



FUNCTION INFORMATION - 2020

Thank you for selecting Castello Di Monte as a potential venue for your special function.

Whether it is a birthday, anniversary, baby shower or kitchen tea -

We will assist you to make these memories last a life time

We can accommodate up to of 35 guests.

Breakfast (Venue available from 8am -11am)

- ☞ Full English Breakfast @ R290 per person - Menu's available on request
- ☞ Three Course Set Menu from R250 per person - Menus available on request
- ☞ Kids Menu: 8-11 years Half Price and 12+ years Full Price
- ☞ No Venue Fee
- ☞ Strictly No children under the age of 8 years

Morning Tea (Venue available from 11am - 2pm)

- ☞ Menu @ R320 per person- Menus available on request
- ☞ No Venue Fee, however a minimum of 8 guests required
- ☞ Strictly No children under the age of 8 years

Lunch (Venue available from 12pm - 4pm)

- ☞ 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
- ☞ Set menu options from R 340.00 per person - Menus available on request
- ☞ Kids Menu at R190 per child - Menu available on request
- ☞ Four or Two courses also available
- ☞ The person organizing the function to select starters, main courses and desserts one week prior to the function
- ☞ No Venue Fee
- ☞ Strictly No children under the age of 8 years

Afternoon Cocktail Snacks (Venue available from 3pm - 6pm latest)

- ☞ Selection Menu @ R300 per person - Menu available on Request
- ☞ No Venue Fee, however a minimum of 8 guests required
- ☞ Strictly No children under the age of 8 years

Afternoon Tea (Venue available from 2pm - 5pm latest)

- ☞ Menu @ R320 per person- Menus available on request
- ☞ No Venue Fee, however a minimum of 8 guests required
- ☞ Strictly No children under the age of 8 years



Dinner (Only available as an Exclusive use option)

- ☞ 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 Menu's available on request.
- ☞ Kids Dinner Menu: R190 per child. Menu available on request.
- ☞ Four or Two courses also available
- ☞ The person organizing the function to select starters, main courses and desserts one week prior to the function
- ☞ Exclusive Use of the entire Villa is compulsory, the fee is R20 000.00 and includes the function venue as well as 9 rooms (sleeps 18 pax) with breakfast the following morning. Check-in time is 14h00 and Check-out time is 11h00
- ☞ Venue includes: Set-up of tables, chairs, linen, cutlery, crockery, glassware, silver plated under plates and the use of our central music system

☞ Weddings are subject to different Terms & Conditions, please contact the office for more details ☞

TERMS & CONDITIONS

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 quote and deposit is required to guarantee the venue for your function.

- * 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 R90.00 per bottle. Otherwise please select wines from our wine list.
- * All other beverages are to be bought from Castello Di Monte. You have the option of a cash-, limited or full open bar. Beverage prices are subject to change without prior notice.
- * Please note that a 15% handling fee is added on to any additional orders placed by Castello di Monte for your function i.e. cake and flowers.
- * All decorations are additional and are to be organized by you. Should you need to have any recommendations on florists, photographers or entertainers, do not hesitate to ask, we do have a preferred suppliers' list.
- * Please note that a 10% Service fee on all food and beverage charges will be added to the 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.
- * An additional Service fee is applicable for functions on a Sunday and Public Holiday and will be determined upon quotation.

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 on the day of the function. (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 fax proof of payment to 086 634 1547. 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

Should you wish to cancel the function please see below

- Less than 7 days before the date of function forfeit the full amount paid
- 7 to 14 days forfeit 75% of the full amount paid
- 14 to 21 days forfeit 50% of the full amount paid
- 21 to 28 days forfeit 25% of the full amount paid.

All Cancellations must be done in writing.

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 at least 3 days before the function. Certain menu options must be selected by the coordinator before the function so that the guests choose from that menu on the day of 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 22h00. 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 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 disco** are allowed

All music and entertainment arrangements must be approved by Castello di Monte prior to the function.

VENUE AVAILABILITY

The venue will be available at the times stipulated on the contract. There will be a R1000 per hour venue fee added to your final invoice should you exceed these hours.