



Weddings / Functions

Le Joubert, conference and function centre embodies style and sophistication. Our Venue room boasts breathtaking views over the dam, vineyards and Paarl Mountain. Le Joubert venue centre also houses a kitchen, “cigar lounge” for relaxation and a farm to explore and restore your soul. We strive for individual attention and trust that your experience will be unforgettable. Class and expertise.

Conferences- meetings-exhibitions-AGM’s-product launch-award ceremony-banquets-themed-events-cocktails-location-shoots-seminars-training-weddings-private parties

VENUE HIRE

The venue hire fee includes the following

For up to 80 guests

- Chapel fee includes either lawn fee or cellar fee (cellar max 60)
- Venue fee includes exclusive use to Le Joubert venue centre
- Chairs bikini chairs
- Tables rectangular or round
- Table linen white linen table clothes and napkins
- Glassware white, red & sparkling wine, highballs
- Cutlery 18/10 countess stainless steel
- Crockery noritake white
- Wine complimentary Le Joubert Red & white wine per table
- Bentley Arnage transport bride to any surrounding Paarl Chapel
- Photos use of farm including the cellar for photos

For functions held in the open air, a freeform tent can be erected at an additional cost.

RATES

Morning/lunchtime functions – R 15 000.00

Evening functions – R 25 000.00

Ceremony and photography only – R 5 000.00



In-house co-ordinating service – R 5000.00

We can offer a complete event co-ordination service, assisting with the following and obtaining the necessary quotations on your behalf.

- Menu selection
- Bar requirements
- Special décor, flowers or any other equipment requested
- Make up artist and hair stylists
- Photographer
- Sound equipment , DeeJay
- Guest accommodation
- Design and printing of invitations, menus, name cards.
- Overseeing full venue set up including ceremony and reception
- Overseeing all aspects of food and beverage service including set up
- To set up and attend 3 meetings between the couple, after hours charged separately at R 200 p/hour
- Overseeing and running of the event on the day

TERMS AND CONDITIONS

Appointments and payment requirements:

- Bookings are secured by an R5000.00 deposit and a signed agreement. Provisional reservations will be reserved for a period of 14 days only, after which the booking will be considered cancelled.
- 14 Days prior to the function, the balance of the account is payable.
- Overtime costs and breakages or damages are payable within one week after the function.
- 14 Days prior to the function at the final appointment, the following is confirmed:
 - Procedures of the day
 - Final number of guests
 - Layout of the function area



Set up and cut off times

Set up time for afternoon weddings is from 08:00 – 12:00. Prior arrangements can be made for day before if venue is not occupied.

All décor must be removed by the following day by 10:00 am, weekend weddings Monday by 10:00am.

An overtime rate of R 500.00 per half hour or part thereof will be charged 8 hours after the start of the occasion. This does not apply on a Saturday night as cut off time is 12:00 pm. We abide by no loud music rule on a Sunday. Cut off time is taken when client's guests and entourage has left and the venue doors are closed, DJ has packed up and left.

Furniture and Equipment

- The provision of Le Joubert's standard furniture and equipment is at no extra charge. Any additional items should be supplied or hired at the client's cost.
- Candles may not be placed directly on linen. Candleholders should be wide enough to ensure no wax damage to the linen.
- No permanent alterations are allowed, to include nails or hooks in the wall, roof or frames. Any damage to Le Joubert property including linen, beyond reasonable wear and tear will be charged for accordingly.

Risk / loss / damages

- Le Joubert shall not be held liable for interruptions of services.
- All precaution will be taken to ensure safeguarding of your belongings. Le Joubert will not be liable for loss or damage to any property whatsoever (valuables, wedding gifts etc.) All personal and valuable property must be removed during or directly after the function.
- Should Le Joubert's building, surrounding gardens, decor, crockery or napery be damaged by the client or clients' suppliers during the set-up or break down operations at the function, the client shall be held responsible and will be billed accordingly.
- Le Joubert, its employees or any person employed at any function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- The venue is a **NON SMOKING** venue. We kindly request our clients to please smoke outside.



Cancellations

- In the event of non-payment in full of the pro forma invoice within fourteen days before the function, Le Joubert shall be entitled to cancel the entire event and booking without any refunds of amounts paid.
- Le Joubert reserves the right to cancel any booking forthwith and without liability on its part in event of any damage to, or destruction of the venue by fire, or any other cause beyond the control of Le Joubert, which every effort will be made to find an alternative venue i.e. Marquee tent on the lawns.

Agreement

Wedding Couple / Client:.....

Date of function:

This signed agreement together with proof of payment can be faxed for confirmation of your booking to (088) 021 870 1080 – fax to mail or e-mailed to andene@lejoubert.com

Person responsible for account:

Name and Surname:.....

Contact Numbers:.....

E-Mail address:.....

Address:.....

.....

Postal address:

.....

.....
Client Signature

.....
Le Joubert

.....
Full Name

.....
Full Name