



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

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 - diesel for Client's Account)				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

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

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

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 overnight guests to enjoy open air barbeque (catering and drinks excluded), Regret facility available for overnight guests only.	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

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	R460,00	R0,00

Wedding Cake - Estimate and Payable to Service Provider Directly

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

Flowers and Décor - Estimate and Payable to Service Provider Directly

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

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 / late breakdown - more than 24 hours before or after the start of the ceremony	subject to quotation	

Total Compulsory Fees - Payable to Bakenhof	R217 349,00
Total Optional Fees - Estimate and Payable to Service Provider Directly	R112 700,00
Total Budget	R330 049,00
Additional Refundable Breakage Deposit (payable prior to wedding date and for 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

THIS PACKAGE EXCLUDES DRINKS, PHOTOGRAPHY, VIDEOGRAPHY

Please Note

All yellow blocks are for budget purposes, excluded and subject to a separate agreement between the Client and external Service Provider.

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 Photographer, Videographer, 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, specifically the Staff and Service Company and Barista Company.

Unfortunately no BYO Coffee and Tea allowed, Caterers cannot include Coffee, Tea or any other drinks in their menu, Coffee and Tea exclusively provided by the Bakenhof appointed Barista Company.

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.

This quote excludes access for any wedding guests or family member not staying on site to attend a group function, braai, dinner or get together the evening before the wedding. Please contact us for a separate quote.

Please 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. No more than 2 sharing adults per Suite, except in the Get Ready Suite.

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 t/a Bakenhof Winelands Venue | Company Reg: 2007/002852/07 | VAT: 431 024 5297