

# SUN VALLEY EVENTS



## VENUE

### Rates & Conditions of Use 2024

#### We offer the following venue options:

- **Fountain Hall:-**
  - We can accommodate a minimum of **80** guests and a maximum of **180** guests in this area
- **Rose Hall:-**
  - We can accommodate a minimum of **50** guests and a maximum of **80** guests in this area
- **Leopard Lapa:-**
  - We can accommodate a minimum of **30** guests and a maximum of **100** guests in this area
  - Please note that the Lapa is adjacent to our clubhouse used by golfers
- **Chapels:-**
  - The Fountain Hall and the Rose Hall each have their own chapels
  - For the exclusive use of weddings or religious ceremonies if booked together with an event

#### Our Venue hire includes:

- Use of the chosen venue's chapel
- For a daytime event, the use of the venue from 10H00 - 18h00
- For an evening event, the use of the venue from 16H00 - 24h00
- Standard tableware (crockery, cutlery, glasses) **if our on-site caterer is utilized**
- Tables & Chairs
- Outside areas
- Cleaning (before and after the event)
- On-site Sun Valley bar and Barman (excluding beverages)
- A dedicated Event Coordinator for your event

#### Our Venue hire excludes:

- Bridal overnight suite
- Accommodation
- Music / DJ
- AV technical support
- Catering
- Beverages
- Tableware (crockery, cutlery, glasses) **if our on-site caterer is not utilized**
- Flowers
- Photography
- Decor, tablecloths and napkins (limited on-site items are available)
- Waiters
- Our dedicated Event Coordinator will discuss your needs with you and suggest preferred suppliers for all of the exclusions

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#### Electricity at Sun Valley:

- In the event of loadshedding, we do have a standby generator on the premises to ensure your comfort and convenience, operated at hours stipulated by us.

#### Catering and Kitchen use:

- We can provide an on-site caterer (menu options attached to this document).
- Alternatively, you are allowed to make use of your own caterers, subject to approval by our Event Coordinator. **No outside catering is allowed at Leopard Lapa.**
- Our Event Coordinator can assist with options of preferred caterers.
- For the use of outside caterers, a kitchen usage fee will be charged.
- For the use of outside caterers, please provide your own gas and heating appliances and serving and cooking utensils as well as your own staff to serve and clear tables.
- Guests are prohibited from removing any food items from the premises for health and safety reasons.

#### Bar:

- You are **not** allowed to supply your own beverages.
- Sun Valley's bar must be utilized at all times.
- Sun Valley's golf clubhouse bar must be utilized at all times.
- The bars operate on a cash-only basis and no tabs will be allowed.
- A penalty fee will be charged if anyone brings or uses their own alcohol.
- All alcohol brought on the site will be confiscated. Please note that no cigars, liqueurs or alcohol may be given as wedding gifts to guests.

#### Breakage deposit:

- We charge a standard, refundable breakage fee which will be indicated on your quote, payable with your invoice. Should no breakages occur during the event, and no penalties arise from the use of your own alcohol on our premises, the breakage fee will be refunded to you within 7 days after the event.

#### Event Coordination:

- Our dedicated Event Coordinator stands as an indispensable pillar of support, ensuring that every aspect of your event transcends expectations. Their unwavering commitment to excellence and attention to detail serve as the cornerstone of our service. With their expertise, creativity, and personalised approach, they seamlessly orchestrate every element of your occasion, from initial planning to flawless execution. Their availability to assist you is non-negotiable, as they are wholly devoted to bringing your vision to life and ensuring your event is an unforgettable success.
- The use of any and all outsourced service providers must be approved by our Event Coordinator.

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#### Last Preparations:

- To finalise arrangements for your event, kindly schedule an appointment well in advance—no later than two (2) weeks before your function date. During this meeting, we'll iron out all the details to your satisfaction. This will serve as your final chance to confirm that everything aligns with your preferences.

#### Accommodation:

- We offer on-site accommodation for a bride and groom as well as accommodation for the event guests.
- The check-in time is 12h00 and check-out time is 09h00.
- Upon check-in, we require a refundable, cash, key deposit per unit.

#### Deposit:

- A non-refundable deposit of **50%** is required to secure your booking. Please ensure you take note of the indicated payment dates on your formal quote and invoice.
- This deposit is paid to reserve the date of your function and ensure the exclusive use of your chosen venue. By submitting the deposit, you acknowledge your commitment and understand that no refund will be issued if you choose to cancel or postpone the event for any reason.
- The deposit secures availability for the originally booked date and cannot be transferred to an alternate date.
- By submitting the deposit, you confirm your understanding of the associated costs, your financial capability, and your agreement to adhere to our payment terms.
- Bookings will be confirmed upon receipt of the full deposit payment and a signed contract agreeing to our terms and conditions. Please include the reference as stipulated on your invoice on all payments.

#### Payments:

- **We only accept payments via Electronic Funds Transfers.** No cash deposits allowed.
- The final guest count confirmed during your last appointment will be charged for, with no deductions allowed. We may accommodate moderate increases with written confirmation.
- Service providers (i.e photographers, DJ's, etc.) must be catered for and compensated as they require sustenance during the function.
- Full payment of the balance due is required at least two (2) weeks before the event to ensure timely processing by financial institutions. Payment arrangements pre-event will not be entertained.
- In case of payment delays, we will attempt to contact you using the provided contact information. If unreachable after two (2) weeks of attempts, we will consider the function cancelled, opening the date for other bookings, with no claim against previous payments. The person responsible for the event must inform the Event Coordinator of any contact number changes.

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#### **Cancellation & Postponement policy:**

- Cancellation requests must be submitted in writing by the client; however, the deposit remains non-refundable. Any other payments made will only be refunded if we successfully resell the venue for another event and meet the projected sales for that date.
- Failure to complete full payment two (2) weeks prior to the event grants us the right to cancel the function entirely.
- Should fees remain unpaid within the specified timeframe, we reserve the right to cancel the booking after providing written notice to the client. In the event of cancellation or postponement at any stage of planning, no refunds will be issued. Please be aware that all function and accommodation payments will be forfeited by the client or their guests.

#### **Set-up - & Cut-off times:**

- Setup is provided free of charge on the day preceding your function, granted there are no prior bookings. You may access the venue from 12:00 PM to finalise your decorations and floral arrangements. However, this provision is contingent upon no other functions scheduled, whether by clients or Sun Valley itself.
- On the day of the event, setup time begins at 8:00 AM in each venue, with preparations completed two (2) hours before the ceremony's start time. Any deviations from this schedule must be documented on the function sheet during the final appointment.
- No service providers may clear the venue after the cut-off time of the event.

#### **Risk / Loss / Damages:**

- While Sun Valley strives to provide essential amenities, we cannot be held responsible for interruptions due to natural occurrences affecting electricity, water, or sanitary services at the venue.
- We reserve the right to cancel any booking, with or without liability, in the event of venue damage or destruction caused by fire, flood, labor unrest, acts of God, or other uncontrollable circumstances.
- Sun Valley assumes no liability for damage or loss of guests' or clients' property, and guests are responsible for safeguarding their valuables.
- Admission to the venue is at our discretion.
- No permanent alterations, such as nails or hooks in walls, are permitted, and any damage will incur charges.
- All changes and cancellations must be confirmed in writing.
- Sun Valley may refurbish and update venues periodically.
- Décor and belongings must be cleared by 12:00 PM the day after the event, or they will be discarded after seven (7) days. Sun Valley is not liable for loss or damage during this period.

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### Rates & Conditions of Use 2024

#### **Risk / Loss / Damages Continued:**

- Clients and their suppliers are responsible for any damage during setup or breakdown.
- Clients are responsible for their guests' actions on the premises.
- Sun Valley is not liable for any loss or injury to clients or their guests.
- Damage or theft of Sun Valley's property will be charged to the client's account.
- Candles must be placed in holders to prevent wax damage to linen.
- Clients may not alter the function venue's walls.
- Parking is at the owner's risk.
- Only rose petals, balloons or bubbles may be used for confetti at weddings.
- We do not allow any Chinese lanterns because of our Thatch roofs and farms in the area.
- Children must always be under adult supervision as we have swimming pools, dams, and water streams at the venue.
- Sun Valley can host two weddings simultaneously and this venue is also a Golfing Venue which is visited by golfers and non-golfers.

#### **Marketing Materials:**

- By agreeing to this service agreement, the client authorises Sun Valley to utilise copies of the photographs and videos created for the event, including images and likeness, for limited marketing and advertising purposes.

**By signing these terms and conditions, the client(s) hereby agree to be bound by them, which are hereby incorporated into and form a part of the agreement, as well as the quotation.**

SIGNED on this ..... day of ..... 20.....

\_\_\_\_\_  
Signature: GROOM/CLIENT

\_\_\_\_\_  
Signature: BRIDE/CLIENT

Cell No: \_\_\_\_\_

Cell No: \_\_\_\_\_

ID No: \_\_\_\_\_

ID No: \_\_\_\_\_

Full names: \_\_\_\_\_

Full names: \_\_\_\_\_

**Venue Manager: Velana Kok (+27 82 786 9811) - [velana@sunvalleyweddings.co.za](mailto:velana@sunvalleyweddings.co.za)**  
**Accommodation: Coisne (+27 76 050 8080) - [info@sunvalleygolf.co.za](mailto:info@sunvalleygolf.co.za)**  
**Event Coordinator: Brescia Bianco-Badenhorst (+27 79 881 9835) - [brescia@semicolon.me](mailto:brescia@semicolon.me)**



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### Rates & Conditions of Use 2024

#### Menu:

- We offer a Buffet style menu.
- Buffet prices include basic canapés and welcome drinks served outside as a starter, juice on tables, main meal, dessert and an open tea and coffee station.
- Standard cutlery, crockery, glasses and chaffing dishes are included.
- Staffing - & Cleaning charges are included.
- Our pricing differs on the amount of guests and will form part of your formal quote
  - Diamond Menu (three course) - **50** or less guests
  - Diamond Menu (three course) - **51 to 150** guests
  - Diamond Menu (three course) - **151** or more guests
  - Grand Royal Menu (five Course)
- STARTER:
  - Served outside after the ceremony.
  - Chicken strips, cheese grillers, samoosas and spring rolls.
  - Medley of fruit juices.
- MAINS:
  - Meat (choice of 3 dishes) : Roast lamb with savoury sauce / Beef stroganoff / Beef curry / Prego beef slices / Roast beef with barbeque sauce / Sweet and sour chicken / Lemon and herb chicken / Barbeque chicken / Light peri peri chicken / Gammon steaks in a light sweet mustard sauce.
  - Starch (choice of 3 dishes) : White Rice, Baby potatoes in butter herb sauce and creamy garlic and sweet chilly potatoes or fried potatoes.
  - Vegetables (choice of 2 dishes) : Sweet potatoes / Butternut / Stir fried garden vegetables / Oven Roast Vegetables / Cauliflower au gratin / Creamed spinach / Garden vegetables in cheese sauce / Carrots in orange sauce / Green bean and potato mix.
  - Salads (choice of 2 dishes) : Beetroot / Mixed garden salad / Potato salad / Broccoli salad with bacon and cheese (Subject to availability) / Greek noodle salad / Coleslaw / Chakalaka salad.
- BREAD TABLE
- DESSERT:
  - A choice of 2 dishes served with Ice Cream : Fruit Salad / Baked Malva Pudding and custard / Baked chocolate pudding and custard / Ebony and Ivory Chocolate Mousse / Apricot, or Granadilla or Pineapple or Strawberry cheesecake / Pineapple surprise pudding / Peppermint crisp surprise / Chocolate Brownies.
- TEA & COFFEE STATION:
  - Served after the ceremony until 22h00.

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#### Menu Charcoal Braai A:

- Minimum **30** guests
- Standard cutlery, crockery, glasses and chaffing dishes are included
- Staffing - & Cleaning charges are included
- Fruit Juice and snacks on arrival
- Choice of 2 meats – Steak / Boerewors / Pork -, or Lamb chop / Chicken
- 2 Salads
- Pap and gravy
- Potatoes
- Bread table
- White and Brown chocolate mousse and ice cream
- Tea and coffee and Juice on tables

#### Menu Charcoal Braai B:

- Minimum **40** guests
- Standard cutlery, crockery, glasses and chaffing dishes are included
- Staffing - & Cleaning charges are included
- Fruit Juice and snacks on arrival
- Choice of 2 meats – Steak / Boerewors / Pork -, or Lamb chop / Chicken
- 2 Salads
- Pap and gravy
- Potatoes
- 1 Vegetable dish
- Bread table
- White and Brown chocolate mousse and ice cream
- Tea and coffee and Juice on tables

#### Menu Spitbraai:

- Minimum **50** guests
- Standard cutlery, crockery, glasses and chaffing dishes are included
- Staffing - & Cleaning charges are included
- Fruit juice on arrival
- 3 meat dishes - Beef, lamb and pork
- 2 Salads
- 1 Vegetable dish
- Potatoes
- Pap and gravy
- Bread table
- White and Brown chocolate mousse and ice cream
- Tea and coffee and Juice on tables