



Outsourced Functions - Lifestyle Centre Guidelines 2018

Monday to Friday – 08h00 to 17h00

- Venue Fee R8500.00
- Refundable deposit of R3000.00 will be required and an inventory list needs to be signed. Shortages will be deducted from the deposit. Please note that if damages amount to a greater value 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 the chosen floor plan
- Bar facilities available and a barman is available at R75 per hour for a minimum of 4 hours.
- No other alcohol to be brought onto the premises.
- Pre order for wine must be placed with Nicole.
- A checklist of people that will be entering the Estate must be sent to security. 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.
- Preferred suppliers are available.
- 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.)
- An indemnity form, stock sheet, as well as a venue contract needs to be signed to exclude Croydon Vineyard Estate from any legal liabilities.

Monday to Friday –17h00 to 24h00

- Venue Fee R8500.00
- Refundable deposit of R3000.00 will be required and an inventory list needs to be signed. Shortages will be deducted from the deposit. Please note that if damages amount to a greater value than the deposit then the client will be liable for the balance of the damages.
- A supervisor's fee of a R500 will apply, plus R100 per hour after 4 hours.

- Tables and chairs will be set up by Croydon according to the chosen floor plan
- Bar facilities available and a barman is available at R75 per hour for a minimum of 4 hours.
- No other alcohol to be brought onto the premises.
- Pre order for wine must be placed with Nicole.
- A checklist of people that will be entering the Estate must be sent to security. 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.
- Preferred suppliers are available.
- 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.)

Saturday 07h00 – 24h00

- Venue hire fee R8500.00
- Refundable deposit of R3000.00 will be required and an inventory list needs to be signed. Shortages will be deducted from the deposit. Please note that if damages amount to a greater value than the deposit then 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 per cleaner will be charged.
- Tables and chairs will be set up by Croydon according to the chosen floor plan.
- Bar facilities available and a barman is available at R75 per hour for a minimum of 4 hours.
- No other alcohol to be brought onto the premises.
- Preferred suppliers are available.
- A Pre-clearance guest list must be submitted for security 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.
- 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.)

Sunday 08h00-22h00

- Venue hire fee R8500.00
- Refundable deposit of R3000.00 will be required and an inventory list needs to be signed. Shortages will be deducted from the deposit. Please note that if damages amount to a greater value than the deposit then 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 will be charged.
- Tables and chairs will be set up by Croydon according to the chosen floor plan.
- Bar facilities available and a barman is available at R150 per hour for a minimum of 4 hours.
- Waiter and Cleaner service charged separately if required.
- No other alcohol to be brought onto the premises.
- Preferred suppliers are available.
- A Pre-clearance guest list must be submitted for security 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.
- 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.)

On public holidays the Sunday fees and arrangements will apply.

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