



BAKENHOF

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

2024 **SAVE 39 598,00** SPECIAL - 100 Guests (Green Blocks = Compulsory, Yellow Block = Optional)

Venue Fee - Payable to Bakenhof	R98 000,00	Less R 19 600,00	R78 400,00
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	R130,00	R0,00
Staff and Service Fee - Payable to Bakenhof	R33 590,00	Less R 6 718,00	R26 872,00
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	R336,00	R0,00
Wedding Coordination - Payable to Bakenhof	R18 400,00	Less R 3 680,00	R14 720,00
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	R48 000,00	Less R 9 600,00	R38 400,00
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

Catering - Estimate, pending menu, 100 guests and Payable to Service Provider Directly		R48 000,00
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 Cutlery and crockery		included
Travel/ transport		included
Catering Surcharge additional 3 course meal for more than 100 guests	R480,00	R0,00
Wedding Cake - Estimate and Payable to Service Provider Directly		R5 000,00
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		R18 000,00
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		R15 000,00
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		R42 000,00
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
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		R5 000,00
Pre wedding consultation to compile a playlist and decide on key moment music		included
DJ, sound, equipment, microphone for ceremony		included
DJ, sound, equipment, microphone for pre-drinks and 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		R0,00
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 or late breakdown - more than 24 hours before/after the start of the ceremony	subject to quotation	
Total Compulsory Fees 100 Guests - Green Blocks - Payable to Bakenhof		R158 392,00
Total Budget Optional Fees - Payable to Service Providers		R133 000,00
Total Budget		R291 392,00
Deposit to Confirm the Venue and date		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 drinks, 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

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