



MARLENIQUE  
ESTATE

*Simondium · South Africa*



School Package | 2022-2024



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 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
- Cutlery for starter, main and dessert for 200 guests
- Basic white crockery for starter, main and dessert for 200 guests
- Fully licensed bar facilities
- Bar glassware
- Wine & Water 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 R150 per person**

**The price quoted per person excludes:**

- Full 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.

**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. An additional kitchen fee will be asked if own caterer is brought in at a cost of 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.

## 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's 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.

## 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

## **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 a 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



**MARLENIQUE AGREEMENT 2023/2024**

Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Venue: \_\_\_\_\_

No of guests: \_\_\_\_\_

Client name: \_\_\_\_\_

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

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

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

Email address: \_\_\_\_\_

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

**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:

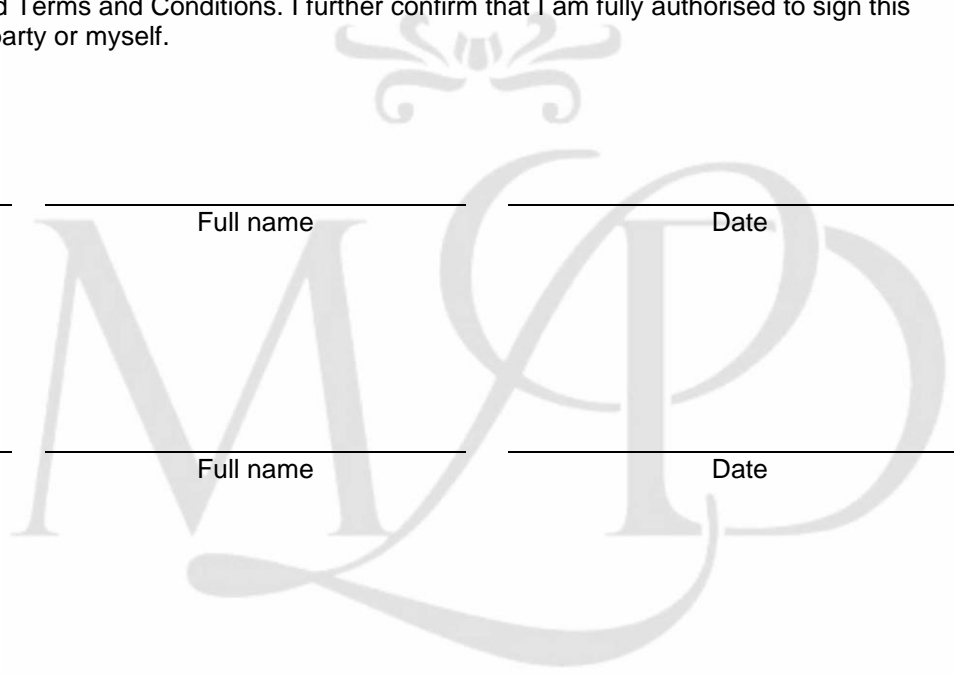
**events@marlenique.co.za**

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





**R250.00 PER PERSON  
Grade 8-11 Dinners**

Welcome Drink – Grape Juice  
Jug of Juice per Table (orange or berry)

Starter (Choose 1)

Pizza Slices  
Harvest Platter for the table  
Chip cones

Mains (Choose 1)

Gourmet Burger Station -Build your own burger  
Steak, chips served with onion rings  
Roast lamb, wedges served with mix vegetables

Dessert (Choose

Donut Wall  
Waffle with Ice Cream  
Malva Pudding and custard

**R500.00 PER PERSON  
Matric & Fund Raising**

Welcome Drink – Champagne or Non-alcoholic Champagne  
2 X Jugs of Juice per Table (orange or berry)  
1 X Water Bottle per table

Starter (Choose 1)

Toasted Gourmet Sandwich  
Harvest Platter for the table  
Butternut Soup served with ciabatta bread  
Trio of skewers (Beef or Chicken) served with vegetables

Mains (Choose 1)

Chicken Breast stuffed with Feta Wrapped with Bacon  
200g Steak with wedges and vegetables  
Roast lamb, wedges served with mix vegetables  
Chicken & Mushroom Phyllo Parcel with rosemary wedges served with roast vegetables

Dessert (Choose

Trio of mini desserts (chocolate brownie, meringue, mini carrot cake)  
Trio of Chocolate Mousse  
Waffle with Ice Cream  
Malva Pudding and custard  
Donut Wall

**Add a Coffee & Tea Station at R40,00 per person**

## PRE-DRINKS OPTIONS

Infused water in decanters – R20 per decanter

Apple or Mixed Berry Juice – R10 per person

Sherry – R10 per person

Sparkling wine – R30 per person

Gin Bar – R40 per person

Cocktail Bar – available on request

Craft Beer Stand – R2 500 for 30 litre keg  
Weizen / Blone Ale / Pale Ale / Lager supplied by Bergriver Breweries

Coffee Station – R20 per person



## BAR MENU

<b>SOFT DRINKS</b>			
Appletizer 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		
<b>MINERAL WATERS</b>		<b>RUM</b>	
Sparkling 500ml	R20.00	Bacardi	R25.00
Still 500ml	R20.00	Captain Morgan	R25.00
Sparkling 750ml	R30.00	Red Heart	R25.00
Still 750ml	R30.00	Spiced Gold	R25.00
<b>CORDIALS</b>			
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
		Jameson	R27.00
<b>BEERS</b>			
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
<b>SPARKLING WINE</b>			
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

**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

