

# Your perfect Wedding Venue

## Palm House



Let our Function Team  
Help to make your day special

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### Wedding Package

Majestic Palms surround this exclusive 4 star Luxury Guest House, it overlooks the magnificent Constantiaberg. Designed by a protégé of Sir Herbert Baker in the 1920's, The Palm House with its warm wood paneling, large fireplaces and intimate alcoves has been restored to its former elegance. We cater for the smaller groups, taking pride in our personal and Professional service

Come and relax amidst the warm Cape hospitality

### The Couple

The Palm House offers you the privacy and flexibility of the entire venue. We understand that every couple has their specific requests and ideas to which we openly avail ourselves. Choosing our venue allows you more time and money to focus on the finer details of your special day and to spoil yourselves and your guests in our intimate setting. Our professionally trained staff have years of hospitality experience to ensure your perfect wedding.

### Venue

Our grounds allow you to plan for every possibility and wish. Our lawns and gardens can be the ideal outdoor ceremony with pictures taken on site.

Perhaps have the ceremony under our unique archway or on our elegant staircase. We also have a panoramic view from our large balcony on which a service could be held. Full use of our Bar, Restaurant, and Gardens are inclusive.



### Catering

All our food is prepared by our in-house team and great care is taken to use the best ingredients and seasonal foods. You could have a Champagne Breakfast, 3-course Plated service, Buffet or Cocktail Party. For your perusal, we offer our standard menu, for you to choose from. Our preparation and presentation of our meals are a fundamental corner stone of our reputation.

(Outside catering or bar service - is not permitted)

### Services Offered

We can arrange the services of a DJ and for you to select your personal choice of music. We can recommend a photographer, florist, coordinator or décor design houses. Any special or additional equipment needed will be at extra cost.





### Accommodation

We have a choice of 2 special Honeymoon Suites, one of which is on its own floor. These can be specially prepared for the evening, inclusive of sparkling wine, flowers, mini-bar, bubble bath, chocolates etc. We offer a **Wedding Night Pack** for R500 that includes the above. **Please note this charge does NOT include the ROOM charge - this will depend on room type.**

### Parking

We offer secure on site parking with 24-hour Security Guards and armed response support. We can also arrange for Street Parking Security. (this is charged as an extra)

### Children

A special charge and menu for children can be arranged. We offer a babysitting service on the premises if required by the parents.

### Package Costs

**Venue/Decor Hire:** R85 per person to include tables, chairs, white table covers, white chair covers, crockery, cutlery and glassware. (Coloured overlays and chair ribbons are charged at an extra cost if required)

**The minimum venue hire charge is R2,500, if numbers are below 30 guests.** Venue hire for Sundays & public holidays will carry a surcharge of R1,500.00

**Menus:** Please see the attached *Standard Function Menu* for you to choose from. Special Dietary requirements can be catered for.

**Wine Corkage** will be charged at a rate of R30.00 per bottle. Other beverages will also be charged corkage and can be quoted separately. (No Alcohol can be consumed at Palm House without permission or purchased from our Bar.)

**Co-ordinator Fee:** if you require us to arrange your table décor, supervise flowers, cake, table names etc then a co-ordination fee of R2,500 will levied as this involves a huge amount of extra work and staff time. (If this service is not required please be aware we only then supply venue and food everything else will need to be done by the wedding party.)

**Ceremony:** if you wish to have your ceremony at Palm House this can also be arranged. We can do a package that includes chairs & covers, red carpet, wrought iron arch, lectern. The cost for the complete ceremony pack is R2,800. Flowers & chair ribbons are to be supplied by wedding party. **This charge is assuming you are having your reception with us. A charge of R55 per person will apply if we host the Ceremony only.** We do not arrange for the minister, this will be the responsibility of the wedding party, along with any fees they charge.

*If a rehearsal run-through of the ceremony is required an extra rehearsal fee of R1,500*





### Payment Terms

Final numbers are required 72 hours prior to function; we will cater for that number and will charge accordingly. Damage caused to garden, furnishings, equipment, hired equipment, utensils etc will be charged to your account. To confirm the reservation we will require the venue hire charge, based on estimated numbers, paid in full and this is non-refundable.

30 days prior to the event 50% of the function menu must be paid with the balance due 72 hours prior to the event based on final numbers. All extras on the actual day e.g. bar, corkage etc must be settled in full on departure by credit card or cash. We reserve the right to cancel the event if our terms are breached. Full terms & conditions are in our contract

Quotations that are valid for 6 months in advance of the function. If booked more than 6 months in advance the quote could be subject to a max inflation excess charge of 10%. Any quotes that are over 1 year in advance of the function are subject to a 10% + charge if inflation and outside costs rise.



Please call us anytime to make an appointment to view our venue, viewings can be at anytime. After you have viewed you can then make an appointment to talk to our **Events Coordinator** who will evaluate your requirements of your special day.

Function appointments normally take place between 5pm and 9pm Monday to Friday, we can occasionally accommodate Saturday Morning appointments if Functions are not taking place.

For a quote please consult the Palm House Team

Yours in Hospitality,

*The Palm House Team*





The following are suggestions and ideas to help you construct your own personal Function menu. There may be special dishes you have always wanted to have and we can discuss all your requirements and then quote on the menu you compile.

### Starters

- Salmon and Avocado Terrine served with Salad Garnish **R45**
- Pan Fried Fillet of Hake with Tartar Sauce and Garnish Salad **R45**
- ✓\*Butternut and Leek Soup with Coconut Cream and Home Baked Bread **R40**
- Prawn Cocktail with Salad Garnish and Home Baked Bread **R45**
- ✓\*Basil Pesto Pasta Salad **R40**
- ✓\*Greek Salad with Feta & Olives **R30**
- Variety of Baked Breads on table **R18**

### Main Course

- Roast Leg of Lamb with Rosemary and Garlic : *inc Veg* **R95**
- Prime South African Roasted Beef with Red Wine gravy : *inc Veg* **R95**
- Chicken Breasts sautéed in White Wine with Tarragon Sauce : *inc Veg* **R85**
- Baked Line Fish with Butter & Lemon Sauce : *inc Veg* **R85**
- Hake portions with creamy Tartar Sauce **R85**
- Sweet and Sour Chicken Drum Sticks **R68**
- Malay Curry Beef, Lamb, or Chicken **R75**
- ✓\*Mild Chickpea & Vegetable Curry **R60**
- ✓\*Mushroom Filo Pie with Spicy Peach Coulis **R65**
- ✓\*Vegan Lasagne **R65**
- ✓\*Roasted & Steamed Vegetables of the Season **R18**

### Dessert

- ✓\*Tropical Fruit Salad with Vanilla Yoghurt or Ice Cream **R38**
- French Apple Flan with Ice Cream or Cream **R40**
- Brandy tart with Ice Cream or Cream **R42**
- Cheese Cake with Raspberry Sauce **R42**
- Chocolate Mouse with cream **R40**
- Mixed Ice cream **R35**

Tea (Ceylon and Rooibos) (unlimited) **R15** per head  
Filter Coffee (unlimited) **R20** per head

✓\* Items are suitable for vegetarians

The above menu is for a plated service - if a Buffet Service is preferred a 15% surcharge will apply  
A service charge of 10% will be applied to the final cost of the menu

*We would be delighted to help you plan your perfect day  
Why not talk to our Function Team*



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## EXAMPLE OF MENU & COST

### Starter

**Salmon and Avocado Terrine served with Salad Garnish R45**

### Main Course

**Chicken Breasts sautéed in White Wine with Tarragon Sauce R85**

### Dessert

**Chocolate Mouse with cream R40**

**Filter Coffee (unlimited) R20 per head**

**Giving you R190 per person for this menu.**

**The Venue / Décor charge is R85 per person**

**If you have 75 guests the cost will be:**

**75 x R190 = R14,250**

**75 x R85 = R6,375**

**Total for Reception cost would be R20,625**

**Plus any extra hire charges E.G.**

**Ceremony fee, Marquee, Co-ordinator fee, Corkage, Bar, Service etc.**

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JUNE 2011

Function Menu



## Palm House Champagne Buffet Breakfast



### JC Le Roux Sparkling Wine

Individual bottles 187ml 1 per guest

### Cold Menu

Fresh Fruit (Fruits of the season)  
Croissants, Muffins,  
Scones, Baked Breads  
Variety of Preserves  
Cheese Platters  
Cold Meats  
Yogurts

Fresh Fruit Juice (Clear Apple /Pure Orange)  
( in chilled dispensers )

### Hot Dishes

Crispy Bacon Rashers  
Pork or Beef Sausages  
Scambled Eggs  
Palm House Saute Breakfast Potatoes  
Fried Tomato Slices  
( Hot dishes will be served by staff on the Buffet)

Tea (Ceylon and Rooibos) (unlimited)  
Filter Coffee (unlimited)

**Menu cost R199** per person

(If the JC Le ROUX is not required price will be reduced to R175)

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March 2008

# Ideas for your Special Day

Function Photo Gallery





TERMS AND CONDITIONS FOR WEDDING FUNCTIONS:

- ⤴ All prices quoted are inclusive of VAT at 14%, or rate at the time of function, and are based on estimates which may be revised should market related food prices fluctuate, if the quotation is more than 6 months prior to the event. This will be capped at 10% up to 9 months of the event date, thereafter market forces and inflation will be taken into consideration.
- ⤴ A minimum venue hire charge of R2,500 applies, if the guest numbers are below 30. For functions of 30 or more a R85 décor charge is levied per person. The menu price is charged per person depending on the dishes chosen. Marquee etc are charged as extra items on the quotation. *Venue hire for Sundays and Public Holidays will carry a surcharge of R1,500.*
- ⤴ Final numbers must be confirmed 72 hours (Three Days) before your function, and will be charged accordingly.
- ⤴ A service charge of 10% will be added to the final Menu cost only.
- ⤴ Evening functions must terminate by 10:00 pm. A fee of R1,000 per hour thereafter will be levied.
- ⤴ No Alcohol can be consumed on the premises unless purchased from our Bar or has been given to our staff to serve and forms part of the quote for corkage. Any Alcohol that is brought on to the premises without authorization will be confiscated as this infringes our Liquor Licence and we operate a zero tolerance policy for Alcohol. We will also ask any person who causes problems due to excessive Alcohol consumption to leave the premises. *(The Wedding Couple must inform their guests of this policy)*
- ⤴ Any music at the function must be kept to a reasonable level as we are situated in a residential area and must stop no later than 7:00 pm. Background music can be played until 10:00 pm **Failure to conform to our requested noise levels could result in the termination of permission to have music and also result in the power supply being cut.**
- ⤴ Service providers (i.e. florists, DJ's, décor designers etc) must be approved by us or arranged by us. This is to protect the client from companies we know are unreliable or bad value.
- ⤴ We will hold your booking on a provisional basis for 14 days, until a signed copy of this agreement is received, along with the deposit (see below). Provisional bookings will be released without notification, should you fail to confirm within this period.
- ⤴ A non-refundable deposit of R1,000 is required to confirm the booking. 50% of the cost of the function must be paid two months prior to the date and the balance 48 hours before the function.
- ⤴ The total bar costs must be settled in full on departure, either in cash or with a valid credit card. (cheques not accepted)
- ⤴ The client shall be responsible for any damage caused to the building, furnishings, utensils and equipment therein, by any act or omission of the client or guests or employees of the client.
- ⤴ The client will be responsible for the safe keeping of, or damage caused to equipment hired on their behalf.
- ⤴ Palm House will not be held liable for any loss or damage resulting from the presence of your guests on the premises. The client/s hereby indemnifies Palm House against any claims that might be brought against it.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_

WITNESS

1. \_\_\_\_\_ 2. \_\_\_\_\_ / /  
DATE OF FUNCTION

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
CLIENT NAME (PRINTED)

\_\_\_\_\_  
CLIENT TELEPHONE NUMBER

**On acceptance of the above please sign and fax back to 021 761 8776**

A pro-forma invoice for the R1,000 deposit will be supplied. Our personal attention will be offered at all times and we look forward to you celebrating your special day at Palm House.

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