



BAKENHOF

W I N E L A N D S V E N U E

2024 All Inclusive Wedding Package Estimate - 100 Guests (Green Blocks = Compulsory, Yellow Block = Optional)

www.bakenhofweddings.co.za | venue@bakenhof.co.za | TEL: +27 (0) 21 873 6682 | MOBILE: +27 (0) 72 366 6232 | PO BOX 204, Wellington, 7654

Venue Fee

Access 12 hours before and 12 hours after the start of the ceremony for preparation, set-up and break-down				included
Exclusive use of welcome lounge, sunset deck with bar, chapel and glass reception area 8 hours, from 16h00 - 24h00				included
Ceremony furniture - 140 white Tiffany chairs, 2 plinths, 1 lectern				included
Pre-dinner furniture - 10 cocktail tables, 40 bar stools, bar structure, oak deck pew seating				included
Welcome lounge furniture - coffee bar, lounge seating, large mirror which can be used as table seating plan				included
Reception furniture - 200 grey chairs, 20 wooden tables, bar structure, DJ booth, 10 plinths, black dance floor, Edison bulb installation, plant wall, furniture and decoration as specified				included
Back-up generator (excluding diesel)				included
Secure parking, wheelchair friendly, Wi-Fi				included
Surcharge per guest, more than 100 guests	0		R130,00	R0,00

Staff and Service Fee

Setup staff, waiters, barmen, porter, security, breakdown staff and service supervisor (based on 60-100 guests)				included
Staff meals and transport (based on maximum 100 guests)				included
Bakenhof venue manager for the duration of the function				included
Cleaning before and after the function				included
Surcharge per guest, more than 100 guests	0		R336,00	R0,00

Wedding Coordination

Bakenhof inhouse coordination service - Kick Off meeting, liaison with preferred service providers, price and product negotiations				included
Final meeting +- 5 weeks before wedding to introduce On The Day Coordinator and finalise details				included
Manage ceremony rehearsal afternoon before the wedding day				included
Compile and distribute timeline and program				included
Compile floorplan and manage venue layout				included
Manage and oversee styling, set-up and deliveries				included
Final check of all venue areas after set-up				included
Briefing the MC on order of events and queuing the MC throughout the function				included
Welcome and direct guests				included
Cueing DJ				included
Delivery of bridal bouquet to bride, and pinning groom's boutonniere				included
Cueing groom and groomsmen to enter chapel and bride and bridesmaids to enter chapel, cuing order of events				included
Manage and coordinate order of events and programme				included
Communication with the kitchen regarding the timing of courses				included
Oversee and instruct waiters and staff, communicate with and manage service providers				included
Ensuring photographer/videographer capture key moments				included
Manage breakdown at end of function, sort flowers, rented items to be ready for collection next day				included
Coordinator leaves at end of function				included
Travel/transport				included
Surcharge for larger functions - subject to quotation				R0,00

Exclusive use Bakenhof accommodation & facilities two nights

Two night (pre wedding night and wedding night) accommodation for 22 adults and 4 children under 12 in Mountain View Complex (4 Suites) and Garden View Complex (4 Suites) - total 8 Suites, self catering				included
Pre wedding and post wedding : early Check In and late Check Out all Suites				included
Pre wedding night : communal facility for all overnight guests to enjoy canape sundowners/ rehearsal dinner/ barbeque (catering and drinks excluded)				included
Wedding Day : Pamper Parlour and Locker Room for Bride and Bridesmaids to Get Ready				included
Wedding Day : The Den for Groom and Groomsmen to Get Ready				included
Wedding Day : exclusive use of grounds and rose garden for photos				included

Bar and Drinks (estimate - subject to increase when not included in the Confirmation)

100 small bottles water as arrival drinks	100		included
Pre-reception drinks - Champagne Wall with 52 glasses bubbly in flutes	52		included
Pre-reception drinks - Mocktail Wall with 52 glasses non alcoholic mixed drink in champagne flute	52		included
Regular beers or ciders for pre-drinks and/or reception	50		included
Regular small cans/bottles of soft drinks for pre-drinks or reception	50		included
40 x Bottles of Bakenhof Sunset Chenin Blanc for pre-drinks or reception	40		included
40 x Bottles of Bakenhof Ruby Red wine for pre-drinks or reception	40		included
40 x Bottles of Paardeberg Cap Classique Rose or Chenin Blanc for Reception toasts	30		included
Fully licenced cash bar available	0		included
Corkage - 750 ml wine or 750 ml bubbly	0	R65,00	excluded

Catering - pending menu, 100 guests

Pre wedding consultation			included
3 Course for 100 guests, menu to be discussed with caterer			included
100 x Cutlery and crockery			included
Travel/ transport			included
Additional 3 course meal for more than 100 guests		R480,00	R0,00

Wedding Cake

Pre wedding consultation			included
3-tier chocolate or vanilla cake, semi-naked or buttercream iced, decorated with fresh flowers or buttercream flowers and a laser cut topper			included
Travel/ transport/delivery			included
Upgrade possible at additional charge payable to caterer directly			excluded

Photography

Pre wedding consultation			included
1 photographer with 8 hours of coverage			included
500 digital images			included
Travel/ transport			included
Upgrade possible at additional charge payable to photographer directly			excluded

Videography

1 Camera operator			included
8 hours of coverage			included
Drone			included
Bride and groom's preparation			included
Full ceremony and reception			included
Couple shoot			included
First dance and party			included
3-5 Minute trailer			included
Travel/ transport			included
Turnaround +- 10 weeks			included
Upgrade possible at additional charge payable to videographer directly			excluded

Flowers and Décor

One wedding arch with floral design			included
10 x flowers for Chapel isle			included
2 x Confetti holders with rose petals			included
11 x Elegant tablecloths or table runners			included
100 x Linen napkins			included
100 x Underplates			included
11 x Floral holders with medium/large flower arrangements for tables			included
44 x Votives			included
44 x Pillar candles			included
44 x Candlestick holders with candles			included
10 x Table Numbers			included
1 x Bridal bouquet			included

1 x Groom boutonniere	included
Décor and floral set-up	included
Décor and floral break-down	included
Travel/ transport	included
Surcharge per guest, more than 100 guests	R0,00
Upgrade possible at additional charge payable to service provider directly	excluded

DJ & Sound

Pre wedding consultation to compile a playlist and decide on key moment music	included
DJ, sound, equipment, microphone for ceremony	included
DJ, sound, equipment for pre-drinks	included
DJ, sound, equipment, microphone for reception	included
Lights on dancefloor	included
Travel/transport	included
Services after 24h00, payable cash on the night, per hour or part thereof	R800,00 R0,00

Optional Miscellaneous Fees

Kitchen Fee - only if you wish to use any other Caterer than the Bakenhof appointed Caterer	R5 000,00	R0,00
Venue and staff overtime/ hour or part thereof (+8 hours from starting time) and after 24h00 - excludes DJ overtime	R9 500,00	R0,00
Early access to venue or premises - more than 12 hours before the start of the ceremony	subject to quotation	
Late breakdown and removal of items from venue - more than 24 hours after the start of the ceremony	subject to quotation	

Total All Inclusive Package 100 Guests	R364 529,68
Total Compulsory Fees - Green Blocks	R197 990,00
Total Optional Fees - Yellow Blocks	R166 539,68
Refundable Breakage Deposit (payable prior to wedding date and for 100 guests)	R17 000,00
Non Refundable Deposit to Confirm the Venue and Secure the Date	R20 000,00

Please Note

This is a SAMPLE quotation and an estimate budget - and subject to final quote/ Request for Payment.

Any item in a yellow block can be excluded from the Package. Items in the green blocks represents the crucial services offered by Bakenhof, and therefore not negotiable.

To ensure a seamless service, Bakenhof offers compulsory in-house On The Day coordination.

Planning Step 1 is to secure the venue and the date, for which a non refundable deposit is required. The non refundable deposit is included in the total package price, and will be deducted off the balance due.

Once the non refundable deposit has been paid a Confirmation Form issued, and a Kick Off meeting planned, all the optional service providers in yellow blocks will be discussed and yellow block exclusions possible.

This quote excludes stationery, marriage officer, wedding attire and anything not listed above.

Waiters and bartenders perform various additional duties. In order to offer a professional and complete service, the number of staff required is unfortunately not negotiable.

To maintain service standards, only approved external service providers (caterer, barista, DJ, florist, decor) can offer their services at Bakenhof. **Please contact Bakenhof before you appoint external service providers.**

You are welcome to appoint your own photographer and videographer .

The Inclusive Package is in conjunction with selected service providers, subject to availability and appointed by Bakenhof. The service providers may change from time to time.

To keep up with constant changing market trends, furniture, fittings and décor may be upgraded or changed from time to time, and may differ from the furniture, fittings and décor viewed.

Accommodation is subject to availability.

Please note our cancellation and change of date policies.

T's and C's Apply

Bakenhof Grape Farm, R45 Road to Malmesbury, Wellington, Western Cape, South Africa
Fish Hoek Manor (Pty) Ltd 1/a Bakenhof Winelands Venue | Company Reg: 2007/002852/07 | VAT: 431 024 5297