



-Function Venue Hire-

## *The French Oak Room*



### **Function Venue Hire Inclusions:**

Venue rental (tables and chairs included)

Standard function duration of 6 to 8 hours (maximum 10 hours for micro weddings)

No cork fee for sparkling wine & Champagne

Waiters/bartenders (as needed, charged per hour)

Maximum capacity of 44 guests

Complete list of recommended service providers for catering, dinnerware, flowers and decor



**Function Venue Hire Rates:**

For 20 guests and under: R3,000.00

For 21 and over per head: R150.00

**Additional Charges:**

Full cash bar facility: R1500 (including Lemberg wines)

Exclusive wine bar: R1000 \*optional, when a full cash bar is not required

Waiters/bartenders per staff member per hour R150

Table wines at cellar prices (as per wine list)

Fruit juice and mineral water (cost on request)

Other wine per bottle cork fee: R40.00 (no hard liquor or other alcohol allowed)

**Overtime costs:**

Function overtime cost per hour R1000 \*calculated after the prescribed function duration hours

Staff overtime costs per hour R180 \*per staff member

**Service Staff Requirements:**

1 bartender per 44 guests

1 waiter per every 20 guests for buffet service

1 waiter per every 10 guests for 3-course table service

1 waiter per every 5 guests for 5+ course table service

1 dedicated wine waiter for every 20 guests for table service for an exclusive food and wine pairing menu

Staff must arrive 1 hour before the function for preparation and stay 1 hour after for clean-up





**Estimated Timeline (for reference and planning purposes):**

Arrival of guests and welcome drinks: 2 hours (3 hours for weddings to allow for photos)

Move to tables, welcoming, and thank yous: 1 hour

Starters: 1 hour

Speeches and toasts: 1 hour

Main course: 1 hour

Dessert and coffee: 1 hour

Closing and adjournment: 1 hour

Total function duration: 8 hours

\*Waiter and bartender total hours for costing: 10 hours (function duration + 2 hours)





## VENUE HIRE TERMS AND CONDITIONS:

### Booking and Deposit:

To secure your booking, a 50% deposit of the full invoice is required. The remaining balance is due 7 calendar days before the scheduled function date, after receipt of the final invoice.

### Overtime Charges:

Function overtime beyond the prescribed duration will be charged at a rate of R1,000.00 per hour.

Overtime charges will be recovered after the function and are payable within 48 hours.

### Alcohol Service:

The fully licensed bar facility and service of any alcoholic beverages may not continue after 02:00 by law.

### Damage to Property:

Any damage to the property of Lemberg Wine Estate, including the French Oak Room and its surroundings, will be assessed and recovered at cost price.

Damages must be reported immediately after the function.

### Liability:

Lemberg Wine Estate, its owners, workers, any contracted services, and staff will not be held liable for any damage to hired equipment or items/property of service providers.

Lemberg Wine Estate, its owners, workers, any contracted services, and staff will not be held liable for any property damage, injuries, theft, or death to/from the function holder or any guests. All individuals enter the property at their own risk.

### Catering and Service Vendors:

Catering services are at the expense of the function holder. Catering must provide meals for all service personnel and other service providers present at the event.

Waitstaff and bartenders must be based on the specified personnel requirements. They must arrive 1 hour before the function for necessary preparation and stay 1 hour after the function to clean up. Their hours are calculated based on the function duration.



Optional Extras:

Optional extras and will be charged as per the agreed rates.

No hard liquor or other alcoholic beverages are allowed on the premises, except for those provided by Lemberg Wine Estate.

Cancellation Policy:

Cancellation must be made in writing and submitted to Lemberg Wine Estate.

The following cancellation policy applies:

60 days or more before the function date: 50% refund of the deposit.

30-59 days before the function date: 25% refund of the deposit.

14-29 days before the function date: 10% refund of the deposit.

7-13 days before the function date: 25% refund of the full invoice.

Less than 7 days before the function date: 0% refund; the function holder is responsible for the payment of the full invoice.

Guest Count:

The maximum number of guests allowed in the French Oak Room is 44. Any deviation from this count must be approved in advance and may incur additional charges.

Function Duration:

The standard function duration is between 6 and 8 hours. For micro weddings, a maximum duration of 10 hours is allowed.

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Lemberg Wine Estate reserves the right to refuse service or entry to any individual or group. All rights to the venue and its facilities are reserved by Lemberg Wine Estate.

By confirming your booking with Lemberg Wine Estate, you acknowledge that you have read, understood, and agree to abide by these Terms and Conditions.