



WEDDING VENUE INFORMATION

Venue hire rates 2017 – R7000 plus VAT

Venue hire rates 2018 – R7500 plus VAT

The venue hire includes the use of:

- Tables and chairs for 120 pax.
- Cutlery and crockery for 120 pax.
- Champagne flutes and wine glasses.
- Fully equipped holding kitchen
- Fully licensed bar.
- Wheelchair access and bathroom facilities.
- **Backup generator**

CONFIRMING YOUR BOOKING

No provisional bookings can be made. In order to confirm your booking with The Granary a 50% deposit along with this signed document is required.

CONTRACT TERMS & CONDITIONS

- Full pre-payment for the function is to be received 7 days prior to the function.
- Cancellation fees – should a function be cancelled less than 90 days before the function the full deposit will be forfeited.
- The venue is available for **setting up from 9am** and is to be **cleared by 9am the following morning**. Should the venue be available you may set up on the day before for a charge of R1000.00. Prior to your arrival we will have the tables and chairs set

20 Stanley Street, Richmond Hill, Port Elizabeth
Phone: 041-582-5056 e-mail: granary@themillhouse.co.za
www.granary.co.za

out according to your requirements. Should you require a staff member to assist with the set up of décor you will be required to pay them R30.00 per hour.

- We do have in-house caterers however you do have the option of bringing in your own caterer for which we charge a 10% levy of the catering costs to cover our kitchen expenses as well as R200.00 for kitchen staff for the evening. Over 75 people per function requires an additional kitchen hand. Please note that should you be using your own caterer they will need to supply waitrons. **Please note that there is a minum levy of R1000.00**
- We do not allow any beverages to be brought on to the premises, with the exception of wine and sparkling wine for which a corkage fee of R 30.00 per opened bottle will be charged. We do supply one jug of water with lemon per table.
- Our bar closes at midnight. The venue will be available until 00.30am. However should you wish to continue past these hours a levy R750.00 per hour will be charged.
- One barman is required for up to 75 people, over 75 requires two. The barmen are charged out at R65.00 per hour each.
- Breakages and damage to property, or any loss of property shall be charged for.
- Please note that we are in the heart of Richmond Hill and share this area with our residential neighbours. The Granary does have a modern sound system and it is a condition that our back end system, (speakers, microphones and mixer) are used so that we can control the volume of the music being played. There is a once off cost for the use of this equipment of R1000.00. Your DJ must bring in his own music, DJ mixing decks etc which he will play through our speakers. We require that all music be played at an acceptable level until 23h00 on week nights and 24h00 on weekends.
- Please note that all prices exclude VAT unless otherwise stated.
- Menu prices are subject to change.

EXTRA'S

- Juice @ R45 per jug
- Welcoming drinks – Rose & mixed berry Sangria, with fresh berries in jam jars @ R30 per head. Champagne with fruit slice R20 per head.
- Tea and coffee station @ R15.00 per head

I (please print name).....am familiar with the terms and conditions stated above.

Signed.....

Date.....

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