



HILLCREST ESTATE DURBANVILLE – THE QUARRY FUNCTION VENUE

Private Bag X3 – Durbanville – 7551

VAT Reg No: 4280186083 – Reg No: 1995/012579/07

TEL: +27 21 976 1110 FAX: +27 21 975 2195

www.hillcrestfarm.co.za functions@hillcrestfarm.co.za



VENUE

The Quarry function venue is a 15m x 20m marquee (300sqm) that is situated in a old historic quarry. The venue can accommodate up to 200 guests. 180 Guests seated with a dance floor – 200 guests without dance floor. The option of a tent extension at an additional cost for more than 200 guests can be arranged. Additional tent costs are available on request.

VENUE COST

The wedding ceremony and reception venue will be available from 9:00am on the wedding day till 1:00am. For the exclusive use of Hillcrest Estate Quarry for you wedding the venue fee is:

0 – 120 Guests = R17 500.00 including vat.

120 – 200 Guests = R20 000.00 including vat.

Corporate and any other events are charged at R50.00 per person venue fee.

A minimum venue fee of R5000.00 is charged for groups less than 100 guests.

VENUE FEE INCLUDES

20 x Round 10 seater tables

20 x 3.3 White table clothes

200 x Chairs

200 x White chair covers

Crockery

Cutlery

All glassware

Fully stocked bar and bar staff

Waiters

Draping with fairy lights

Salt & pepper

Cleaning up after function

VENUE FEE EXCLUDES

Catering

Décor, flowers, napkins

PA system

FUNCTION TIMES

The venue and grass lawn is available from 9:00am in the morning. Outside service providers only have access to the venue on the day of the function. Should you require any extra days for set-up: R5000.00 per day and R1500.00 for strike days. Music should stop playing at 24:30pm and the bar closes at 24:00pm. Functions must end at 01:00am sharp. R1000.00 per hour will be charged if these guidelines are exceeded.

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CEREMONY

Our grass lawn and island in the water is the perfect setting for a wedding ceremony. We can assist with carpet, arch, gazebo, chairs, umbrellas or bedouin for an outside ceremony.

CATERING

Own catering is not allowed for functions. For menu options you can contact Green Catering & Events directly for menu options. Please contact Romi Da Silva on (021) 551 0708 or planner3@greencatering.co.za. A kitchen tent is required at additional cost depending on your menu requirements.

BAR

Hillcrest Estate has a wide variety of wine available at. Bar facilities are available. This could be either a cash or a prepaid open bar which would be limited to the amount of the prepayment. Only Hillcrest wines are sold at the venue. Hillcrest wines are available to taste in our tasting room.

Hillcrest Estate supplies a fully stocked bar with local beverages, water jugs and ice buckets, and as such it is prohibited to bring your own spirits, beer or soft drinks to the function. Only Sparkling Wines will be permitted at R35.00 corkage fee per bottle. For bookings less than 60 guests a R10.00 fee is charged per person. Our license is valid until 24:00pm upon which the bar service will be closed. Bar list available on request.

CLEANING

Tables must be cleared on the evening of the function. You are responsible for the removal of all decorations. Venue must be left in the same state of cleanliness as found. Should there be additional cleaning required post an event, the client will be charged accordingly.

DAMAGE

The client assumes responsibility for the behaviour of his guests and contractors while on Hillcrest property. Should any Hillcrest building, marquee, surrounding gardens, vineyards, toilets, decor or napery be damaged during the set-up, duration or dismantling of the function, the client shall be held responsible and will be billed accordingly. Should it be necessary to take any legal action the recover outstanding monies, legal costs will be for the clients account.

PAYMENT & BOOKINGS & CANCELLATIONS

Bookings are only confirmed when we have received the completed booking form, signed venue hire agreement and the proof of payment.

Payment is required as follows:

At booking	50% deposit on venue fee
10 days ahead of the function date	Balance of venue fee, additional infrastructure costs, breakage deposit, and prepaid bar bill.

The total venue hire must be paid 10 working days in advance of the event and a breakage deposit fee of R3000.00 (up to 200 people). **A booking is only confirmed once we have received a copy of both the deposit slip and the signed venue hire agreement.** All outstanding amounts must be settled the day after the function. A 50% deposit is required to secure your booking and finalize the date. The balance of your venue hire and breakage deposit must be paid 10 working days in advance for your event to continue. In case of cancellation all deposits will be forfeited.

All events with a capacity of more than 200 people will need clearance from the City of Cape Town which needs to be done at least a month prior to the event.

SMOKING

Smoking is not permitted inside the marquee or toilets. Hillcrest Estate has a strict non-smoking policy. Ashtrays are available outside.

SECURITY

This service does not come standard with the venue fee. A fee of R1000.00 per day for security can be arranged. Hillcrest Estate will quote on minimum security required for your event but should you have any special requirements please discuss with management.

PARKING

Staff parking for set-up/breakdown – staff can park at the grass lawn of Quarry Function Venue during set-up and breakdown.

Staff parking during event – there is limited parking on the estate, staff to correspond with management on the event day.

Parking Details – all access to the estate is controlled and monitored by the security and the entrance. All relevant information will be required when entering and exiting the venue.

Please note there are no parking attendants on site.

SUPPLIERS

All infrastructure, decor, AV & power etc must be supplied by Chattels. The client is not to alter, or remove anything from the structure in any way. Any additions the client wishes to make to this Infrastructure Package will be charged for.

ELECTRICAL DISTRIBUTION

The mains power supply into the venue is 3 phase. Meter readings will be taken at the beginning and end of each event and the client will be charged after their event for their electricity usage, based on consumption for larger events of 250 people or more.

There are general fluorescent house lights, 22 double 15amp plug points located every 5m either side of length of the venue. Any electrical distribution from the mains power source to the kitchen tent; other structures or to any other areas will have to be discussed directly with management and will be quoted on according to your specific requirements. Clients are to provide their own electrical leads/cords for music and catering. Hillcrest can supply these at an additional cost. For larger events a standby electrician can be requested if required.

INDEMNITY

Hillcrest Estate does not accept responsibility for loss of any belongings and the host accordingly indemnifies Hillcrest Estate against any claim arising due to such a loss or damage to any belongings. This also applies to any accident that may occur before, during and after such a function. Employees or any person employed at any function will not be held responsible for any loss or injury to persons, due to negligence or any other cause whatsoever.

Hillcrest can not be held accountable for matters that are beyond their control such as power failure or disaster caused by natural forces.

Hillcrest Estate reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, or any cause beyond the control of Hillcrest, which prevent it from performing its obligations.

EXTRAS

All hiring at the clients request will be for clients account.

The client is obliged to buy all wines from Hillcrest Estate.

Right of admission is reserved and Hillcrest Estate management has the right to remove any person in their own discretion.

Guests are prohibited to bring their own alcohol to functions.

Supply your own electrical leads/cords for music and catering.

In case of a larger function the breakage deposit will be adjusted.

Fluorescent House Lights

Cemented flooring

Built in toilet facilities. We provide toilet paper, hand towels and soap in the bathrooms.

- Ladies consists of 3 toilets and 3 hand basins.
- Gents consists of 1 toilet, 3 urinals and 3 hand basins
- 1 Disabled toilet and 1 hand basin.

The venue includes 20 x Round 10 seater tables, 20 x White 3.3m table clothes, 200 black plastic chairs.

The bar includes all red & white wine glasses, champagne flutes, beer glasses, water jugs etc.

All crockery is included.

SUPPLIERS

Décor / Flowers / Hiring

To-Netts

decor@to-netts.co.za or to-netts@iafrica.com

(021) 863 3635

Bunches for Africa

weddings@bunchesforafrica.com

(021) 982 3412

Decor4U

info@decor4u.co.za

(021) 593 9831

Catering

Green Catering & Events

planner3@greencatering.co.za

Romi Da Silva

(021) 551 0708

Infrastructure

Chattels

Anneke@chattels.co.za

Anneke van Rhyn

(021) 593 7705

ENQUIRY FORM



Name: _____

Id / VAT number: _____

Contact numbers: _____

Cell number: _____

Address: _____

Date of Function: _____

Type of function: _____

Estimate number of Guests: _____

Time of function start: _____

Printed name

Date

Signature

BOOKING FORM



Company name: _____

Company registration number: _____

Company VAT number: _____

Contact person _____

Id number: _____

Contact numbers: _____

Cell number: _____

Address: _____

Date of Function: _____

Type of function: _____

Estimate number of Guests: _____

Time of function start: _____

Banking Details for Deposit: _____

Printed name

Date

Signature

DEPOSIT RELEASE FORM



Company name: _____

Function Invoice Number: _____

Bank Name: _____

Account Name: _____

Account Type: _____

Branch: _____

Acc Number: _____

Branch Code: _____

Deposit Amount: _____

Printed name

Date

Signature