



## **WEDDING INFORMATION - 2020**

Thank you for selecting Castello di Monte as a potential venue for your special day.

We can accommodate a maximum of 35 guests.

### **OPTION 1**

#### ***Breakfast or Lunch Wedding;***

- Maximum of 35 people for a wedding ceremony and reception
- A venue fee of R17 000.00 (Ceremony & Reception) and R15 000 (Reception only) will be levied for 1-35 people. Venue available from 10am to 17h00 latest.
- Venue Fee includes: Tables, chairs, linen, cutlery, crockery, glassware, silver plated under plates, red carpet and the use of our central music system
- Breakfast Menu options: Three Course Set Menu @ R 250.00 per person OR Full English Breakfast @ R290.00 per person. Menus available on request.
- Lunch Menu options: Three Course Menu with 2 starters, 3 main courses and 2 desserts to choose from @ R450.00 per person OR Three Course Menu with 2 starters, 2 main courses and 2 desserts to choose from @ R410.00 per person. Menus available on request
- Kids Breakfast Menu: 8-11 years half price and 12 + years full price
- Kids Lunch Menu: @ R190.00 per child. Menu available on request
- Menu prices may change without prior notice, but will not be subject to change after a reservation has been confirmed

### **OPTION 2**

#### ***Late Afternoon / Evening Wedding (Exclusive use of the Villa);***

- Maximum of 35 people for a wedding ceremony and reception
- Exclusive Use of the entire Villa is compulsory, and the fee is R35 000.00, which includes Ceremony & Reception venues, all 9 rooms (sleeps 18 pax) with breakfast the following morning. Check-in time is 14h00 and Check-out time is 11h00
- Early check-in for Bride at a reduced rate -price is subject to availability.
- Venue includes: Set-up of tables, chairs, linen, cutlery, crockery, glassware, silver plated under plates, red carpet and the use of our central music system
- Dinner Menu options: Three Course menu with 2 starters, 3 main courses and 2 desserts to choose from @ R450.00 per person OR Three Course menu with 2 starters, 2 main courses and 2 deserts to choose from @ R410.00 per person. Menus available on request
- Kids Dinner Menu: R190.00 per child. Menu available on request
- Menu prices may change without prior notice, but will not be subject to change after a reservation has been confirmed



### **OPTION 3**

#### ***Wedding Elsewhere: Stay Over at Castello di Monte on your special night***

Package is R 3 900.00 per room in the Honeymoon suite, R4 500.00 per room in the Presidential Suite and R3 500.00 per room in a Terrace room and includes the following:

- Check in time after 14h00
- Bottle of Sparkling wine & a surprise gift
- Rose Petal Turndown
- Breakfast on the Panoramic Deck the following morning (subject to availability)
- Check out time before 11h00
- Booking is compulsory & subject to availability
- Add a private and romantic three course dinner. Pricing available on request

#### **OTHER RELEVANT INFORMATION:**

- We have a Selection Menu available for you to choose from, however, our Chef would be delighted to compile a specific menu to meet your requirements.
- Please note that menu prices may change without prior notice but will not be subject to change after a reservation has been confirmed.
- In terms of beverages, you are welcome to bring in your own wines and sparkling wines at a corkage fee of R 90.00 per bottle, otherwise, please select wines from our wine list.
- All other beverages are to be bought from Castello di Monte in the form of either a cash-, limited or full open bar. Beverage prices are subject to change without prior notice.
- Please note that a 15% handling fee will be added to any additional orders placed by Castello di Monte for your wedding i.e. cake and flowers.
- All decorations are additional and to be organized by yourselves. Do not hesitate to ask for recommendations on florists, photographers or videographers, we do have a preferred suppliers list.
- A 10% Service Fee on all food and beverage costs will be added to your final bill.
- Enough waiters will be allocated to your function. Please note that there will be an additional fee should you exceed the maximum of 35 pax for some reason.
- All prices may change without prior notice but will not be subject to change after a reservation has been confirmed.
- Sunday's & Public Holiday's: An additional Service fee is applicable and to be determined upon quotation.
- **A coordinator will contact you a month before your wedding date to set up a meeting. Final arrangements will then be discussed.**

#### **TERMS & CONDITONS**

Please note that a quotation does not secure your booking automatically. Once a tentative booking is made, it will only be held for 3 working days, after which a signed quotation and deposit is required to guarantee the venue for your wedding.



### **DEPOSIT AND PAYMENT**

A 50% deposit is required on the quotation within 3 working days from receipt. The deposit will be deducted from the final bill, which needs to be settled 7 days prior to your wedding. (Interest might be levied at 15% on outstanding balances after 30 days)

- Electronic transfers or bank deposits  
NAME : Castello Di Monte  
BANK : ABSA  
ACCOUNT NO : 4059828271  
BRANCH CODE : 631245

Kindly send proof of payment to [info@castello.co.za](mailto:info@castello.co.za). Please use your name & date of function as reference.

- We accept all major credit cards - please provide valid card number, expiration date and CVV code.

### **CANCELLATION**

- All Cancellations must be done in writing.
- Should your wedding be cancelled for any reason once the deposit has been paid any refund will only be made once the date has been rebooked by another wedding. A R2000.00 handling fee will be deducted from any refunds. Should the venue not be rebooked the full payments received will be forfeited.
- In the event of non-payment of the deposit, Castello shall be entitled to cancel a booking, after giving the client written notice giving the seven days to rectify.
- In the event the wedding is cancelled by Castello, for any reason other than due to the default of the Client of the terms of this agreement, Castello will immediately refund all amounts paid to date by the Client.

### **GUEST CONFIRMATION**

The final number of guests must be confirmed 72 hours (3 days) prior to the function.

### **FOOD & BEVERAGES**

All food and beverage arrangements must be decided on at least 7 days before the function. You are welcome to bring in your own wines and sparkling wines at a corkage fee of R90.00 per bottle. All other beverages are to be bought from Castello di Monte. Last rounds at the bar will be called at 22h30. Please let your coordinator know if you wish to bring in your own wedding cake or cupcakes. No other food or beverages will be allowed on the premises, unfortunately.

### **DRESS CODE**

Guests are requested to dress in a smart casual manner.

### **NON-LIABILITY**

Castello Di Monte is not liable for any decoration, personal items or equipment brought onto the premises

### **CHILDREN POLICY**

Please note that we are unable to accommodate children under the age of 8 for weddings, functions or accommodation, unless exclusive use of the entire Villa is booked.

### **MUSIC AND DANCING**

Due to the location of Castello di Monte, **NO dancing, loud music, bands or discos** are allowed. All music and entertainment arrangements must be approved by Castello di Monte prior to the function.