

# THE VENUE

AT COTSWOLD

## WEDDING PACKAGES

Thank you for considering The Venue at Cotswold for your special occasion.

We set out to make planning this memorable occasion as pleasant and smooth sailing for you as possible. It's with this in mind that we have structured our packages to include everything from Venue hire to Meals and décor, leaving you with abundant time to focus on marrying the chosen person of your dreams.

Teaming up with reputable and trusted service providers in the industry, our packages include all your requirements differing in price according to your choice of Menu and Number of guests.

We look forward to hosting your Special Day at our tranquil and modern Estate. Nothing is impossible, and we are here to assist with the planning and execution for memories to last forever.



Package offerings include:

- Use of the air-conditioned venue for 9 hours – (11:30pm cut off)
- Estate Access and Secure parking
- Tables (Guest and Main table)/ Chairs
- Cutlery /Crockery and Glassware
- Décor (our beautiful naked tables do not require linen but should you require this or any other changes to the below it can be discussed and quoted for.)
  - Table Number (standard)
  - Podium / Lectern
  - Dancefloor
- Staff (Waitrons (1 per 10 guests) Barmen and Manager on duty for the duration of your reception or until last rounds at 23:00)
- Ice Buckets
- Generator, should there be a power outage or if we experience load shedding.
- PA system for background music available – Please note this service does NOT replace a DJ
- Menu (As per chosen package)
  - Platted option only – Waitrons will service your tables (Food and Beverage) and guests are able to choose from your preselected options. Each option is stocked in a proportioned 70% (red meat) to 30% (white meat) split as per your choice.
  - Menu flexible on consultation with revised pricing

<b>Package pricing</b>	<b>0 - 50</b>	<b>51 -100</b>	<b>101 - 150</b>
<b><i>Silver</i></b>	R 560	R 550	R 540
<b><i>Gold</i></b>	R 630	R 620	R 625
<b><i>Platinum</i></b>	R 650	R 640	R 630

## Silver

### **Starter (choose 1)**

Butternut soup with hints of granny smith apple and cinnamon, topped with cream swirl and chopped fresh spring onion. Served with homemade breadsticks

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Traditional Italian tomato & basil soup served with homemade breadsticks

### **Main**

Parmesan and herb crusted chicken breast with roasted sweet potato, seasonal vegetables and bell pepper relish

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Durban beef curry served with turmeric rice, poppadum, traditional sambals, chutney and fresh coriander.

### **Dessert**

Homemade hot Malva pudding and custard

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Mini Pavlova served with fresh summer fruit and whipped cream



## **Gold**

### **Starter (choice of 1)**

Thai chicken and vegetable spring rolls with soy honey dipping sauce and a rocket and apple salad

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Plated Parma ham with micro-herb greens citrus and fruit accents

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Brie and cranberry phyllo parcels with balsamic glaze

### **Main (choice of 2)**

Grilled beef fillet, rustic rosemary potato, roasted seasonal vegetables served with a choice of brandied green peppercorn or field mushroom sauce

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Chicken, bacon and brie stack, served with roasted seasonal vegetables, new potatoes and a honey, mustard and mushroom sauce

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Grilled sustainable line fish with a citrus and garlic splash, served with Greek style roasted potato and seasonal roast vegetables

### **Dessert**

Indulgent 70% cocoa dark chocolate mousse

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Homemade apple pie served with fresh dairy cream

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Traditional sticky toffee pudding served with custard



## **Platinum**

Homemade lemonade served with mint and cucumber

### **Starter (choice of 2)**

Tiger prawn risotto topped with parmesan crisp

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Twice baked three cheese soufflé with an apple pecan salad

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Potato rosti with smoked chicken, rocket and bell pepper relish

### **Main (choice of 2)**

Slow roasted lamb shank served with rosemary potatoes, chargrilled seasonal vegetables and red wine jus.

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Grilled sustainable Line fish topped with succulent tiger prawns, garlic and herb new potatoes and grilled seasonal vegetables

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Grilled fillet of beef on a wood roasted field mushrooms served with roasted seasonal vegetables, thick golden potato wedges and a Roquefort sauce on the side.

### **Dessert**

Homemade baked cheesecake

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Traditional crème brulee



### **Optional Extras**

Palette cleanser/sorbet

R20 per guest

### **Harvest Table / Canapés**

Should you feel that a Harvest Table for guests when they arrive would be well suited to your wedding celebration please let us know as we would be happy to chat through the options and costing's.

#### **Ideas for your canapés:**

Chicken Satay Skewers

Prawn Skewers

Grilled bruschetta topped with creamy gorgonzola, pears & honey

Beef & Mint Skewers

Assorted Pizzas and Focaccia

Savoury Macaroons – R30 each (min 30)

### **Desert Table**

Should you wish to exchange your desert option for a desert table please let us know. The rough charge for this option is **R75** per guest inclusive but not limited to:

Fudge squares

peanut brittle

Choc brownies

choc mousse pods

Mini donuts

assorted sweets in jars

### **Coffee Station**

(espresso push button)

R2700 with consumables and 1kg beans extra at R450 a bag

### **Cheese Board**

Large wheels of brie & gorgonzola served with figs, water biscuits and preserves. We would only cater for half number of guests as not all guests choose to enjoy.

R85.00pp

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## Conditions, Deposits and Payments

A R 10 000.00 (deposit) must be paid by electronic transfer 7 days from quotation in order to secure the date at The Venue for your wedding reception. This amount is held as a breakage and damage deposit until after the wedding and should all be in order returned to your account of choice. If no payment has been received within 7 days from quotation the date will be released as 'open'.

A further instalment - 50% of invoiced amount to date, payable by electronic transfer, is due three months before the wedding day.

The balance of the invoice plus any variations agreed to, is to be paid one month prior to the wedding date. If there are any further amendments these monies will fall due one week before the function.

All bar bills and any extras over and above the agreed invoice (costs incurred on the function day) will need to be settled on departure. Additional bank charges due to cash deposits, international transfers or return of funds will be charged back to the person responsible for the account.

Note: Costs incurred on the day will not be taken from your deposit amount of R10 000.

Booking process, amounts and dates		
<b>Booking date</b>	Within 7 days of quote	R 10 000
<b>3 months</b>	50% of invoice	50%
<b>1 month</b>	Remaining invoiced amount	50%
<b>1 week before</b>	Any last min changes to be paid for	changes
<b>on departure</b>	Function day purchases / deposit return	extras

## Cancellation Policy

If in the unfortunate situation that you may need to cancel, the following will still need to be paid to Cotswold Leisure Centre.

- Cancellation up to three months before your wedding date - the initial payment paid of R10 000.00 is forfeited.
  - Cancellation between three and one month of the wedding date - 50% of your 3 month payment will be refunded, but initial payment of R10 000.00 as well as the remaining 50% of your 3 month payment will be forfeited.
- Cancellation within one month of your wedding day - the entire sum paid will unfortunately be forfeited.



## Terms and Conditions

Final numbers of guests attending the wedding/reception are to be confirmed 14 Days before wedding day. (inclusive of service providers/Bridal Party and Children) Approximate numbers should be advised 3 months prior to wedding and should not vary by more than 10% on final numbers submitted 14 days prior to event. If this is the case the bridal couple will be liable for the additional change on a price per person basis.

Cotswold Leisure Centre and its shareholders, developers, owners, trustees or staff members will not be held liable for any loss or damage, or for any safekeeping thereof of any goods, equipment hired by the client from any other outside parties or persons.

Staff will be accounted for within your package, a 10% gratuity will be added to your final beverage bill for service staff.

Cotswold Leisure Centre makes the actual reception venue available for hire to the parties whose signature appears on the contract, from 7:00 am the morning of the function until 11:30pm. As the venue is located within residential area we ask that music is turned off at 11:00pm and guests disperse quietly.

We cannot and do not allow for extended time to be arranged.

Any Bank charges, international transfers, cash deposit fees or returns incurred by Cotswold Leisure Centre are billed to the client.

To ensure an uninterrupted service we have a generator should the power be cut.

Breakages – Cotswold Downs allow for a reasonable number of breakages but should your guests break or damage items/property deliberately, you will be charged the replacement cost. Should all property/items be in order at the end of your function the deposit initially paid of R10 000 will be returned to you within 7 working days. This is to management's discernment.

No drinking of alcohol is permitted in the car park area and no alcohol is to be brought onto the premises and consumed other than from Cotswold Leisure Centre. Should Management find this to be the case the person responsible for the account will be fined.

Should you wish to bring in your own Wine and Sparkling Wine / Champagne you are more than welcome to do so at a charge of R50 per bottle. Please chat to us about your ideas.

Food tastings are most welcome. Please note these will only be permitted for couples that have secured functions at The Venue at Cotswolds and will be charged on a per person basis dependant on the options you wish to sample. Please chat to your co-ordinator to discuss details.

There is a Public Holiday and Sunday service surcharge as detailed below:

	<b>0 - 50</b>	<b>51 -100</b>	<b>101 - 150</b>
Surcharge	R 800	R 1 600	R 2 400



Service providers that require you to supply them with a meal (photographer, DJ etc) and Children under 12 are charged at 50% of the adult rate agreed as per your invoice. Please remember to allow seating for them when doing your table allocations.

Co – ordination fee – Should you wish for us to co-ordinate your entire wedding to give you piece of mind please let us know and we will be happy to meet with you to discuss options and how much involvement you would like us to have.

There is a minimum charge for the use of the venue of R25 000. This cost is calculated from your final invoiced amount. Should the amount not be reached the difference will be charged.

Cotswold Downs residents are able to enjoy a percentage discount for functions hosted by themselves or DIRECT family to a resident. Please chat to our co-ordinator to discuss these options.

Closer to the function date we will send through a 2 week function form to sign and complete. Please assist us in completing this to the best of your knowledge so we ensure your Function runs smoothly and all is covered before the special day.

Special meals – We make allowances for special dietary requirements. Please let us know as soon as you are aware there are guests that may require a different meal. Halal / kosher meals can be arranged but are subject to a change in your cost per guest.

VAT will be charged and shown on each invoice. Prices quoted include VAT.

Confetti is permitted at Cotswold Leisure Centre – only eco-friendly products will be permitted eg. Bubbles, Petals, rice. No paper or plastic products will be permitted whatsoever.

Creative Shoot – Only areas specifically allocated for photos will be permitted for the Bride and Groom to take pictures on the estate. Please chat to your co-ordinator to discuss or alternatively once your photographer has been selected we are happy to chat and show them around beforehand.

Dancefloor – The flooring in the venue area is carpeted. Within your package is the use of our dancefloor that can be placed where you feel is best suited.

Prices and quotes are subject to change at any time in line with supplier and annual increases.

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Brides Full Name and ID number: \_\_\_\_\_

Grooms Full Name and ID number: \_\_\_\_\_

Contact Phone Numbers: Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Email Address: Private: \_\_\_\_\_

Work: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Expected No of Guests: \_\_\_\_\_

Person responsible for Account: \_\_\_\_\_

Proof of Payment as deposit for Function attached: \_\_\_\_\_

Signed: Bride/ Groom \_\_\_\_\_ Date: \_\_\_\_\_

Signature stands as confirmation and agreement of page 1, 2, 3 and 4

**Bank Details:**

Cotswold Leisure Centre (Pty) Ltd

Nedbank Ltd

Account Number: 11 4698 6696

Branch Name/Number: 198765

SWIFT: NEDSAJJ

**Ref:** Please use your name and Function Date

