



MARLENIQUE  
ESTATE

# WEDDING & EVENT GUIDE

*Your ultimate guide to a perfect function*  
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**

**The following items are included in the reception package for up to 200 guests:**

- The exclusive use of venue
- The use of the lawn, the veranda, and the riverside for photo's
- 20 Rectangular wooden tables (2.4x1.0)
- 6 White cocktail tables
- 12 Cocktail chairs
- 200 X white napkins
- 4 metal & wooden plinths
- 4 x grey benches
- 2 x coffee tables
- 200 Tiffany chairs with white cushions **(This may not be used for outside ceremony)**
- Cutlery for starter, main and dessert for 200 guests
- Basic white crockery for starter, main and dessert for 200 guests
- Menu tasting of the food and wine for 2
- Fully licensed bar facilities
- Bar glassware
- Red, white and sparkling wine glasses
- Unlimited ice for the duration of your function
- Basic setting of tables
- Coffee & Tea station
- Fitted chandeliers
- 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
- **All items required for more than 200 guests will be additional fee of R120 per person**

**The venue price quoted excludes:**

- Full wedding or event planner
- Linen (tablecloths)
- Ice buckets for tables
- Ambient lighting, sound, and DJ services
- Décor
- Alcohol & beverages
- Additional service staff and additional barmen

**MARLENIQUE VENUE**

Marlenique venue accommodates 350 guests with dancing and 400 without a dancefloor. The number of people is approximate and may change, depending on set-up. A Minimum number of 100 guests apply on weekends and public holidays, with a minimum of 80 during the week. The venue can be made smaller to make it more comfortable and cosier for a more intimate event.

**CEREMONIES ON THE ESTATE**

- Feel free to do the ceremony in our lovely gardens for only R3 500.00.
- This will include wooden benches for 200 guests, a register table & two chairs, podium and a red carpet.
- Please note this is weather permitted. If you wish to have an outside wedding, the option of having a marquee on our lawns would be possible to arrange. Please consult our event co-ordinator for more information and prices on this option.

**SET UP AND CUT OFF TIMES**

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

- Morning events from 06:00 until 15:00
- Lunch events from 08:00 until 17:00
- Evening events from 09:00 until 24:00

For evening events, the bar will close at 24h00 and the venue should be vacated by 24h30. An additional fee of R4 000.00 per hour or part thereof will be charged for any event continuing longer than the agreed times. Payment will need to be made before the time extension will be allowed. Please note that the venue overtime does not include staff rates. The venue closes latest at 02:00 with NO EXCEPTIONS!

**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.

## MENU SELECTION

We have a wonderful selection of menus, and our menus are interchangeable to accommodate your personal requirements. You as the client create your own menu for your event by selecting from our wide variety of menus available under each specific package. Our chefs are flexible and enjoy tailor-making the menu per the client's requirements, if possible. Menu prices are subject to change without prior notice, due to sudden changes in item prices, inflation, or annual supplier increases. Clients will be notified in advance. Food or drinks may not be brought onto the premises.

Our own kitchen is not Halaal and prior arrangements must be made for Vegetarian, Kosher and Halaal guests. Kosher and Halaal catering will be outsourced to a preferred supplier. Please note that Kosher and Halaal meals are more expensive than our menu and should be arranged with Marlenique Estate Management 14 working days prior to the function. Outside caterer will be allowed at an additional cost R10 000. 00

Marlenique Estate will not be held responsible for any food allergies. It is the client's responsibility to make the staff aware of any food allergies and an extra fee per person will be charged for dietary requirements.

Final number of guests and menu choices need to be confirmed 14 days prior to the event date.

Children under the age of 2 years eat for free and children up to 12 years pay half the price.

NOTE: Catering cost is separate from venue hire fee, prices are stipulated on menu.

## MENU TASTINGS

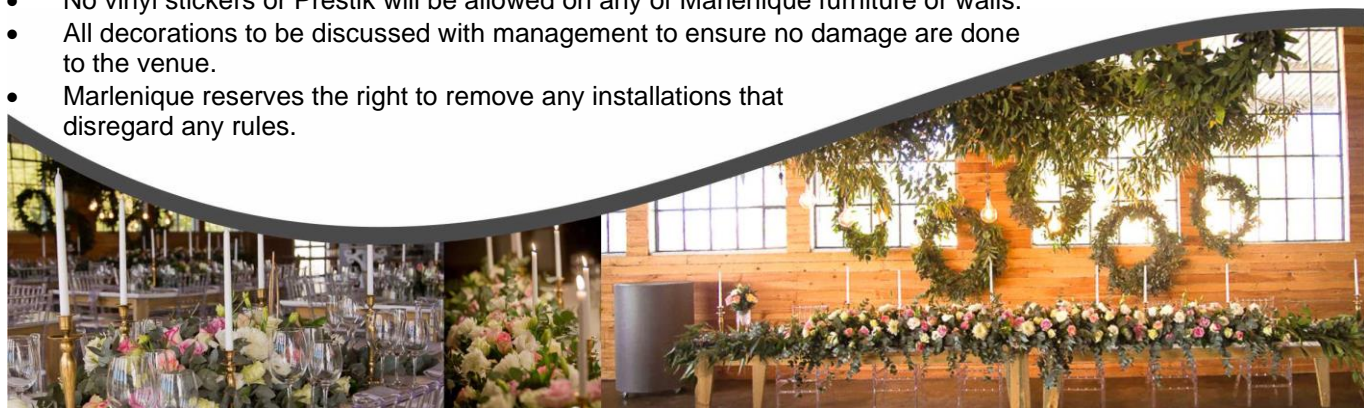
Food and Wine tasting can be done on a Wednesday from 15:00pm–20:00pm. Please arrange free tastings for 2 guests with the event coordinator, but the cost for extra guests will be R700.00 p.p.

## VIEWINGS & SITE INSPECTIONS

Kindly contact us on 072 028 4651 or [events@marlenique.co.za](mailto:events@marlenique.co.za) if you would like to come for a venue viewing. We recommend that you join us for a site inspection of the venue, so please feel free to arrange and appointment with us. **Please note: All viewings strictly by appointment.**

## EXTERNAL SERVICE PROVIDERS

- Set-up for an event or wedding can commence the day before if arranged and confirmed by Marlenique in writing.
- Set-up must commence within the working hours (09:00-16:00) of Marlenique.
- We can provide you with a list of Service Providers. The additional costs are for your account. Marlenique Estate staff cannot assist service providers with their respective set-ups. Setup must be completed 2 hours prior to the event. All décor and flowers must either be cleared on the evening of the function before the assigned time, or on the next day before 09:00.
- No vinyl stickers or Prestik will be allowed on any of Marlenique furniture or walls.
- All decorations to be discussed with management to ensure no damage are done to the venue.
- Marlenique reserves the right to remove any installations that disregard any rules.





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### MUSIC

- Marlenique does not provide ANY audio-visual equipment.
- Only background music will be allowed between 00h00 and 01h30
- A PA system will be allowed outside for the ceremony only.

Due to local Noise Regulations, dance music must end at 24h00. Marlenique Estate reserves the right to regulate the volume of the music at any event held on its premises.

### 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.
- A list of your guests' names needs to be submitted 14 days prior to the event.

### RISK/LOSS/DAMAGES

Marlenique Estate takes no responsibility for decorations or flowers that have gone missing during the evening or thereafter. 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. A R5 000.00 refundable breakage deposit must be paid with the confirmation of the function. The refundable breakages deposit or remainder thereof will be paid back to the client 10 working days after the event. 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

Tariffs as from January 2023. All tariffs are VAT inclusive.

A deposit of 20% of the quote plus a R5 000.00 refundable breakages deposit and a signed agreement will confirm the event and date. A further 40% of the quote to be paid 4 months prior to the event and the balance of the account must be settled 14 days before the event. All details for your event, including final numbers, programme of event, bar requirements and special diets must be finalised 14 days prior to the event. To finalise arrangements, clients will be seen by appointment only. The final number of guests as discussed 14 days prior to the event will be the number charged for unless attendance is greater. Marlenique Estate unfortunately does not accept any cheques.

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



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## 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 4 months of the date you will forfeit your deposit. If the event is cancelled within 60 days before the set date, you will still 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 disaster state situation, a 10% fee of the total amount on the quote, will be retained as an administration fee and the rest will be refunded.

At Marlenique Estate we pride ourselves on our personal service and satisfied guests. Please do not hesitate to contact us if more information is needed or to customise your requirements.

We are looking forward to hosting your special day here at Marlenique Estate.

Kind regards

**Robin Gaby**

*Venue Manager*

*events@marlenique.co.za*

*www.marlenique.co.za*

*Cell: 076 018 2369*

**GPS Coordinates**

**33°49'30.9"S 18°57'32.5"E**





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**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: \_\_\_\_\_

Bride, full name: \_\_\_\_\_

Bride, ID No: \_\_\_\_\_

Home address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_

Groom, full name: \_\_\_\_\_

Groom, ID No: \_\_\_\_\_

Home address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_

**Person responsible for account**

Name and surname: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

ID number: \_\_\_\_\_

Address: \_\_\_\_\_



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Deposit method: \_\_\_\_\_ Date paid: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name of Bank (Refunds): \_\_\_\_\_

Account Holder: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

**Wedding and Event Indemnity Form**

The above information should be clear to you.

This signed agreement, copy of client or bride & groom's ID's (both) 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





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**Price Per Person. 2023 & 2024**

January, May, June & July	Weekdays	R850.00
	Fridays	R950.00
	Saturday, Sunday & Public Holiday	R1050.00
February, May, Aug, Sept & Oct	Weekdays	R950.00
	Fridays	R1050.00
	Saturday, Sunday & Public Holiday	R1150.00
March, April, Nov & Dec	Weekdays	R1050.00
	Fridays	R1150.00
	Saturday, Sunday & Public Holiday	R1250.00

Please choose 1:

<p>Option 1: 5 X Canapes 2 X Meat 1 X Starch 1 X Veg 3 X Mini dessert</p>
<p>Option 2: 3 X Canapes 1 X Plated Starter 2 X Meat 1 X Starch 1 X Veg 3 X Mini dessert</p>
<p>Option 3: 1 X Harvest table 1 X Meat 1 X Starch 1 X Veg 1 X Plated Dessert</p>
<p>Option 4: 1 X Harvest table 1 X Meat 1 X Starch 1 X Veg 3 X Mini dessert</p>
<p>Option 5: 3 X Canapes 1 X Meat 1 X Starch 1 X Veg 3 X Mini dessert 1 X Cheese platter for late night</p>



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## MENU LIST

### CANAPÉ'S

1. Deboned peri-peri chicken thigh skewers with chive and black pepper sour cream
2. West coast smoked snoek pate served in small jars with freshly baked bread sticks and peppadew salsa
3. Spinach & feta mini phyllo tartlets with tomato chutney & broken feta
4. Slow braised honey and soy pork belly, miso aioli and coriander
5. Mini Beef cheeseburgers with tomato and sweet onion ragout
6. Homemade fresh soup of your choice, served in espresso cups
7. Seasonal fruit skewers
8. Caprese skewers served in shot glasses with basil oil and balsamic glaze
9. Mini bobotie cottage pies
10. Confit duck and coconut sweet potato croquettes with coriander, lemon, and ginger pesto
11. Oriental pork neck and caramelised pineapple skewers, sesame, and coriander

## **STARTERS**

Venison Carpaccio with barrigoule dressing, miso aioli, parmesan shavings, pickled red onion, ciabatta wafers and micro greens

Bacon, spinach and feta phyllo tartlet with tomato chutney and broken feta, basil mayonnaise and balsamic glaze

Franschhoek Salmon trout salad, confit tomatoes, pickled cucumber, garlic aioli and micro salad

Pan fried Sea bass with harissa gnocchi, Ceasar emulsion and pea shoot

Prawn, avocado and mango salad with sprouts, coriander, Danish feta, and cashew nuts, nuoc cham vinaigrette

## **MAIN COURSE**

Oven roast beef sirloin with mustard cream, chicken and mushroom phyllo parcel, herb buttered new potatoes and honey roast seasonal vegetables

Slow braised lamb shank, roast garlic potato puree, seasonal vegetables, and a rich red wine jus

Rolled and braised lamb neck with red wine

Penne napolitana with olives, parmesan, confit tomatoes and fresh basil

Crumbed aubergine, mozzarella, and tomato parmigiana, tomato sauce and toasted pine nuts

Oven roast beef sirloin

Chicken mushroom phyllo

Minted pea and truffle risotto with crispy onions and feta

Spinach feta chicken Ballentine with grain mustard cream



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Starch:

1. Golden roast baby potatoes
2. Crispy potato wedges
3. Garlic and parmesan potato puree
4. Savoury rice
5. White rice
6. Basmati rice

Vegetables:

1. Oven roasts seasonal
2. Fine green vegetables
3. Broccoli and cauliflower with cheese sauce
4. Roast cauliflower, aubergine, artichokes with humus, toasted almonds
5. Cumin roasted, micro root vegetables
6. Honey roast seasonal vegetables
7. Oven roasts sweet potato

Salads:

1. Beetroot, roasted butternut, and feta
2. Garden Green Salad
3. Beetroot Salad

Dessert:

1. 3 nut chocolate brownies
2. Mini carrot cupcakes with cream frosting
3. Peppermint crisp served in small glasses
4. Butterscotch cheesecake served in small glasses
5. Mini crème brulee cups
6. Chocolate mousse in small glass
7. Lemon meringues
8. Red velvet cupcakes with cream cheese frosting
9. Mini doughnuts
10. Tiramisu
11. Apple, pecan nut and cinnamon fold overs
12. Chocolate baked pudding with custard
13. Malva pudding with ice-cream

Wedding Cake Cutting: R15.00

Kiddies Menu to be asked



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## **PRE-DRINKS OPTIONS**

Infused water in decanters – R20 per decanter

Apple or Mixed Berry Juice – R10 per person

Sherry – R15 per person

Sparkling wine – R30 per person

Gin Bar – R40 per person 1 glass

Cocktail Bar – available on request

Craft Beer Stand – R3 000 for 30 litre kegs  
Weizen / Blone Ale / Pale Ale / Lager supplied by Berg River Breweries

Coffee Station – R20 per person





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## BAR MENU

### SOFT DRINKS

Appetizer 275ml	R25.00	<b>KWV RED WINE</b>	
Graptizer Red 275ml	R25.00	KWV Classic Collection Cabernet Sauvignon	R100.00
Graptizer White 275ml	R25.00	KWV Classic Collection Merlot	R100.00
Coke 200ml	R20.00	KWV Classic Collection Pinotage	R100.00
Coke light 200ml	R20.00	KWV Classic Collection Shiraz	R100.00
Dry Lemon 200ml	R20.00		
Ginger Ale 200ml	R20.00	<b>BRANDY</b>	
Lemonade 200ml	R20.00	Klipdrift	R20.00
Red Bull 250ml	R30.00	Richelieu	R20.00
Soda Water 200ml	R20.00	Olof Bergh	R20.00
Tab 200ml	R20.00	KWV 5 Years	R25.00
Tonic Water 200ml	R20.00		

### MINERAL WATERS

Sparkling 500ml	R20.00	<b>RUM</b>	
Still 500ml	R20.00	Bacardi	R25.00
Sparkling 750ml	R30.00	Captain Morgan	R25.00
Still 750ml	R30.00	Red Heart	R25.00
		Spiced Gold	R25.00

### CORDIALS

Kola Tonic	R10.00	<b>WHISKEY</b>	
Lime	R10.00	Bell's	R25.00
Passion Fruit	R10.00	J & B	R25.00
		Jack Daniel's	R27.00

### BEERS

		Jameson	R27.00
Black Label	R30.00	Johnnie Walker Red Label	R27.00
Castle	R30.00	Johnnie Walker Black Label	R40.00
Castle Lite	R30.00	Southern Comfort	R27.00
Hunters Dry	R30.00		
Hunters Gold	R30.00	<b>WHITE SPIRIT</b>	
Savanna Dry	R30.00	Bombay Sapphire Gin	R30.00
Savanna Light	R30.00	Gordon's Gin	R20.00
Windhoek Lager	R30.00	Stretton's Gin	R20.00
Windhoek Light	R30.00	Mainstay Cane	R20.00
Beer on tap	R35.00		

Smirnoff Vodka R20.00

### SPARKLING WINE

KWV Demi-Sec	R105.00	<b>LIQUER</b>	
KWV Vonkel Cuvee Brut	R105.00	Amarula Cream	R25.00
JC le Roux La Domaine	R105.00	Apple sours	R20.00
JC le Roux Non-Alcoholic	R105.00	Caramel Vodka	R30.00
Graham Beck Brut MCC	R225.00	Chocolate Vodka	R30.00
<b>KWV WHITE WINE</b>		Jagermeister	R30.00
KWV Classic Collection Chardonnay	R90.00	Peppermint Liquor	R25.00
KWV Classic Collection Chenin Blanc	R90.00	Tequila Gold	R30.00
KWV Classic Collection Sauvignon Blanc	R90.00	Tequila Silver	R30.00



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**BAR MENU continued**

<b>LANDSKROON WHITE WINE</b>		<b>LANDSKROON RED WINE</b>	
Chenin Blanc	R90.00	Merlot	R100.00
Sauvignon Blanc	R90.00	Pinotage	R100.00
Chardonnay	R90.00	Shiraz	R100.00
Blank de Noir	R90.00	Cabernet Sauvignon	R100.00



CLIENT SIGNATURE: \_\_\_\_\_ 14