



BASTIAANSKLOOF MANAGEMENT CC

Event Fact Sheet 2017/2018

Thank you so much for choosing 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: Summer (September to March): R23500 Winter (April to August): R20500	All accommodation included, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
17-30 people	Weekends Summer (Jan to March): R28000 Winter (April to Aug): R24500	All accommodation included, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
31-60 people	Weekends: Summer (Jan to March): R40000 Winter (April to Aug): R33500	All accommodation included, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week

61-100	Weekends: Summer (Jan to March): R50000 Winter (April to Aug): R40000	All accommodation included, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week
101-120	Weekends: Summer (Jan to March): R60000 Winter (April to Aug): R50000	All accommodation included, 16 pax based on 2 people sharing: 2 night minimum stay on weekends, 1 night minimum stay during the week

- 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) and is included in the overall price and breaks down as follows:
 - **INDIA HOUSE (SLEEPS 6) – in 3 bedrooms en-suite and where the main event takes place**
 - **KRAAL COTTAGE (SLEEPS 2) – in a one bedroom cottage, 150 metres from India House**
 - **WILD OLIVE COTTAGE (SLEEPS 4) – in a 2 bedroom, 1 bathroom cottage, 1km down the road from India House**
 - **RESTIO COTTAGE (SLEEPS 4) – in a 2 bedroom en-suite cottage, 1km down the road from India House**
- 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 R7000 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; Cancellations 60 days prior to the event will receive the 50% deposit back in full, cancellations after this will incur a 50% cancellation fee.

- Set up and deliveries can occur from the day prior to your wedding, but we can be flexible;
- 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 and 2 caretakers who will assist with guest parking on the day. 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. Bar and waitering and setup staff do need to be organized by yourselves. Our staff are there to assist with the house NOT to set up the wedding tables and so forth and be involved with the wedding itself nor cleaning up after/during the event. We are happy to provide additional staff to assist you with setting up and cleaning if you do require it at R300 per staff member per day.
- 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