



vineyard hotel & spa

the perfect setting

# The Wedding Venue



We have only received compliments about our wedding day, from the sheer elegance of the day, the personal ceremony, to the décor, flowers, the beautiful reception venue, with so many compliments about the exceptional food and the outstanding service, and even the music. Thank you so much for making it so memorable for us and our guests. We have been told by many that our wedding was flawless and the best wedding they have been too

*Roy & Sharon*



Thank you and your team for being such an essential part in it all: always 2 steps ahead, incredibly efficient, approachable, reasonable and caring – we didn't have a concern or panic about a single thing purely because we knew that you had everything in hand. We had so many comments from family and friends about how amazing the Vineyard was & how incredible the service, set-up and management of it all was. We cannot thank you enough!

*Kerry & Paul Galatis*



Robyn and her team made us feel so relaxed throughout the process, from booking right to the day itself. Nothing was too much trouble, everything went so smoothly on the day and the food, service and venue setting were excellent! A lot of very impressed guests! And a very happy bridal couple!

*Bryana Jennings*

**ABIA Award Winner**  
(Africa Bridal Industry Academy)

- National Winner : In-house Wedding Planner
- Runner-up : 'Hotel Wedding Reception Venue'
- Previously awarded 'Best Conference Centre' for two years in succession



Accredited Member, Africa Bridal Industry Academy

conference centre  
the vineyard wedding



## welcome

The **vineyard hotel & spa conference centre** is centrally situated in the heart of the lush leafy suburb of Newlands, Cape Town, South Africa, alongside the deluxe 207 roomed **vineyard hotel & spa** set on six acres of attractive landscaped parkland.

Only 18km from Cape Town International Airport, 10km from the V & A Waterfront and City Centre, and a five minute walk from Cavendish Square, a prestigious shopping centre.

Offering a tranquil setting, both floors are bathed in natural light with majestic views of the hotel gardens and the forested slopes of Table Mountain, presenting a magnificent backdrop for photography.

Secure parking is available on a 'first come, first serve' basis.

Your photographs can be taken in our beautiful garden, set against the backdrop of Table Mountain, while your guests enjoy **complimentary** canapés on the lawns.

You will then move through to the Camphor Venue for your reception, which can comfortably seat 160 guests, including a dancing area.

We suggest that there be between 8 and 10 persons per table.

All beverage requirements are arranged through the **vineyard hotel & spa** and are for your own account. **No corkage allowed.** Minimum bar requirements to be wine, beer and soft drinks.

Your honeymoon night can be spent in the hotel on a 'best available' rate. We will include a bottle of sparkling wine and a gift on your bed, with a full traditional breakfast the following morning in our *square* restaurant.

The **vineyard hotel & spa conference centre** has implemented 'living green' environmental and social responsible decision-making to ensure that sustainable development principles are incorporated into all levels of your wedding.

(Refer page 11 or our website for more information)

A number of suggested suppliers are listed on page 9.

*It is thus with pride and dedication that the **vineyard hotel & spa conference centre** looks forward to welcoming you and your wedding guests.*



[www.vineyard.co.za](http://www.vineyard.co.za)

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vineyard hotel & spa  
conference centre  
t: +27 (0)21 657 4590/1  
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conferencing@vineyard.co.za  
PO Box 151, Newlands, 7725  
Colinton Road (off Protea Road),  
Newlands 7700, Cape Town,  
South Africa

 living green

[www.vineyard.co.za](http://www.vineyard.co.za)

brochure contents valid until 31st august 2013

conference centre  
the vineyard wedding

Dear Bride & Groom

Thank you for your enquiry with regards to your Wedding Reception at the Vineyard Hotel & Spa. This brochure contains all the necessary information that you will require.

Please arrange an appointment so that we can meet and discuss your Wedding from start to finish.

Together with the professional team at the Vineyard Hotel & Spa, your Wedding promises to be a very special occasion.

Should you need any further assistance, please feel free to contact us.

Yours faithfully  
Robyn & The Banqueting Team  
[robyn@vineyard.co.za](mailto:robyn@vineyard.co.za)

the vineyard wedding

an overview

venue hire

R 5 000	for 80 - 99 guests
R 10 000	for 60 - 79 guests
R 15 000	for 59 or less guests
R 5 000	for public holidays
R 3 500	for ceremony (depending on availability)

Luxury option available at a surcharge  
Honeymoon night - preferential rate

menu suggestions

wedding set menu  
wedding buffet menu

wedding checklist

Information that the banqueting department requires from you, together with your floor plan

recommended services

Invitations, flowers, music, photographers, ministers...

terms & conditions

In order to confirm your reservation, refer terms & condition on page 10, complete, sign and fax it back to the banqueting department on +27 (0)21 683 3587, together with your deposit slip.

This brochure valid until 31st August 2013.



Accredited Member  
Africa Bridal Industry  
Academy

2011 ABIA Awards: • **National Winner** In-house Wedding Planner • **Runner-up** : 'Hotel Wedding Reception Venue'  
2010 SABIA Awards: • **National Winner** : Hotel Wedding Reception - Urban • **Gold** : Hotel Reception - Urban - Western Cape  
• **Gold** : In-house Wedding Planner • **Bronze** : 1st Night Honeymoon - Western Cape  
2009 SABIA Awards: • **National Winner** : Hotel Wedding Reception • **Gold** : Hotel Wedding Reception - Western Cape  
• **Silver** : 1st Night Honeymoon - Western Cape • **Bronze** : In-house Wedding Planner - Western Cape



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 living green

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conference centre  
wedding set menu

**R450 PER PERSON**

(Based on a minimum of 100 persons - if numbers fall below 100, additional venue hire charges as set out on page 3, are applicable)

**canapés (complimentary)**

Vegetarian sushi  
Seasonal fruit kebabs  
Grilled aubergine, basil pesto & parmesan on crostini

**starters**

*(Please select one starter)*

Prawn and avocado inside-out roll  
with wasabi mayo and teriyaki sauce

Pear & gorgonzola tartlet  
with pecan nut and rocket salad, shallot dressing  
Grilled Norwegian salmon with potato vinaigrette,  
radish and mangetout salad, dill aioli

Caesar salad with sliced chicken breast, boiled egg,  
fresh parmesan, croûtons and Caesar dressing

Roasted root vegetable salad with beetroot chips,  
lemon dressing and parmesan crisps, truffle oil

Creamy seafood bouillabaisse with prawns, mussels,  
linefish and calamari  
with toasted ciabatta and red pepper rouille

Caprese salad of plum tomato and fior de latte mozzarella  
with fresh basil, artichokes, balsamic reduction,  
extra virgin olive oil and seed crostini

Smoked Franschoek salmon trout  
with snoek and avocado mousse  
with gazpacho dressing, herb salad

PLEASE NOTE:

- This brochure valid until 31st August 2013.
- The package is based on a minimum of 100 guests attending! Should your numbers fall between 80-99, an additional venue hire of R5 000 will be levied. For numbers 60-79 an additional venue hire of R10 000 will be levied. For numbers 59 or less an additional venue hire of R15 000 will be levied.
- \*A gratuity of 10% will be added to the final meal account.
- Only ONE Starter, ONE Main Course and ONE Dessert may be selected. You may not offer your guests a choice on the evening.
- Final numbers are required 48 hours prior to the function - we will cater for that number and charge accordingly.
- Vegetarians can be catered for, please advise exact numbers 48 hours prior to the function.
- Please note our kitchen is neither Kosher nor Halaal.



photo: Alexander Photography

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conference centre  
wedding set menu (cont.)

**main courses**

*(Please select one main course)*

Roasted fillet of Chalmar beef with dauphinoise potato, fine beans, roasted butternut, veal jus, tomato & rosemary chutney

Risotto with sun-dried tomatoes and roasted artichoke salad, freshly grated parmesan and extra virgin olive oil

Grilled local linefish with oriental prawn salad, new potatoes and teriyaki butter sauce

Slow-roasted Lamb leg with fondant potato, roasted butternut, fine beans, lamb jus and salsa verde

Spinach and ricotta cannelloni with field mushrooms, parmesan cream, tomato and herb salad, truffle oil

Roasted fillet of Chalmar beef with caramelised onion potato cake, balsamic field mushrooms, butternut, veal jus and béarnaise sauce

Crumbed chicken breast filled with peppadew, feta, pine nuts and spinach with steamed greens, spring onion mash, tomato butter sauce

**desserts**

*(Please select one dessert)*

Vanilla infused pannacotta with berry compôte

Warm caramelised banana and butterscotch pudding with macadamia nut ice cream

Sugar crusted orange tart with Lindt chocolate ice cream

Meringue pavlovas with chocolate crème pâtissière, strawberries and passion fruit coulis

Vanilla pod crème brûlée with a choc chip tuile cigar

Baked Lindt chocolate tart with homemade vanilla ice cream and chocolate syrup

Warm chocolate sponge pudding with Lindt chocolate sauce and white chocolate ice cream

A selection of local cheese with savoury biscuits and homemade chutney

Variety of teas & organic rooibos served with sliced lemon & honey  
Fair Trade filter coffee  
- with mixed nut biscotti and homemade chocolates

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conference centre  
deluxe vineyard buffet

**R475 PER PERSON**

(Minimum of 80 persons and maximum of 120 persons)

**starter**

(Please choose 1 starter from selection on page 4)

**main**

Traditional Greek salad

Baked linefish with peppadew and dill aioli

Slow-roasted lamb shoulder with onion and mint chutney

Roasted sirloin with a Green Madagascan peppercorn sauce

Moroccan chicken with apricots, artichokes and fresh coriander

Cumin and mint basmati rice

Rosemary salted new potatoes

Broccoli and cauliflower gratin

Roasted butternut with toasted pumpkin seed

**dessert**

Strawberry and lemon cream gateaux

Mango crème brûlée, white chocolate and toasted almond shortbread

Traditional sticky toffee pudding with lime infused custard

Baked passion fruit tarts

Gooseberry cheesecake, orange sauce

Traditional Lindt chocolate mousse

A selection of local cheese with savoury biscuits and homemade chutney

Variety of teas & organic rooibos served with sliced lemon & honey  
Fair Trade filter coffee

- with mixed nut biscotti and homemade chocolates

PLEASE NOTE:

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conference centre

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South Africa

conference centre  
wedding check list

Please complete this form and return it to the Banqueting Department on fax +27 (0)21 683 3587

**BRIDE**  
TEL \_\_\_\_\_  
FAX \_\_\_\_\_  
CELL \_\_\_\_\_

**GROOM**  
TEL \_\_\_\_\_  
FAX \_\_\_\_\_  
CELL \_\_\_\_\_

**MENU SELECTION**  
CANAPÉS (complimentary) - VEGETARIAN \_\_\_\_\_

MENU \_\_\_\_\_

**BAR**  
PRE-DRINKS \_\_\_\_\_

DURING RECEPTION \_\_\_\_\_

BAR LIMIT \_\_\_\_\_

**WEDDING DATE** \_\_\_\_\_

**VENUE**  
CAMPHOR (FIRST FLOOR) \_\_\_\_\_

**NUMBER GUESTS** ADULTS \_\_\_\_\_  
CHILDREN \_\_\_\_\_

**CEREMONY**  
VENUE \_\_\_\_\_  
TIME \_\_\_\_\_

**TIMING**  
ARRIVAL & PRE-DRINKS \_\_\_\_\_  
INTO VENUE \_\_\_\_\_  
STARTERS \_\_\_\_\_  
SPEECHES \_\_\_\_\_  
MAIN COURSE \_\_\_\_\_  
DANCING \_\_\_\_\_  
DESSERTS \_\_\_\_\_  
CLOSE \_\_\_\_\_

**SEATING**  
MAIN TABLE \_\_\_\_\_ ROUND / OVAL / SQUARE  
GUEST TABLES \_\_\_\_\_ 10 PERSONS / 8 PERSONS  
CAKE TABLE \_\_\_\_\_ YES / NO  
GIFT TABLE \_\_\_\_\_ YES / NO

**LINEN**  
CHAIR COVERS \_\_\_\_\_ WHITE  
TABLECLOTHES \_\_\_\_\_ CREAM / WHITE

**DANCE FLOOR** \_\_\_\_\_ YES / NO

**EQUIPMENT**  
PA SYSTEM \_\_\_\_\_ DJ'S  
MICROPHONE \_\_\_\_\_ DJ'S

**OUTSIDE SUPPLIERS**  
DJ / BAND \_\_\_\_\_  
FLORIST \_\_\_\_\_  
PHOTOGRAPHER \_\_\_\_\_

**DEPOSIT** \_\_\_\_\_ DATE \_\_\_\_\_  
INITIAL NON-REFUNDABLE DEPOSIT OF R5 000 PAID ON...  
50% DEPOSIT (3 months prior) PAID ON...  
BALANCE OF DEPOSIT (48 hours prior) PAID ON...





# vineyard hotel & spa

the perfect setting

conference centre

## wedding recommended services

### invitations / menus / place cards / gifts

Blueprint - Sanet Slade info@blueprintstudio.co.za  
www.blueprintstudio.co.za / 021 794 2992

Elsje Designs - Sarah McGrath www.elsje.co.za  
admin@elsje.co.za / 021 976 7111

Wedding Stationery design nici@purplemosaic.net  
Nici Mancini 084 820 1759

### cakes

Charly's Cakes - Jackie charlysbakery@gmail.com  
021 461 5181

Kanyacilla Hunt www.kanyahunt.co.za  
kanya@kanyahunt.co.za / 021 553 0440 / 082 375 5200

Utterbliss - Caitlin Laird utterblissbakery@gmail.com  
072 634 2303

### flowers & decor

Design by Marcel www.designbymarcel.co.za  
info@designbymarcel.co.za / Marcel 082 428 6848

Floral Fusion Florist - Adrienne Beasley  
floralfusionflorist@gmail.com / 021 715 6590 / 074 519 1240

Fiori di Sorrento - Mario www.sorrento.co.za  
mario@sorrento.co.za / 021 988 4006 / 083 381 6755

Green Goddess - Coral Shortt www.greengoddess.co.za  
Coral@greengoddess.co.za / 082 956 6559

Hettie Jordan www.tacotsa.tripod.com/weddingcakes.html  
carelhettie@telkomsa.net / 021 782 2375 / 083 493 4231

Jenny B Flowers www.jennybflowers.co.za  
jennyb@netpoint.co.za / 021 686 3182 / 083 650 4424

Julie Killias Designs www.juliekillias.com  
julie@juliekillias.co.za / 021 762 1799 / 083 288 8856

Petalsgroup - Georgia www.petalsgroup.co.za  
events@petalsgroup.co.za / 021 448 7528

Puccini Creations www.puccini creations.co.za  
liz@puccini creations.co.za / 082 656 1191

### music

1st Class Events - Peter John realpeople75@gmail.com  
082 256 7656

Capricorn Music www.capricornmusic.co.za  
082 702 7245

Dream Weddings Entertainment - DJ Brent  
brent@dreamweddingdjs.co.za / 021 794 3045 / 083 265 2076

Ike Moriz (jazz/swing/crooner/pianist) www.ikemoriz.com  
ike@ikemoriz.com / 082 092 5792

Nauty's Disco - Alister Penny alpenny@mailbox.co.za  
021 762 5129 / 083 658 6825

Palm Strings (Duo Guitar & Violin) - Titia 082 974 1270

Rhythm Divine wayne.burns@absamail.co.za  
Wayne 083 440 1006 / Bevan 082 856 4271

Status Disco - Gary Taylor party@mweb.co.za  
021 715 2473 / 082 893 3560

Trilogy Music - Clive Pringle www.trilogymusic.co.za  
info@trilogymusic.co.za / 021 671 0403 / 083 720 8098

### photographers & videographers

Jo Blair Photography - Jo Blair www.joblairphotography.com  
joblair@mac.com / 071 455 2247 / 021 712 4362 (h)

Agapéstudio - Charl Smith www.agape-studio.co.za  
charl@agape-studio.co.za / 082 333 7886

Alan Browne Photography www.alanbrownephotography.com  
info@alanbrownephotography.com / 071 201 5604

Alexander Photography - Clifford / Simone  
www.capetownphotography.co.za  
photos@netactive.co.za / 021 715 0674 / 082 659 3339

Brian Scott Productions scottproductions@telkomsa.net  
021 558 2401 / 082 925 3292

Charnell Timms www.chnalltimms.co.za  
chnall.photography@gmail.com / 084 366 0046

FJS Videos & DVD Production www.fjs.co.za

Frenske Otzen frenske@cape-photography.co.za  
021 712 3145 / 082 771 2957

Gavin Withers Photography 083 658 0332  
gavin@gwphoto.co.za

Marinda Louw marindamarinda@gmail.com / 083 278 7383

Ralph Higgo www.myphotographer.co.za / 072 220 2840

Stephen & Lucinda Cruikshank info@stephenc.co.za  
www.stephenc.co.za / 021 789 1119

Warrenwilliams Photography www.warrenwilliams.co.za  
portraits@warrenwilliams.co.za / 072 665 3241

### ministers / marriage officer

Andred Hayward 021 559 5404

Patrick Boucher patrickb@cybersmart.co.za  
082 641 8700

Philip du Toit www.phildutoit.co.za  
pjdutoit@gmail.com / 021 851 8003 / 084 209 4243

Peter Fox 079 525 2006 / 083 293 4630

Rev. Dion Black dion@wedlock.co.za  
021 715 7136 / 072 317 5869

The Wedding Guy - John de Beer www.WeddingGuy.co.za  
john@WeddingGuy.co.za / 083 305 5441 / 021 557 6991 (h)

Werner Vos 021 949 5089 / 082 829 8234

### other services

Bridal Make-up - Tammy Hardy 072 620 8418

Honeymoon Destinations - Roxanne White  
honeymoon@harveytravel.co.za / 021 689 4151

Sally Williams (nougat) - Sam Gerin 071 886 3113  
sam@sallywilliamsfoods.com

Simplea Candles - Hayley www.simpleacandles.co.za  
hayleyharrod@telkomsa.net / 083 415 7779

White Doves - Ivan 021 705 7770 / 082 253 4879

Please bear in mind contact details and e-mail addresses can change over time.  
The Vineyard Hotel & Spa does not in anyway endorse these suppliers.



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## conference centre wedding terms & conditions

1. All prices quoted are inclusive of VAT at 14%, and are based on estimates which may be revised should your expected numbers change or **should market related food prices fluctuate**.
2. The minimum number of guests required to qualify for the Wedding Package @ R450/person is 100. Should your numbers fall between 80-99, an additional venue hire of R5 000 will be levied, between 60-79, an additional venue hire of R10 000 will be levied and for numbers below 60, an additional venue hire of R15 000 will be levied. **Children on special meals are not included in this number**. A gratuity of 10% will be added to the final meal account.
3. All day functions must terminate **by 17h00** unless a later time is agreed in writing with the hotel, at the time of booking. A fee of R3 000 per hour thereafter will be levied.
4. Evening functions must terminate **by midnight** unless a later time is agreed in writing with the hotel, at the time the booking is made. An additional fee of R4 000 from midnight -1am and R3000 per hour thereafter is applicable.
5. Should your function take place on a Public Holiday, an extra Venue Hire of R5000 will be charged.
6. If dancing is required, a 6x6m dance floor will be ordered in for the client's account at R2280 incl. VAT.
7. Final numbers must be confirmed 48 hours before your function, and will be charged accordingly.
8. The total bar costs must be settled in full on departure.
9. We will endeavour to fulfil requests for specific rooms, although we cannot guarantee this.
10. Service providers (i.e. florists, photographers, DJ's etc.) must be approved by the hotel. The Vineyard Hotel & Spa does not in anyway endorse the suppliers as listed on page 9.
11. We will hold your booking on a provisional basis for 30 days, until a signed copy of this agreement is received, along with the deposit (see below). Provisional bookings will be released without notification, should you fail to confirm within this period.
12. A non-refundable deposit of R5 000 is required to confirm the booking, together with the signed copy of this contract. 50% Of the cost of the function must be paid **three months prior** to the date and the balance 48 hours before the function. If these terms and conditions are not signed, the function will be cancelled.
13. The client shall be responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
14. The client will be responsible for the safe keeping of, or any damage caused to equipment hired on their behalf.
15. Our banking details: **Vineyard Hotel | First National Bank | Claremont | Branch Code 200 109 | Acc. Number 50152556287** Please fax us a copy of the deposit slip to +27 (0)21 683 3587 • VAT No. 4280225964
16. The **vineyard hotel & spa** will not be held liable for any loss or damage resulting from the presence of your guests, or their respective properties on the **vineyard hotel & spa's** premises. The client/s hereby indemnifies the **vineyard hotel & spa** against any claims that might be brought against it.
17. The **vineyard hotel & spa** supports responsible drinking.
18. Brochure contents and prices valid until 31st August 2013.

Please sign that you have read and accept the above terms & conditions and fax back to The Banqueting Department on +27 (0)21 683 3587.

PLEASE PRINT CLEARLY

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_ Capacity \_\_\_\_\_

Wedding Couple \_\_\_\_\_

Wedding Date \_\_\_\_\_



Photo: Alexander Photography

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## conference centre green electricity

In keeping with our leadership role and as announced at the 'Conferencing Green' launch in November 2008, the Vineyard Hotel & Spa Conference Centre will be operating on *Green Electricity* for all conferencing from September 2009.

The green electricity strategy in the Conference Centre is a key component of the overall plan for more sustainable operations and carbon emission reductions at the hotel.

'Green electricity' is electricity generated from renewable sources such as wind, solar and wave power. These are environmentally friendly alternatives to conventional electricity that is generated from fossil fuels such as coal, oil and natural gas. Fossil fuels are an enormous source of greenhouse gas emissions (such as carbon dioxide), contributing to the present global warming crisis, and are finite in supply.

One place where green electricity is generated is the Darling Wind Farm (DWF), South Africa's first commercial wind farm, situated in Darling in the Western Cape. This four turbine (1.3MW each) wind farm is a partnership between the Central Energy Fund, the Development Bank of South Africa, the Danish Government, the private Darling Independent Power Producer and the City of Cape Town.

Every MWh of Green Electricity saves coal and water and prevents the emission of ash, air pollutants and carbon emissions. The Green Electricity Certificates (GECs) provide a certified link between the Conference Centre and the Renewable Energy generator.

Overall, Vineyard Hotel & Spa customers will be able to declare their event as being run on 'green electricity' and to claim the carbon emission reductions associated with energy consumption at the event, without having to resort to carbon offsetting.

The commitment to Green Electricity by the Vineyard Hotel and Spa shows leadership and supports national and international policy on renewable energy and climate change mitigation.

Green Electricity  
[www.capetown.gov.za/en/electricity/GreenElectricity/Pages/default.aspx](http://www.capetown.gov.za/en/electricity/GreenElectricity/Pages/default.aspx)  
 Smart Events Handbook  
[www.capetown.gov.za/en/EnvironmentalResourceManagement/Pages/SmartLivingHandbook.aspx](http://www.capetown.gov.za/en/EnvironmentalResourceManagement/Pages/SmartLivingHandbook.aspx)



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living green