



ANNO 1693

**d'OLYFBOOM**  
*Family Estate*

# WEDDING

PACKAGE

2019



d'Olyfboom Family Estate,  
14 Napier Street, Paarl, 7646

Tel: +27 21 870 1080  
Mobile: +27 82 708 0101

events@dolyfboom.com  
www.dolyfboom.co.za

# Welcome

*d'Olyfboom Estate's wedding co-ordinator extends a warm and friendly welcome to all.*



## WEDDINGS AT D'OLYFBOOM

d'Olyfboom Estate in Paarl, in the heart of the Cape Winelands, offers an exclusive Oude Cellar Wedding Venue at a breath-taking boutique wine estate dating back to 1693.

Our venue boasts spectacular views over the farm's vineyards, dam, and Paarl Mountain. We strive for individual attention, tailored personalised service and trust that your experience will be unforgettable.

d'Olyfboom Oude Cellar Venue can accommodate 80-100 guests comfortably, depending on seating style and arrangement. Maximum 126 guests with our pre-determined seating style.

## WEDDING RATES 01 JANUARY 2019 - 31 DECEMBER 2019

**SUMMER WEDDING PACKAGE                      R15 000.00 incl. VAT**

PEAK SEASON January to April; November to December

**WINTER WEDDING PACKAGE                      R12 000.00 incl. VAT**

OFF PEAK SEASON May to October

## INCLUDED IN YOUR WEDDING PACKAGE

- Oude Cellar Venue
- Historic Oude Cellar for indoor ceremony
- Outdoor ceremony on green lawns with a breathtaking view of Paarl and its surrounding mountains
- White ceremony chairs
- Wooden tables (tablecloths excluded)
- White chairs for reception
- Cutlery, crockery and glassware
- White serviettes
- Setup of table and chairs
- Cash bar facilities



## ADDITIONAL CHARGES TO YOUR WEDDING PACKAGE

- Catering – sample menu options available on request. Prices valid until August 2020.
  - Arrival canapés or bread table varies from R55 p/p to R70 p/p
  - 2 Course menu option 1 @ R270 p/p
  - 3 Course menu option 2 @ R295 p/p
  - 3 Course menu option 3 @ R355 p/p
  - Tea & Coffee @ R15 p/p
  - We are open to requests and can quote according to your catering needs.

*All dietary requirements should be arranged by latest 14 days prior to your wedding.*

*Requests for Halaal and Kosher catering warrant an applicable surcharge.*

*Should you require any other catering, we would gladly assist. Please request sample menus and pricing.*

- Beverages
  - A beverage price list is available on request.
  - A corkage fee of R30 p/750ml bottle will be charged for wine & champagne only.
  - All other drinks must be bought from our bar; cash or on tab.
- Staff – 1 waiter per 20 guests at R100 p/p p/h, 1 barman per 50 guests at R120 p/p p/h
  - Initial quotation is based on an average of 8 hours for staff
  - Staff is booked for 1 hour prior to guests' arrival to 1 hour after guests have left
- After-hours – for morning functions after 16:00 and evening functions after 00:00 an hourly after-hours rate of R1500 will be charged. No loud music after 00:00.
- A R3000 refundable breakage deposit will be added to your bill upon booking. Should there be any damages, it will be deducted after the wedding and the balance of the breakage deposit refunded to the client. In the event of no damages, the full breakage deposit will be refunded.
- Optional: 5 Deluxe guest rooms on the estate. Contact us to enquire about availability and rates.

## TO BE ORGANISED BY YOU

- Ceremony arch / gazebo, décor, etc.
- All décor and flowers, and own set-up thereof
  - Flower arrangements must to be brought to the venue completed in vases
  - It is the client's responsibility to ensure that all candle holders are wide enough to catch wax drips. Damage to tables and/or linen will be charged accordingly.
- Additional lighting if desired
- DJ / music, and the audio & visual equipment needed





# TIMING

**VIEWINGS:** Estate viewings welcome by appointment only.

**SET-UP & BREAKDOWN:** Set-up may be arranged for 1 day prior to your wedding should the venue not be booked for that day. Confirmation is needed closer to the time. If the venue is booked the day before, set-up on the day of the wedding may start at 09:00 for afternoon weddings and 07:00 for morning weddings. Breakdown is done either directly after the wedding or on the first working day after the wedding from 09:00. Please arrange this with your suppliers.

**ON THE WEDDING DAY:** The venue will be available until 00:00 for evening weddings and until 16:00 for morning weddings. A R1500 per hour fee will be charged for overtime after 16:00 / 00:00 respectively. No excessively loud music after 00:00. If you would like to continue after 00:00, the doors will be closed to contain music / noise levels.

# FOOD AND BEVERAGE

**CATERING:** No outside caterers are allowed, please request our sample menu options. Menus must be finalized by latest 1 month prior to your wedding. Should you want a customized menu compiled, please ask for a quote according to your requirements. Starters are plated, main course is served buffet style, and dessert is plated or buffet.

**STAFF:** 1 waiter per 20 guests, 1 barman per 50 guests, 1 supervisor per 10 staff. Initial quotation is based on an average of 8 hours for staff. Staff is booked for 1 hour prior to guests' arrival until 1 hour after guests have left. Waiters are charged at R100 per hour p/p; barmen at R120 per hour p/p. Suggested staff ratios are dependent on client's needs and requirements of staff.

**BAR:** A bar list is available on request, please request specialty drinks to ensure we have it stocked. Also indicate if your guests have a preference to ensure enough stock is provided. An open bar / bar tab on the client's account can be arranged prior to the wedding. If a cash bar is preferred, guests must be notified to bring cash along.

**CORKAGE:** A corkage fee of R30.00 per 750ml bottle applies for all wine & champagne. No other alcohol and beverages may be brought by the client. A cash bar or bar tab on client's account is available.



# ACCOMMODATION

The 5 Deluxe Guest Rooms at d'Olyfboom Family Estate are decorated with luxury finishes, overlook the beautiful gardens and views of the Estate and create a tranquil oasis in the middle of Paarl. The rooms are equipped with TV's, air-conditioning and coffee stations as well as Wi-Fi. The farm is geared with a back-up generator to ensure no cold showers or power outages. A scrumptious Boland-breakfast will be served every morning. These rooms are "No Smoking"-zones.

Other than the practical lay-out and top-quality finishes, the thing that sets d'Olyfboom apart, is the beautiful view. Each room's porch looks upon the majestic Paarl mountains and beautiful vineyards. On this heritage site and with the structures of the buildings still the same as all those years ago, you will experience something of the late 1600's. Charming indeed!



## TERMS AND CONDITIONS SUBJECT TO CHANGE AT ANY TIME

### PAYMENTS

- Unfortunately, no dates will be provisionally booked. Once you confirm your booking for the venue and/or guest rooms, a R5000.00 deposit along with a signed agreement within 48hours secures your booking. Please send your proof of payment and signed agreement to [events@dolyfboom.co.za](mailto:events@dolyfboom.co.za).
- Full deposit payment is required for weddings taking place within 30 days.
- The balance of your account is payable 30 days prior to your wedding date.
- Please confirm by latest 30 days prior to your wedding:
  1. Procedures for the day / schedule
  2. Final number of guests (remember to include your on-site service providers)
  3. Layout of your wedding venue
  4. Menu selection and dietary requirements
  5. Beverages and bar arrangements
  6. A list of your service providers with contact numbers

### FURNITURE AND EQUIPMENT

- The use of our standard furniture and equipment is at no extra charge. Any additional items should be supplied or hired at the client's cost.
- Candles may not be placed directly on our tables. Candleholders should be wide enough to ensure no wax drips on our tables.
- No permanent alterations are allowed such as nails or hooks in the wall, roof or frames.
- Damage to d'Olyfboom property including furniture, equipment and linen will be charged for accordingly.



## **RISK, LOSS AND DAMAGES**

- d'Olyfboom will not be held liable for interruptions of services beyond its control i.e. Eskom Loadshedding. We do however have a backup generator.
- All precautions will be taken to ensure safeguarding of your belongings. However, d'Olyfboom will not be held liable for loss or damage to any property whatsoever (valuables, wedding gifts, etc.). All personal and valuable property must be removed directly after the wedding.
- d'Olyfboom, its employees, or any person employed for weddings will not be held liable for any loss or injury to persons due to negligence or any other cause whatsoever.
- d'Olyfboom is a non-smoking venue. We kindly request that your guests only smoke in the designated areas outside.

## **WEDDING CANCELLATIONS**

- Cancellations 121+ days prior to your wedding: R5000 non-refundable deposit.
- Cancellations 91-120 days prior to your wedding: 10% cancellation fee.
- Cancellations 61-90 days prior to your wedding: 20% cancellation fee.
- Cancellations 31-60 days prior to your wedding: 50% cancellation fee.
- Less than 30 days prior to your wedding: 100% cancellation fee.

## **ACCOMMODATION CANCELLATIONS**

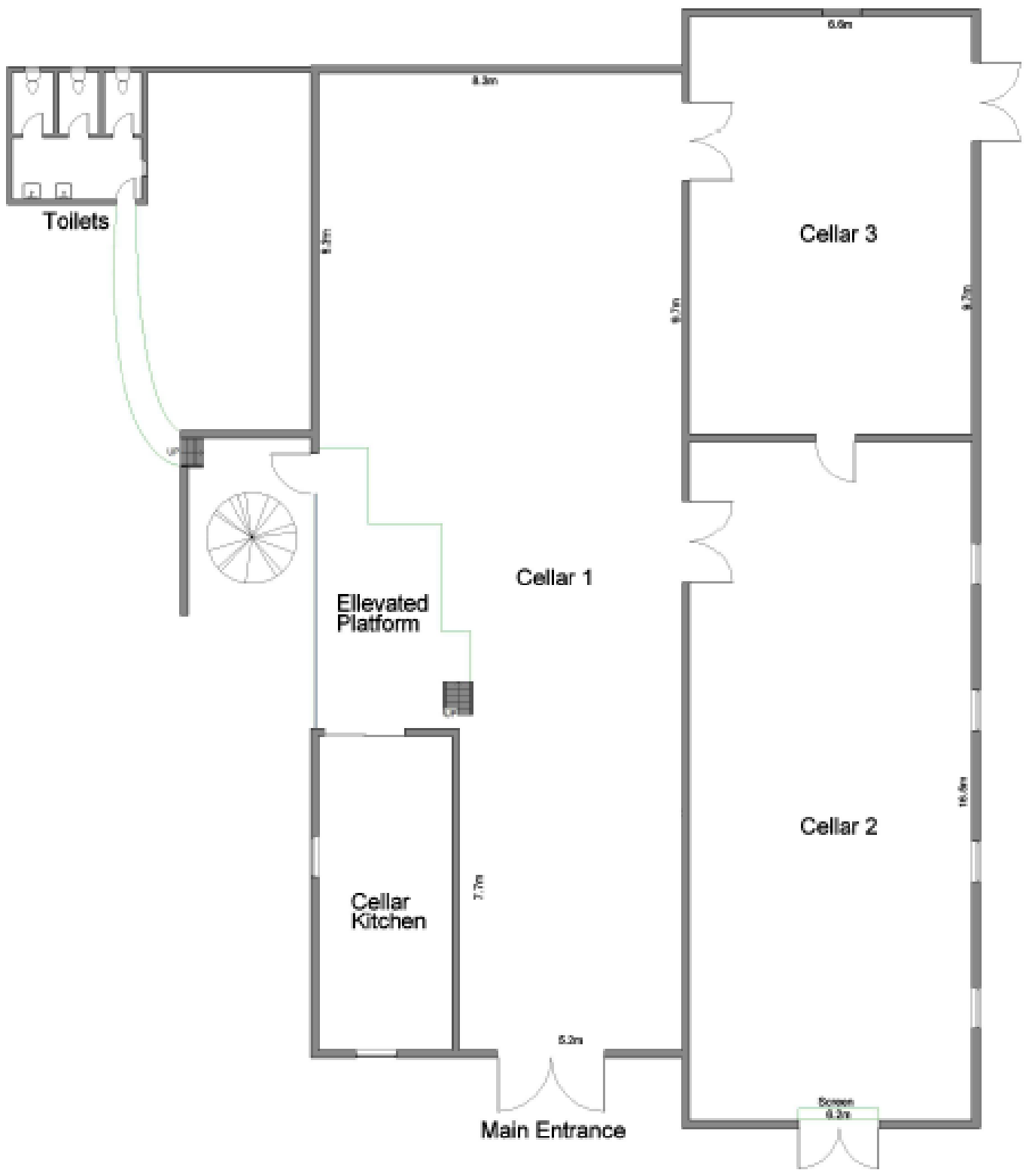
- More than 30 days prior to arrival: 10% cancellation fee.
- More than 7 days prior to arrival: 50% cancellation fee.
- Less than 7 days prior to arrival: 100% cancellation fee.

## **CONTACT US**

EVENTS MANAGER: Amy van Niekerk  
EMAIL: [events@dolyfboom.co.za](mailto:events@dolyfboom.co.za)  
WEBSITE: [www.dolyfboom.co.za](http://www.dolyfboom.co.za)  
MOBILE: +27 82 708 0101  
TEL: +27 21 870 1080



# OUDE CELLAR VENUE LAYOUT



# DIRECTIONS

To: d'Olyfboom Family Estate, Napier Street, Paarl, 7646

## FROM N1 CAPE TOWN:

- Take exit 55, Paarl, onto R45
- Turn left onto Main Street
- Continue on Main Street for 2,0km
- Turn left onto Mill Street (at the traffic light just after Mc Donald's on your left)
- Continue on Mill Street for 1.1km
- Turn left onto Van der Poels Doordrift Street / Upper Plein Street
- Turn right onto Napier Street
- Continue to the end of Napier Street as you drive into d'Olyfboom Family Estate ahead

## FROM N1 WORCESTER:

- Take exit 59 onto R301
- Turn right onto Jan van Riebeeck Road
- Continue on Jan van Riebeeck Road for 2,5km
- At the roundabout, take the first exit onto Market Street
- Continue on Market Street for 700m
- At the roundabout, take the second exit onto Market Street
- Continue on Market Street for 600m
- Turn right onto Main Street
- Continue on Main Street for 400m
- Turn left onto Mill Street (at the traffic light just after Mc Donald's on your left)
- Continue on Mill Street for 1.1km
- Turn left onto Van der Poels Doordrift Street / Upper Plein Street
- Turn right onto Napier Street
- Continue to the end of Napier Street as you drive into d'Olyfboom Family Estate ahead

## FROM SOMERSET WEST / STELLENBOSCH:

- Take the R44 towards Stellenbosch
- Continue on the R44 through Stellenbosch towards Paarl
- At Klipmuts, turn right at the second traffic light onto R101
- Continue onto Main Street, Paarl
- Turn left onto Mill Street (at the traffic light just after Mc Donald's on your left)
- Continue on Mill Street for 1.1km
- Turn left onto Van der Poels Doordrift Street / Upper Plein Street
- Turn right onto Napier Street
- Continue to the end of Napier Street as you drive into d'Olyfboom Family Estate ahead





## FROM WELLINGTON:

- Take the R44, Champagne Street, out of Wellington
- Turn left onto Malmesbury Road
- Turn left onto Noord Agter Paarl
- Continue onto Main Street
- Turn right onto Olyven or Botha Street
- Turn right onto Napier Street
- Continue to the end of Napier Street as you drive into d'Olyfboom Family Estate ahead



# AGREEMENT

Please email this signed agreement together with your deposit proof of payment to:  
events@dolyfboom.co.za

WEDDING DATE: .....

BRIDE Name and Surname: .....

GROOM Name and Surname: .....

## D'OLYFBOOM BANKING DETAILS:

Account Name: Conferences and Functions

Bank Name: RMB Private Bank (FNB)

Account Number: 62653245300

Branch Name: Universal

Branch Code: 250 655

## PERSON RESPONSIBLE FOR ACCOUNT:

Please provide us with your correct invoicing details, as well as your bank account details for the refundable breakage deposit.

Name and Surname: .....

ID Number: .....

Relation to Bride and Groom: .....

Contact Number: .....

E-Mail address: .....

Physical Address: .....

.....

I, .....(PRINT NAME AND SURNAME),

hereby confirm that the above details are true, and I accept the terms and conditions of this wedding package.

Signed: .....

Date Signed: .....

