



BASTIAANSKLOOF MANAGEMENT CC

Event Fact Sheet

Thank you so much for considering Bastiaanskloof as the venue to celebrate your special event. At Bastiaanskloof, you can create a unique experience, keeping your own specific needs and ideas in mind.

The venue is different from any other venue and offers you freedom of choice. Individuality is the only rule you need to abide by. Let us assist you or bring your own co-ordinator or be personally involved and arrange everything on your own, or with the help of friends and family.

The Venue is your home away from home!

We have a comprehensive list of our preferred and recommended service providers to make planning your wedding a little easier. You are also more than welcome to source and bring your own providers in too.

The facts and figures:

- India House at Bastiaanskloof can host events up to 160 people.

Numbers	Venue Fee	Accommodation
16 people	Weekends: R2000 Weekdays: R1000	All accommodation to be taken, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
17-30 people	Weekends: R6500 Weekdays: R4000	All accommodation to be taken, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
31-60 people	Weekends: R15000 Weekdays: R10000	All accommodation to be taken, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
61-100	Weekends: R20000 Weekdays R15000	All accommodation to be taken, 16 pax based on 2

		people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
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101-160	Weekends: R25000 Weekdays R20000	All accommodation to be taken, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
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- There is accommodation for up to 16 on the farm based on 2 people sharing (additional accommodation both near the farm and in Cape Town is on the Service Provider list) which breaks down as follows:

2015 Rates:

INDIA HOUSE (SLEEPS 6)

	Weekends and public Holidays	Weekdays (Sunday to Thursday)
12th January to 30th March (ex Easter)	R5200	R4200
Easter	R6200	R6200
1st April to 31st August	R4500	R3900
1st September to 10th December	R5200	R4200
11th December 2015 to 12th January 2016	R6200	R6200

KRAAL COTTAGE (SLEEPS 2)

	Weekends and public Holidays	Weekdays (Sunday to Thursday)
12th January to 10th December	R1030	R900
Easter and 11th December to 12th January 2016	R1500	R1500

WILD OLIVE COTTAGE (SLEEPS 4)

	Weekends and public Holidays	Weekdays (Sunday to Thursday)
12th January to 10th December	R1230	R1095
Easter and 11th December to 12th January 2016	R1800	R1800

RESTIO COTTAGE

	Weekends and public Holidays	Weekdays (Sunday to Thursday)
12 th January to 10 th December	R2000	R1600
Easter and 11 th December to 12 th January 2016	R2600	R2600

- All the accommodation has to be taken for a minimum of 2 nights on weekends.
- There is crockery, cutlery and glasses for parties up to 16 people at Bastiaanskloof. For parties of more than 16 people, all crockery, cutlery, chairs, tables, décor and tableware need to be brought in – see the list of service providers attached.
- A refundable breakages/damages/additional cleaning deposit of R5000 is required in addition to the above costs;
- On confirmation that you would like to book the venue and accommodation, a 50% deposit is required immediately, the balance, is payable 30 days prior to the event;
- Set up and deliveries can occur from the day prior to your wedding, but we can be flexible;
- Ideally it would be good if service providers can collect equipment the day following the wedding, but at the latest the venue must be cleared (if on a weekend) by the Monday.
- If the party is more than 16 people, extra toilets will have to be hired. This is included in the total venue hire cost but we ask that external guests use these not the ones inside India House as the toilets will not cope.
- **Staff:** Please note that we will have 2 staff members on duty each day for events who will clean India House. We will pay them for an 8 hour working day with an hour four lunch and a 30 minute tea break – any overtime will need to be covered by yourselves at R90 per hour.. If you require additional cleaning staff, we are more than happy to arrange at R300 per day. Bar and waitering staff do need to be organized by yourselves.
- We require that your waitering/bar/caterer tidy up and pack away all food/drink/tables, cutlery/crockery/glasses etc by the end of the event).
- Rubbish: We do not have garbage collection at Bastiaanskloof. All rubbish should be stored in the scullery courtyard black bins at India House. The cleaning staff on duty will take this to the local dump each day.
- Catering: Please see the Service Providers list and you are more than welcome to supply your own caterers/do your own catering. The kitchen at India House can be used by the caterers but please ask them to be careful not to take India House Kitchenware home with

them.

- **Fire and smoking at Bastiaanskloof: Bastiaanskloof is situated in a HIGH RISK FIRE AREA, particularly in the summer. We therefore do not allow any open fires anywhere on the Estate and Webers are used for braais. We also ask that if guests are going to smoke, to please ensure that they extinguish their butts in ashtrays and DO NOT flick them into the surrounding bushes – Fynbos is highly flammable – thank you so much.**

If you have any queries or if we can be of any assistance, please do not hesitate to contact me.

With kind regards

Caroline Swanson