



Outsourced Functions- Lifestyle Centre Guidelines 2017

1. Lifestyle Centre Function Room

Monday to Friday – 08h00 to 17h00

- R6500.00 Venue Fee
- R3000 refundable deposit will be required and an inventory list needs to be signed. Shortages will be deducted from deposit. Please note that if damages come to a greater total than the deposit then the client will be liable for the balance of the damages.
- Tables and chairs will be set up by Croydon according to chosen floor plan
- Bar facilities available. No other alcohol to be brought onto the premises.
- Barman fee – R75 per hour for a minimum of 4 hours.
- Pre orders for wines need to be placed with Nicole if needed.
- A checklist of people that will be entering will need to be sent to security for security control. All service providers to be included on the list, including the company name, driver and passenger ID's and vehicle registration number to be communicated to the Lifestyle Coordinator beforehand.
- Preferred suppliers can be supplied by the Lifestyle Coordinator.
- An indemnity form, stock sheet, as well as a venue contract needs to be signed to exclude Croydon Vineyard Estate from any legal liabilities.
- Booking fee of 50% deposit will secure the function date. If a client cancels the booking in less than a month before the function date, the deposit will not be returned to the client.
- Please note that if a function takes place on a Public Holiday, staffing fees will be charged accordingly.
- Croydon Vineyard Estate has the right to remove guests from the property if they don't comply with the rules set out in the Venue Contract. (E.g. if they are destructive, drunk, drugged, etc.)

Monday to Fridays – 17h00 to 24h00

- R6500.00 Venue Fee
- R3000 refundable breakage deposit will be required and an inventory list needs to be signed. Shortages will be deducted from deposit. Please note that if damages come to a greater total than a R3000 the client will be liable for the balance of the damages.
- Tables and chairs will be set up by Croydon according to chosen floor plan
- Bar facility available. No other alcohol to be brought onto the premises.
- A barman can be hired at R75 an hour min of 4 hours. A checklist of people that will be entering will need to be sent to security for security control. All service providers to be included on the list, including the company name, driver and passenger ID's and vehicle registration number to be communicated to the Lifestyle Coordinator beforehand. An indemnity form, stock sheet, as well as a venue contract needs to be signed to exclude Croydon Vineyard Estate from any legal liabilities.
- Preferred suppliers can be supplied by the Lifestyle Coordinator.
- Booking fee of 50% deposit will secure the function date. If a client cancels the booking in less than a month before the function date, the deposit will not be returned to the client.
- Please note that if a function takes place on a Public Holiday, staffing fees will be charged accordingly.
- Croydon Vineyard Estate has the right to remove guests from the property if they don't comply with the rules set out in the Venue Contract. (E.g. if they are destructive, drunk, drugged, etc.)

Saturday 07h00 – 24h00

- R6500.00 venue hire fee.
- R3000.00 refundable breakage deposit will be required and an inventory list needs to be signed. Shortages will be deducted from deposit. Please note that if damages come to a greater total than a R3000 the client will be liable for the balance of the damages.
- A supervisor's fee of a R1000 will apply.
- A cleaning fee of R300.00 cleaning fee per cleaner.
- Tables and chairs will be set up by Croydon according to chosen floor plan.
- Bar facility available. No other alcohol to be brought onto the premises.
- A barman can be hired at R75 an hour min of 4 hours.
- A Pre-clearance list must be submitted for access control. All service providers to be included on the list, including the company name, driver and passenger ID's and vehicle registration number to be communicated to the Lifestyle Coordinator beforehand.

- Booking fee of 50% deposit will secure the function date. If a client cancels the booking in less than a month before the function date, the deposit will not be returned to the client.
- An indemnity form needs to be signed, as well as a venue contract to exclude Croydon Vineyard Estate from any legal liabilities.
- Please note that if a function takes place on a Public Holiday, staffing fees will be charged accordingly.
- Croydon Vineyard Estate has the right to remove guests from the property if they don't comply with the rules set out in the Venue Contract. (E.g. if they are destructive, drunk, drugged, etc.)

Sunday 07h00-24h00

- R6500.00 venue hire fee.
- A supervisor's fee of a R1000 will apply.
- R3000.00 refundable breakage deposit will be required and an inventory list needs to be signed. Shortages will be deducted from deposit. Please note that if damages come to a greater total than a R3000 the client will be liable for the balance of the damages.
- A cleaning fee of R300.00 will be charged.
- Tables and chairs will be set up by Croydon according to chosen floor plan
- Bar facility available. No other alcohol to be brought onto the premises.
- A barman can be hired at R150 an hour min of 4 hours
- Waiter and Cleaner service charged separately if required.
- A Pre-clearance list must be submitted for access control. All service providers to be included on the list, including the company name, driver and passenger ID's and vehicle registration number to be communicated to the Lifestyle Coordinator beforehand.
- Booking fee of 50% deposit will secure the function date. If a client cancels the booking in less than a month before the function date, the deposit will not be returned to the client.
- An indemnity form, stock sheet, as well as a venue contract needs to be signed to exclude Croydon Vineyard Estate from any legal liabilities.
- Please note that if a function takes place on a Public Holiday, staffing fees will be charged accordingly.
- Croydon Vineyard Estate has the right to remove guests from the property if they don't comply with the rules set out in the Venue Contract. (E.g. if they are destructive, drunk, drugged, etc.)

On public holidays the Sunday fees and arrangements will apply.

Bookings need to be made through the Lifestyle Coordinator at lifestyle@croydon-estate.co.za