



MARLENIQUE

ESTATE

Pietermaritzburg · South Africa



Birthdays | Baby Shower | Kitchen Teas
2023-2024





Thank you for your interest in Marlenique Estate as a potential venue for your special event. You can celebrate any occasion in style at this beautiful venue situated in the picturesque town of Paarl. We strive to establish long-term relationships with our clients by delivering the highest level of service excellence. We promise to make your event a fantastic and unforgettable experience. Relax and enjoy the time with us while we organize the perfect event for you.

To ensure that you receive the best service, we provide the following information:

GENERAL INFORMATION

- Cutlery for starter, main and dessert
- Basic white crockery for starter, main and dessert
- Fully licensed bar facilities
- Bar glassware
- Red, white, and sparkling wine glasses
- Water glassware for tables
- Unlimited ice for the duration of your function
- Basic setting of tables
- Air conditioners
- Cleaning & setup staff
- Waiters & kitchen staff
- 1 Duty Manager for the duration of the event
- 24-hour security with parking marshals for duration of the event
- Lighted parking area
- Wheelchair friendly
- Generator
- Credit Card Facilities
- VAT inclusive

SET UP AND CUT OFF TIMES

Bookings for events will entitle you to use of the venue as follows:

- Morning events from 08:00 - 12:00
- Afternoon events from 14:00 - 18:00
- Evening events from 19:00- 22:00 extra R100 per person
- Sunday event extra R150 per person

BAR FACILITIES

Marlenique Estate is fully licensed, and a full bar can be set up according to your requirements. Please note that the bar will only be managed by Marlenique Estate and will not be outsourced to the client, or any other party involved. Marlenique Estate offers a credit card facility.

Final bar arrangements will be required 14 days prior to the event. The choice of an open or cash bar is to be confirmed by the client in writing. A deposit is required prior to the event date if an open bar is requested.

Corkage fee of R50.00 per bottle (750ml) will apply.



Clients will be charged for the number of bottles opened and served. No beverages except wine, champagne or sparkling wines may be brought onto the premises. No beverages are included in the event fee, unless otherwise specified. Kindly note that the bar will close at 24h00. All wines brought onto the premises must be removed by no later than 09:00 the day after the event, Marlenique will not take responsibility for any loss or damage to wine provided by the client.

Marlenique has the right to confiscate any food or beverages brought onto the property.

SECURITY

Marlenique has 24-hour security on the premises and the security moves around on the premises to ensure everything runs smoothly and that safety is upheld.

RISK/LOSS/DAMAGES

Marlenique Estate does not accept responsibility for the loss of any belongings on our premises and the host accordingly indemnifies Marlenique Estate against any claim arising due to such loss or damage to any property. This also applies to any accidents or death that may occur during and after such event. We will however do our utmost best caring for your items. The host shall be held responsible for any damages to the property of Marlenique Estate. Marlenique Estate shall not be held liable for interruptions of services (water, electricity, sanitary). Marlenique do have a generator in case of power failure, but please keep in mind that there will be a switch over period. Marlenique Estate will take no responsibility for outdoor events. Should the weather affect the arrangements of a function, the client will be responsible for all extra costs. In accordance with South Africa's legislation, smoking will not be permitted inside the venue, and will only be allowed in designated areas.

CONFIRMING YOUR BOOKING AND PAYMENT REQUIREMENTS

All tariffs are VAT inclusive. A deposit of 50% of the quote will be required to confirm your booking and the balance must be settled 7 days before the event. All details for your event, including final numbers 14 days prior to the event. Marlenique Estate unfortunately does not accept any cheques.

BANKING DETAILS: Bank: Mercantile Bank
 Branch: 45 0105
 Account number:
 105 122 4675
 Account Type: Current

CLIENT SIGNATURE: _____ 2



CANCELLATION POLICY

Marlenique Estate reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, or any other cause beyond the control of Marlenique Estate, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternative venue.

Should you cancel the event within 7 days of the date you will be liable for the total cost of the event. The client must confirm all changes and cancellations in writing.

If a cancellation takes place due to the disaster state situation, a 10% fee of the total amount paid on a quote, will be retained as an administration fee and the rest will be refunded.

MARLENIQUE AGREEMENT 2023 – February 2024

Date of event: _____

Time of event: _____

Type of event: _____

Venue: _____

No of guests: _____

Client name: _____

Client ID number: _____

Home address: _____

Cellphone number: _____

Email address: _____

Home address: _____

Cellphone number: _____



Person responsible for account

Name and surname: _____

Contact numbers: _____

ID number: _____

Address: _____

Deposit method: _____ Date paid: _____

Credit card number: _____ Expiry date: _____

Name of Bank (Refunds): _____

Account Holder: _____

Account Number: _____

Branch Name: _____

Branch Code: _____

CLIENT SIGNATURE: _____ 4



EVENT INDEMNITY FORM

The above information should be clear to you.

This signed agreement, copy of client ID's together with the proof of payment must be mailed as confirmation of your booking (make use of date as your reference) to:

events@marlenique.co.za

The information as outlined above are applicable to all events held at Marlenique Estate and are deemed to be binding upon the person confirming the booking.

I (please print name) _____
 accept, in full, the abovementioned Terms and Conditions. I further confirm that I am fully authorised to sign this agreement on behalf of any third party or myself.

 Client signature Full name Date

 For Marlenique Estate Full name Date



PACKAGE OPTIONS

(Minimum of 30 guests)

Venues: choose 1 venue

- 1. Lenique Grand Hall: 30-200 guests**
- 2. Tent 1: 30-40 guests**
- 3. Tent 2: 30-40 guests**
- 4. Tent 3: 30-40 guests**
- 5. Veranda: 30 guests**

Option A – R300.00pp

- Arrival drink (Orange or Berry juice, Homemade Lemon, or Iced Tea)
- 1 Food Selection
- 1 Dessert Selection
- 1 Hot Beverage
- 1 Cold Beverage

Option B – R325.00pp

- Arrival drink (Orange or Berry juice, Homemade Lemon, or Iced Tea)
- Food Basket (quiche, Greek salad, fruit kebab, cupcake & brownie)
- 1 Cold Beverage
- 1 Hot Beverage

Option C – R350.00pp

- Selection of 5 savoury Finger Foods & 5 Sweet Treats
- 1 Hot Beverage
- Additional drinks may be ordered from the menu at additional cost



Drinks Option:

Jug of Juice- R80
Serves 6-8 guests (orange, berry & apple)

Water Jug-R20
Serves 6-8 guests (lemon & mint)

Non-alcoholic Champagne- R120 per bottle

Mimosa Bar-R700
5L mimosa mix/3 x 1L orange juice
2 x 1L Champagne or Non alcoholic
2 bowls with fresh fruit (seasonal)

Corkage Fee- R50
Only wine & Champagne

Bottomless Filter Coffee- R35 per person
Candyfloss Champagne- R8 per candyfloss

Cold Beverage Option:

Glass of House wine
Glass of Juice
Glass of Iced Tea
Mimosa
Lemonade

Hot Beverage Option:

Coffee Filter
Tea (rooibos/ 5 roses)

Thank you, gifts, for guests

Cupcake in a box with thank you tag @ R35
Chocolate Brownie in a box with thank you tag @R25

ADDITIONAL DÉCOR ADD-ONS (PER 10 X GUESTS/PER TABLE):

- Standard Décor @ R950.00
- Premium Décor @ R1500.00
- Platinum Décor @ R2000.00

**Above décor package options are inclusive of:

- Tablecloth
- Linen/Tulle runners
- Linen Serviettes
- Underplates
- Floral arrangement/s

A custom-made décor package is also possible, to accommodate your budget.

CLIENT SIGNATURE: _____ 7



MENU SELECTION

- Chicken Lasagne
- Beef Lasagne & Greek Salad
- Chicken wrap with Greek Salad
- Quiche & Greek Salad (bacon & feta or butternut & feta)
- Chicken & bacon Salad

HIGH TEA SELECTION

- Mini Chicken Kebab
- Mini Beef Kebab
- Samosas
- Mini bacon & Feta quiche
- Mini Butternut & Feta quiche
- Spring Rolls with sweet chilli sauce
- Mini Sandwiches
- Mini Pies
- Meatballs
- Salami & Olive Rolls

DESSERT SELECTION

- Mini Brownie
- Mini Cupcake
- Mini Lamingtons
- Mini Milk tart
- Fruit Kebab
- Mini Eclairs
- Koeksister's
- Cut of own cake