

CANTO

PO BOX 458, DURBANVILLE, 7551, SOUTH AFRICA
www.cantowines.co.za

Dear Prospective Client

Welcome to Canto Boutique Winery. This beautiful serene building with its state of the art tasting room, deli and the most magnificent view as backdrop is the perfect place to celebrate.

'Canto', the Italian derivative of 'Song' or 'Singing': A Place to celebrate!

VENUE PORTFOLIO:

VENUE INCLUDES:

- Venue
- Cleaning of venue after function
- Long wooden tables (9 x 8 seater)
- 72 Chairs

VENUE EXCLUDES:

- Décor
- Serviettes
- Tablecloths
- Glasses
- Kitchen Facilities
- Waitering staff
- Beverage and Pre drinks
- Additional tables, chairs, cutlery, crockery and glassware
- Any form of catering

VENUE RATES:

The booking of Canto Venue will include the use of Canto Function Centre facilities. Canto Venue booking fee is **R10 000 (Inclusive of VAT)**.

CEREMONY RATES:

Ceremonies will be the responsibility of the client. No extra costs are involved.

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GENERAL INFORMATION :

SITE INSPECTION/VIEWINGS

Site inspections will be done by appointment only. Our office hours are Tuesdays to Fridays 09h00 - 17h00. Saturdays 10h00-15h00.

No site inspections on a Sunday or a Monday.

OPERATIONAL HOURS

For evening functions the venue will be available until 24h00 and morning functions until 16h00.

Should you wish to extend these times: a charge of **R1000,00** per hour will be applicable.

The venue is only available until 01h00. Extra time must be booked in advance. If not used, the payment will be refunded to you together with the breakage deposit.

For evening functions the decor or florist may start set-up on the function date from 15h00 and morning functions from 08h00. All set-ups must be cleared the night of the function or the next day before 09h00. On the day of the function the florist **MUST** be finished with set-up inside venue **ONE HOUR** before functions.

SMOKING

The venue is a non-smoking area. Smoking will only be allowed in open areas. Please notify all guests during speeches.

BAR RATES

Cash bar can provided if needed. Not allowed to do your own cash bar.

CATERING

Catering is done by your own preferred caterer. External caterers are to be used.

STAFF

No staff included in the venue price. Please arrange your own staff.

SAFETY & SECURITY

Canto Function Centre and its staff will not take any responsibility for any loss, damage or expenses in connection with personal injury, illness, property damage to any item, or equipment, or theft resulting from the use of any facilities at Canto Function Centre. By signing the contract, the client agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by client, their guests or by any person contracted by client for the event. The client agrees that Canto function Centre and its employees will not be held liable, including legal fees for anything pertaining to the abovementioned. Free and sufficient parking will be provided for your guests.

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The DO'S and the DONT'S

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and VENDORS who are involved in the planning and execution of a special event on the premises of Canto Function Centre:

- Decorations: All decorations must be removed without leaving damages. Be kind and leave the property as you found it. If lit candles are used, we ask that you provide a glass base for each candle.
- NO nails, drawing pins or screws may be hammered into walls or wood.
- NO electric wiring for lighting may be disconnected by any rental company to connect their lighting.

COURTSEY PROTOCOL

Canto Function Centre reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

BOOKING OF VENUE

If you would like to book Canto Function Centre please sign and fill in the Contract form and sent it back to us including the proof of payment.

PAYMENT FOR VENUE

Full payment of R10 000 to be paid to confirm booking

INFORMATION AND PRICING PAMPHLET for 2018

- A R1000 refundable damage fee will be charged and paid back to client one (1) week after the event was held, on condition that the venue has conducted a full site inspection and not reported any damages as a direct result of the above mentioned event.
- In the event of a cancellation, **the security deposit is non-refundable.**
- In the event of a fire or any unforeseen circumstances as from Canto function centre side, the security deposit will be refundable. **Canto will not be held responsible for any other costs or the provision of another venue.**
- Please use your name and date of function as reference.
- No cheques will be accepted.
- Please note: Prices are subject to change without prior notice.

CANCELLATION

Should a cancellation take place after payment has been made, 50% will be paid back.

A cancellation within three months prior to function date will result in a demand for the full payment of the venue fee. Moving a date within three month prior to the function date will result that you will lose your first payment and you will need to pay the full fee again in order to confirm the new date.

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BANKING DETAILS FOR VENUE

Casadobe Props (Pty) Ltd t/a/ Operational

Current Account

Nedbank Limited

Branch: Tygerberg Winelands

Account nr: 107 375 9334

CONTACT DETAILS

Karien Oberholzer (Tasting room and Deli Manager)

021 492 2821

info@cantowines.co.za

Suzanne Coetzee (General enquiries)

082 578 6821

suzanne@nuibawines.co.za

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This is only an example of the contract - please request the electronic contract for signing.

CONTRACT CONFIRMATION

When signing this contract you accept all the terms and statements mentioned in the information and price pamphlet.

FUNCTION DETAILS

Contact Details

Name & Surname: _____

E-mail address: _____

Mobile number: _____

Home / Work phone number: _____

ID number: _____

Contact Details for person responsible for payment (if not the same as above)

Name & Surname: _____

E-mail address: _____

Mobile number: _____

Home / Work phone number: _____

ID number: _____

Function Detail

Function Date: _____

Amount of guests: _____

Sign: _____

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INFORMATION AND PRICING PAMPHLET 2018

- ✓ Should a cancellation take place after the venue fee has been paid, the money will not be paid back. Cancellation within three months prior to function will result in a demand of full payment of the venue fee.
- ✓ Moving a date within three months prior to wedding or function date will result that you will lose your initial payment and that a new venue fee must be paid to confirm the new date.
- ✓ Canto Function Centre and its staff will not take any responsibility for any injuries due to negligence or any other cause that led to the problem.
- ✓ Canto Function Centre and its staff will take precaution for the safety of your items and equipment, but will not take responsibility for any damage or loss of any items.
- ✓
- ✓ No electric wiring for lighting may be disconnected by any rental company to connect their lighting.
- ✓ NO nails, drawing pins or screws may be hammered into walls or wood.
- ✓ Please note that NO drinks may be outsourced.
- ✓ R1000.00 per hour will be charged after 24h00/16h00
- ✓ You will be held liable for any damages and breakages that may occur during the function.

- ✓ Canto management has the right to control the volume of the music during the function.
- ✓ Full payment of venue fee must be paid 20 working days prior to function.
- ✓ R1000 breaking fee will be paid back within 1 week after function. Please note:
All set-ups must be cleared the night of the function or the next day before 09h00.
- ✓ Prices are subject to change without prior notice.
- ✓ Corkage fees must be paid at the end of the function.

Signed at _____ on this date of _____ 20_____

Signature: _____

Witness: _____

PLEASE SEND THIS FORM INCLUDING THE PROOF OF DEPOSIT PAYMENT BACK TO US TO
CONFIRM YOU'RE BOOKING