



BAKENHOF

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

2025 All Inclusive Wedding Package Estimate - 100 Guests (Green Blocks = Compulsory, Yellow Block = Optional)

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Venue Fee - Payable to Bakenhof

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|--|---|---------|----------|
| 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 |
| Venue Fee surcharge per guest, more than 100 guests | 0 | R140,00 | R0,00 |

Staff and Service Fee - Payable to Bakenhof

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|---|---|---------|----------|
| 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 |
| Staff and Service Fee surcharge per guest, more than 100 guests | 0 | R369,00 | R0,00 |

Wedding Coordination - Payable to Bakenhof

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| 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 - Payable to Bakenhof

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| 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 |
| 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 and Excluded - subject to increase when ordered at a later stage)

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| 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 - Specialty Gin Wall with Gin Goblets and Condiments for 3 Recipes | 40 | 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 | 40 | included |
| Regular small cans/bottles of soft drinks for pre-drinks or reception | 24 | 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 | 24 | included |
| Fully licenced cash bar available | 0 | included |
| Corkage - 750 ml wine or 750 ml bubbly | 0 | excluded |
| Corkage on pre reception drinks, own glassware, service and ice to be supplied, calculated on total number of guests | 0 | excluded |
| Reception - mineral water for table in decorative decanter | 0 | excluded |
| Reception - mineral water for table in decorative decanter | 0 | excluded |

Catering - Estimate, pending menu, 100 guests and Payable to Service Provider Directly

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| Pre wedding consultation | | included |
| 3 Course for 100 guests, menu to be discussed with caterer (excludes main meals for Service Providers on the evening) | | included |
| 100 x Cullery and crockery | | included |
| Travel/ transport | | included |
| Catering Surcharge additional 3 course meal for more than 100 guests | | excluded |

Wedding Cake - Estimate and Payable to Service Provider Directly

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| 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 - Estimate and Payable to Service Provider Directly

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| 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 - Estimate and Payable to Service Provider Directly

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|---|--|----------|
| 1 Camera operator | | included |
| 8 hours of coverage | | included |
| Drone | | included |
| Bride & Groom Preparation | | included |
| Couple shoot | | included |
| First dance and party | | included |
| 10 minute cinematic video of your special day | | included |
| Turnaround approximately 6 weeks | | included |
| Travel & Transport | | included |

Flowers and Décor - Estimate and Payable to Service Provider Directly

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| 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 Candlesick 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 |
| Flowers and décor surcharge for more than 100 guests, estimate only, subject to number of tables and chosen flowers and décor | R0,00 |
| Upgrade possible at additional charge payable to service provider directly | excluded |

DJ & Sound - Estimate and Payable to Service Provider Directly

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| 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

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|--|----------------------|-------|
| 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 24 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 | |
| Additional fees as per Agreement | refer to Agreement | |

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|--|--------------------|
| Total Budget - All Inclusive Package 100 Guests | R400 728,68 |
| Total Compulsory Fees 100 Guests - Green Blocks - Payable to Bakenhof | R217 349,00 |
| Total Budget Optional Fees 100 Guests - Yellow Blocks - Estimate and Payable to Service Provider Directly | R183 379,68 |
| Additional Refundable Breakage Deposit (payable prior to wedding date and for more than 100 guests) - Payable to Bakenhof | R17 000,00 |
| Non Refundable Deposit to Confirm the Venue and Secure the Date - Payable to Bakenhof | R20 000,00 |

Please Note

All yellow blocks are for budget purposes and subject to increase before the Service Provider has been appointed.

Any item in a yellow block can be excluded from the Package. Items in the green blocks represents the key 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.**

Only Bakenhof Approved Service Providers may offer their services onsite.

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.

You are welcome to appoint your own photographer and videographer .

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 cancelation and change of date policies.

T's and C's Apply

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