected to respect the stated departure time and all drinking must stop on time in order to vacate the premises at the agreed time. Failure to do so will result in automatic venue overtime penalties.
- No alcohol may be served after your departure time.

**GRATUITY**

- A gratuity of 8% is payable on any specified / open bar tab.
- When opting for a cash bar, gratuity can be paid to waiters at your guest's own discretion.

**WELCOMING BEVERAGES – only available from Thornbirds when opting for Thornbirds' bar services**

- Welcoming beverages are included in this package.
- The selection is at Thornbirds' discretion & usually comprises of juice & sherry.
- Various additional options are available and include sangria, fruit punch etc. Please enquire for a menu & pricing.

**CORKAGE – only available from Thornbirds when opting for Thornbirds' bar services**

- 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, Kronos 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                |

**CANAPE'S**

- A variety of delicious platter menu options are available should you wish to have canapés served at your event.
- Kindly note that should you wish to bring in your own platters, you will be required to provide your own plates, cutlery & serviettes for these.
- Platters must be presentable & clean.

#### 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.

#### 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 is billed at the rates indicated below for the specific function room;

| Fish Eagle Hall Venue Overtime   | Bataleur Room Venue Overtime until | Lareira Bar Venue Overtime       |
|----------------------------------|------------------------------------|----------------------------------|
| R1700-00 per hour (before 01h00) | R1480-00 per hour (before 01h00)   | R1000-00 per hour (before 00h00) |
| R2200-00 per hour (after 01h00)  | R2090-00 per hour (after 01h00)    |                                  |

- Should waiters, barmen or supervisors exceed their usual stipulated (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. An auto fee as indicated above will apply should guests remain in the venue after 01h00.
- 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.

#### 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. The DJ must provide a certificate.
- 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

- The bridal suite including breakfast is included in this package – Weddings only.
- Thornbirds offers a range of accommodation solutions to suit your specific requirements – please enquire for rates & details.

#### PREP ROOMS – prices are subject to change without prior notice.

- 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. Rooms will be prepared as if it were a sharing / twin room.
- 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 R3500-00 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.

#### SMOKING

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

#### 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 R120-00 per guard per hour will be charged for a minimum of 5 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 for security reasons as well as the fact that members of staff may not be able to assist at that time.
- 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

- Thornbirds reserves the right to host other functions / conferences weddings on the same day as your wedding, but in separate function rooms which do not interfere with your special event.
- 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.
- Corkage will be charged for party favours that 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.
- The gate at Thornbirds' security functions both as the only entrance and exit for the venue. No cars may be parked there at any time as a safety regulation.
- 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 package / document forms part of Thornbirds Terms & Conditions.
- Bookings are secured by receipt of the signed Thornbirds Terms & Conditions, the signed wedding / function package, the signed Annexure A Service Option & Disclaimer, a copy of ID 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 rate per person table of this document.
- The full rate per person for any number short of the minimum guest numbers will be payable should you have less than the required minimum number of guests.
- 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 <sup>st</sup> Payment<br>(Upon booking) | 30% +<br>Breakage / loss retainer fee | Of client's quotation amount as received & agreed upon |
| 2 <sup>nd</sup> Payment                   | 30%                                   | As per quotation                                       |
| 3 <sup>rd</sup> Payment                   | 20%                                   | As per quotation                                       |
| 4 <sup>th</sup> Payment                   | 20% + any additional costs            | 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.
- Absolutely no cheques / cheque deposits or cash will be accepted at any time.

## GENERAL

### SIGNAGE

- Thornbirds' reputation is at stake & we do not take responsibility for external caterer's food. Thornbirds will provide standard self-catering signage stating that Thornbirds did not cater for your event.
- Should you wish to have your own made, the minimum quantity requirements will be; 4 x Buffet signs & 1 sign per guest table

### HOLY FIRE / SAPTAPADI / SAAT PHERE

- Mainly applicable to Hindu & Tamil weddings
- Thornbirds does allow small, well-controlled holy fires for the purpose of the ceremony only. A small fire hydrant is to be within reaching distance at all times.

### ADDITIONAL VENUE HIRE FOR ADDITIONAL ROOMS

- Additional functions rooms may be rented if required but are subject to availability. Tables & chairs are also subject to availability.

### RULES PERTAINING TO THE USE OF THORNBIRDS' BUFFET, KITCHEN & SCULLERY AREA

- Any person booking the venue will be held solely responsible for any loss and/or damage and/or breakage of Thornbirds' property and/or injury that may occur in the entire venue, kitchen or scullery area. This includes buildings, cutlery, crockery, equipment etc. This does not include damage by Thornbirds' staff.
- A meeting with Thornbirds' chef & the client's caterer must take place at least 4 weeks prior to the function to discuss all kitchen & scullery rules & regulations. Upon this meeting, a full list of kitchen rules & regulations will be presented to your caterer. This list must be read, signed & returned to Thornbirds. Failure to do so will result in the caterers not being allowed in the kitchen.
- Thornbirds will under no circumstances provide or rent out any additional cutlery, crockery, crockery, glassware, serving utensils etc.
- All food must be prepared elsewhere as cooking time is a factor. Thornbirds will provide heating facilities & a fridge if required. Heating facilities include a microwave, convection oven & gas burner stove tops.
- Bain-maries are not permitted at Thornbirds. Chafing dishes or tiralis are included in this option.
- A side plate must be placed below the chafing gel container in order to prevent the buffet counter from burning.
- Approval for any kind of spit braai must be obtained from Thornbirds in advance.
- 1 x Double-door fridge will be provided for cooling purposes.
- No person will be allowed in the kitchen / scullery area without the supervision of a Thornbirds staff member.
- No unauthorised person will be allowed in the kitchen or scullery area at any time.
- A member/s of Thornbirds' staff will be present during the entire duration of the client's function.
- A maximum of 6 people are allowed in the kitchen at any time.
- Absolutely no guests and/or children will be allowed in the kitchen or scullery area.
- All caterers must have a R918 certificate and adhere to the basic conditions for Acceptability of Food Premises as set out in the terms of Regulation 3(3) of the regulations governing general hygiene requirements for food premises & the transport of food (NO. R918 of 30 July 1999 (GN. NO20318).
- All caterers & staff are to be dressed appropriately & are to wear chef's hats / hygiene nets at all times when in the kitchen / scullery area.
- All electrical equipment must be 3 phase & in a good & safe condition & no plug points may be overloaded.
- Caterers are to supply all of their own cookware such as pots to dish from & utensils to dish with.
- Thornbirds staff will not wash or clean any caterer's equipment, cookware etc.
- All equipment, cookware etc. not belonging to Thornbirds must be removed on the same day as the event immediately after the event.
- General cleaning procedures such as clearing plates into dustbins before washing must be adhered to. Should instances such as blocked drains occur due to non-compliance, the client will be charged for services such as the unblocking of the drains.
- Caterers are expected to work cleanly, not block walkways and respect Thornbirds' facilities. Failure to do so may result in eviction from the premises.
- All equipment brought in must be safe without any hazards. Equipment that does not meet these standards will not be allowed.
- Any electrical equipment which interferes with the power supply will not be permitted.
- All chafing dishes, serving utensils etc. must be clean before being presented to guests.

- Neither Thornbirds' staff nor chef are responsible for the serving or dishing up of food or supervising a buffet area.
- The caterer is responsible for the feeding of Thornbirds' staff once all guests have eaten.
- Thornbirds' kitchen & scullery area is to be left in a clean & tidy manner once the function is done. Failure to do so will result in a R1500-00 cleaning fee being levied.

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

*"Passionate about Professional Hospitality & Service Excellence"*

**Thornbirds Conference & Wedding Centre**

T: 011-948-6001 - Monday to Friday excluding public holidays, 08h00 to 17h00

C: 079-526-0348 – after hours

F: 086-636-7472

E: [mail@thornbirds.co.za](mailto:mail@thornbirds.co.za)

For more information, please visit: [www.thornbirds.co.za](http://www.thornbirds.co.za)

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

|                                 |                                |               |
|---------------------------------|--------------------------------|---------------|
| .....<br>Print name             | .....<br>Client signature      | .....<br>Date |
| .....<br>Witness print name     | .....<br>Witness signature     | .....<br>Date |
| .....<br>Coordinator print name | .....<br>Coordinator signature | .....<br>Date |

