



BAKENHOF

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

2027 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 (Diesel for Client's Account). Generator required to run Aircon System.				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, service supervisor, security, breakdown staff and other behind the scenes and support staff				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

Bakenhof In-House Wedding Coordination - Payable to Bakenhof

Annual group price and product negotiations with group Preferred Service Providers				included
Kick Off meeting followed by introduction to Preferred Service Providers				included
Monthly Check In, support and update on couple's selected Service Providers and Payment Plan				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
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, cueing 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
Wedding Day : Day facility only - Pamper Parlour and Locker Room for Bride and Bridesmaids to Get Ready				included
Wedding Day : Day facility only - 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 (if not provided by Décor and Floral Service Provider)			included
Travel/ transport			included
Service Provider meals - 1 course meal to be provided to Coordinator, Coordinator Assistant, Photographer, Videographer, DJ and any other Service Provider who will be present during main meal service - this will be at a reduced rate			excluded
Catering Surcharge additional 3 course meal for more than 100 guests	0	R580,00	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

Ceremony - wedding arch with floral design			included
Ceremony - luxe bridal bouquet			included
Ceremony - groom boutonniere			included
Ceremony - 2 x Confetti holders with rose petals			included
Ceremony - 2 x Plinth entrance arrangements			included
Reception for 10 guest tables - floral arrangements (modern in season luxury flowers)			included
Reception for 10 guest tables and 100 guests - vases for flowers, any napkin, any tablecloth or runner, any table number			included
Reception for 10 guest tables (100 guests) - any 2 plates (under plate, dinner plate, side plate) and any cutlery 3 piece (knife, fork, spoon)			included
Reception for 10 guest tables (100 guests) - 6 candles per table - any colour - pillar candles work best			included
Bridal Table - impressive luxury arrangement including up to 20 pillar candles in cylinder vases			included
Bathroom and other areas in venue bloomed with small details			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
Optional - additional furniture and décor items to hire			excluded
Optional - draping, suspended flower arrangements, fairy lights, chandeliers, fringes to hire			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		R7 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 R257 182,00**Total Optional Fees - Estimate and Payable to Service Provider Directly R146 322,00****Total Budget R403 504,00**

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 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