



THE · KEY

WEDDING & FUNCTION VENUE

2024

Wedding Package

info@thekey.co.za | thekey.co.za | [@keyvenue](https://www.instagram.com/keyvenue)



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Fees



LOW SEASON

JUNE - SEPTEMBER

MON - THURS

R 17 000 excl VAT

FRIDAY

R 24 000 excl VAT

SATURDAY &
PUBLIC HOLIDAYS

R 30 000 excl VAT

HIGH SEASON

OCTOBER - MAY

MON - THURS

R 25 000 excl VAT

FRIDAY

R 35 500 excl VAT

SATURDAY &
PUBLIC HOLIDAYS

R 42 500 excl VAT

Wedding rates mentioned above are valid for bookings between 01 January 2024 and 31 December 2024.

Included in the fee

- Exclusive use of our venue reception area
- Exclusive use of chapel or outside ceremony area on the farm
- Use of the venue premises for canapes and pre-drinks
- Generator in the event of loadshedding
- The Key's pre-drink and bar area furniture sets (as shown on your viewing)
- Usage of extended light cables if required (as shown on your viewing)
- Use of the bar, high bar tables and wine ice buckets
- Use of predrink bar, gin bar equipment, large ice buckets for ciders and beers
- Setup of tables and chairs per floor layout
- Security at gate and guest access control
- Restrooms with outside entrance for use during pre-drinks (wheelchair friendly)
- Cleaning staff before and on the event for all The Key-owned facilities and items
- Multiple power sockets around the venue
- Wood for outside boma's
- Cleaning of the venue before and after the wedding (Suppliers to adhere to Supplier Guidelines for cleaning)
- Cleaning of glasses, Flamboijant rentals during the evening
- Additional items available for your usage: easel, whiskey trolley, table for DJ setup, arch, and more

Excluded from the fee

- Music, sound equipment and additional lighting
- Food and beverage
- Staffing cost: barmen, waiters ,wedding coordination (plus any overtime)
- On the day wedding coordination
- Flowers and décor, as well as the setup thereof.
- Cutlery, plating, guest placing setup
- PLEASE SEE DÉCOR SECTION BELOW for packages that include all reception chairs, tables, crockery and cutlery options



Décor Packages

WHAT IT IS? We are very proud of our special relationship with our local décor supplier, Flamboijant. Our main objective is to offer you choice. We provide you with flexibility to choose their own furniture, cutlery, glassware and crockery.

HOW IT WORKS? We have a standard package at a discounted price and then the option to upgrade certain items with substitutions.

All items will be formally invoiced by and due to Flamboijant.

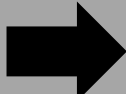
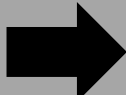
You can also choose to hire these all items or additional items directly from Flamboijant at a 10% discount. You are also welcome to use any other décor provider of your choice.

F L A M B O I J A N T
FUNCTION HIRE, FLOWERS & PLANNING

Décor Packages

STANDARD PACKAGE

SUBSTITUTIONS (additional top-up charge per person, ex VAT)

Cost	Items		Item	Cost	Item	Cost	Item	Cost
R55.00 per person (excl. VAT) Amount of Tables are 1 for every 10 Guest	CUTLERY	 SUBSTITUTE WITH 						
	Dinner Knife Stainless Steel OR Steak Knife		Gold or Black Dinner Knife	R1.00	White & Gold Dinner Knife	R5.00	Black & Gold Dinner Fork	R5.00
	Dinner Fork Stainless Steel		Gold or Black Dinner Fork	R1.00	White & Gold Dinner Fork	R5.00	Black & Gold Dinner Knife	R5.00
	Dessert Spoon		Gold or Black Desert Spoon	R1.00	White & Gold Spoon	R5.00	Black & Gold Spoon	R5.00
	CROCKERY							
	29cm White Dinner Plate		Black Dinner Plate	R2.50	Speckled Dinner Plate	R7.00		
	19cm White Side Plate		Black Side Plate	R1.50	Speckled Side Plate	R3.50		
	Salt & Pepper Pots							
	GLASSWARE							
	Wine Glass		Pink Goblet	R4.00	Amber Goblet	R4.00		
	Champagne Flute		Champagne Coupe	R5.00				
	FURNITURE							
	White Resin Tiffany Chair with Cushion		White Resin Wimbledon Chair	R0.00	Ghost Chair	R20.00		
	Wooden Table With Turned Legs (2.4x1.2m)		Grey Wooden Table (2.4x1m)	R0.00				

Please note:

- See appendix for pictures of packages
- Package & item selection must be made upon booking of your wedding date, due to items being subject to availability
- Additional items required like dessert bowls, spoons and cake forks will be available on the order form
- See website for pictures of Flamboijant's full range: www.flamboijant.co.za
- Any additional items can be rented from Flamboijant at a discount of 10% when items are used at The Key for your wedding
- Items are limited to 200 guests
- Contact Details: info@flamboijant.co.za
- Flamboijant would require a refundable breakage deposit when a package is selected
- If you choose to get married on the Friday, you will be bound to take the table and chair of choice from the Saturday bride, or choose to hire items from an external supplier (the same applies for a week-day bride preceding another wedding).

Coordination

Should you wish to make use of our On-The-Day-Coordinator, the coordinator will make sure your wedding is everything you have ever dreamt of. The coordinator will take care of any bumps that may arise and allow you time to truly enjoy every moment of your special day. We have 2 options:

OPTION 1:

ON THE DAY CO-ORDINATION (R6500 ex VAT)

Bride to supply: All supplier information one week before the wedding as well as a floor plan and key stakeholders' contact details

- Taking over all supplier communication and deliveries one week before the wedding
- In charge of floor plan management and assisting in setting up décor, flowers, draping with suppliers and seating chart
- Setup of tables, cutlery, crockery, glassware per bride's wishes (also attend mock-up by Flamboijant if requested)
- Coordination and setup of pre-drinks area
- Direct communication between kitchen, waiters, barmen and wedding reception
- Assist with timeline set-up if required
- Co-ordination of on-the-day suppliers to ensure everyone is on schedule and deliveries are signed off if in good condition
- Lighting of candles per bride's instructions
- Keep canapes aside for bride and groom if required
- Assist photographer in bride's family photo list, as well as advise on great spots on the farm to shoot the couple
- Prepping MC on administrative information to communicate and flow of program
- All sound and light checks
- Attend to needs of the bride and groom
- Ensure all events occur per the timeline (Guests move in/sit on time for events, confetti is organized, MC is ready, bouquet and garter, etc.)
- Register and Legal documents in place for signing
- Cleaning up of ceremony and reception areas before and after the wedding
- Ensuring the venue's alcohol limits are adhered to and ensuring the bridal couple is informed if the bar limit has been reached

Coordination

OPTION 2:

THE EXTRA TOUCH (R150 p/h ex VAT)

Bride to supply: Your detailed timeline 3 days before the wedding

- If your budget doesn't allow for the week before the wedding coordination, this option might be good for you
- The floor manager will start an hour before formal proceedings till closing time
- She will ensure the timeline is followed as provided by the bride
- Check on washrooms throughout the evening
- Arrange for cake to be carried out and stored in the fridge
- Management of a waiters on the evening
- Lighting of candles per bride's instruction
- Attend to needs of bride and groom
- Cleaning up of ceremony and reception areas before and after the wedding
- Ensuring the venue's alcohol limits are adhered to and ensuring the bridal couple is informed if bar limit has been reached
- Any additional on-the-day requests from the bride and groom

Note that we do suggest that you select one of the above options if you do not have a wedding planner present on your wedding day. We also have full wedding planning services available – please contact Charlize for more information (charlizefernhout@gmail.com, 082 826 4140)



Catering

The Key can provide you a list of our preferred suppliers. The list will be provided upon request and pricing is determined by the caterer.

You can also opt to make use of your own preferred caterers, in which case a R7 000 kitchen hire fee will apply, outside caterers must use own pots, pans and cooking utensils. The kitchen hire fee is not applicable should the client make use of one of The Key's preferred caterers.

Waiters to be organised with charlizeloois95@gmail.com, 082 826 4140. The number of required waiters will be determined based on your menu style (plated, buffet, etc) and number of guests. Waiters are charged out at R90 per hour.

All caterers will be asked to sign a liability form on kitchen entry for any equipment damages beyond the R5000 breakage fee.

Pre-drinks

WHAT WE OFFER?

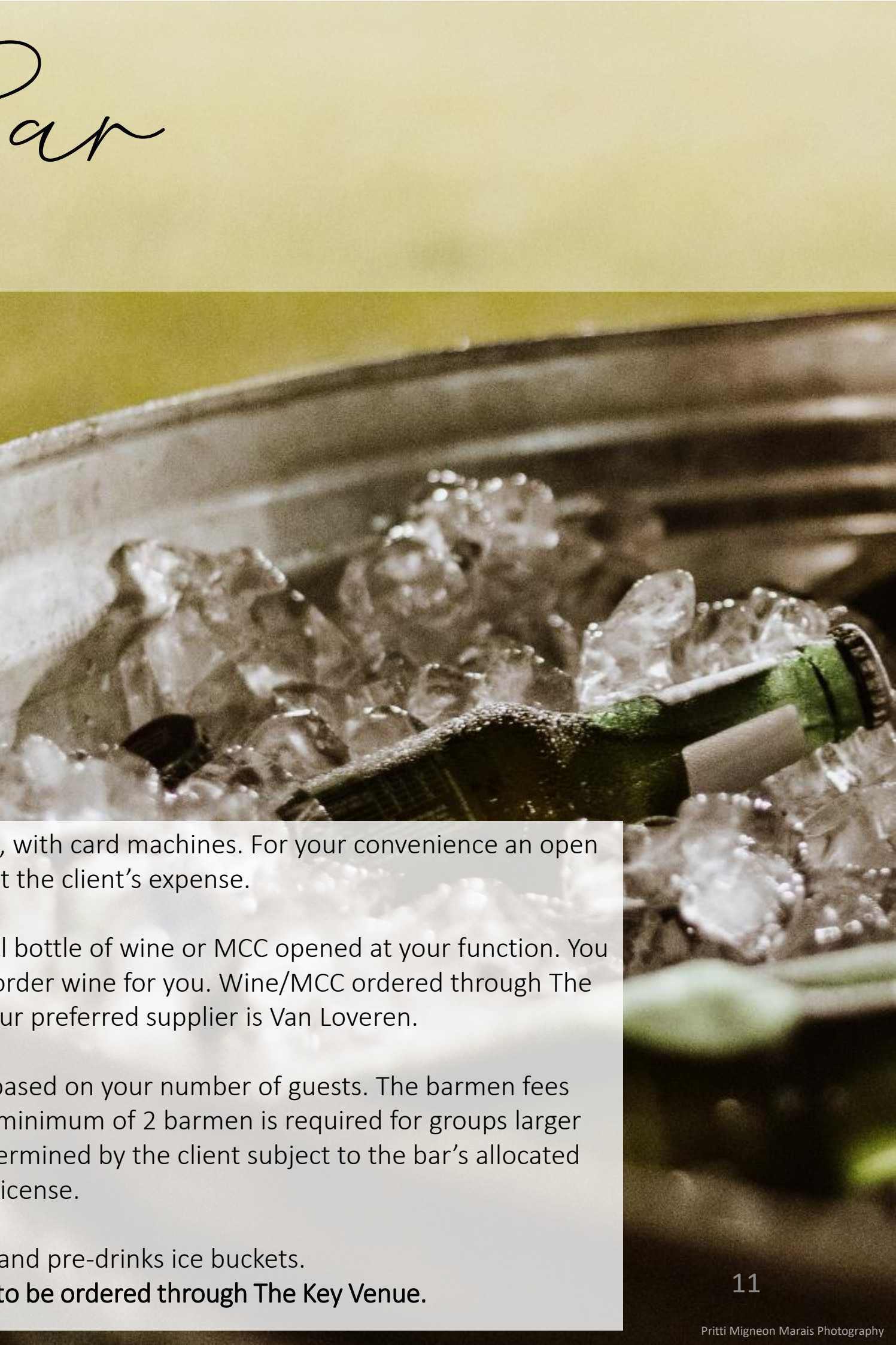
We have multiple options to offer you

- Beer Kegs from Saggy Stone
- Gin bar, with different flavor tonic & various toppings
- Wine Sommelier & Tasting
- Ciders & Beers of choice
- ...and more

Please enquire about our latest pricing and pre-order your selection two weeks before the wedding with your wine.

All alcoholic and non-alcoholic drinks to be ordered through The Key Venue.

Bar



The Key has a fully stocked cash bar facility available, with card machines. For your convenience an open bar can be arranged at the client's expense.

A corkage fee of R30 (ex VAT) will be levied per 750ml bottle of wine or MCC opened at your function. You can also enquire about our wine list, so we can preorder wine for you. Wine/MCC ordered through The Key will not be subject to corkage. Our preferred supplier is Van Loveren.

Fee of barmen will be included in the quote and based on your number of guests. The barmen fees amount to R110 per barman per hour (ex VAT). A minimum of 2 barmen is required for groups larger than 60 pax. The open times of the bar can be determined by the client subject to the bar's allocated liquor license.

You can also use our wine and pre-drinks ice buckets.
All alcoholic and non-alcoholic drinks to be ordered through The Key Venue.

Accommodation



We have multiple accommodation options in both Robertson and McGregor to meet your bridal party and guests' needs.

Please enquire for our full list of suggested accommodation.

We additionally have 3 rooms available on the farm, and have a glamping option available if you'd like to have your guests stay on the farm.

T & C's

TIMING

The client will have access to the venue for set up from 08:00 AM on the day of the wedding. **If** the venue is however not booked the preceding day, access will be granted for setup the day before.

The venue is available until 00h00, additional services can be arranged until 02h00 latest. Last rounds are served strictly 30min prior to closing time as specified by the client. Cost per hour after 00h00: R2000 per hour payable in cash on the day of the wedding.

Note that should your wedding date be followed by another wedding the following day - brides should ensure they hand over an empty venue by latest 7:30 AM the next morning for the cleaning staff (this includes all items brought to the venue outside of your Flamboijant décor package).

ANIMALS

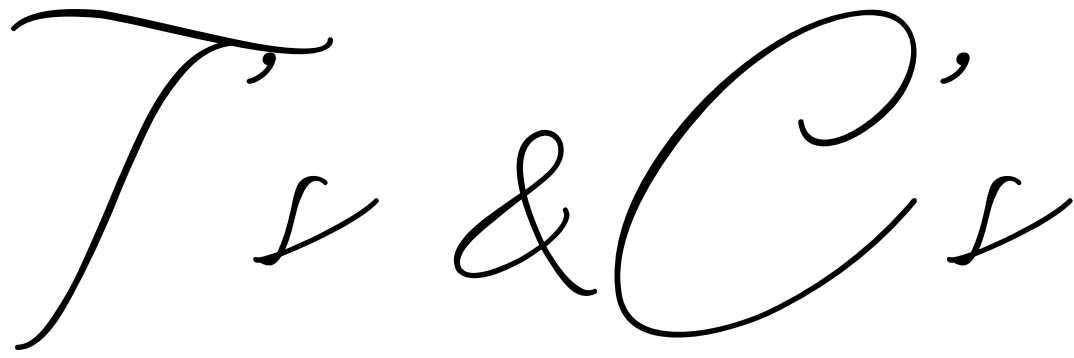
Animals are prohibited unless they aid disabled persons. Prior consent must be arranged.

ITEMS NOT ALLOWED ON THE VENUE

The following items are not allowed to be used for decorations:

- No glitter or confetti of non-natural materials are allowed
- No fireworks are allowed on the property
- No sparkles are allowed in the outdoor or indoor areas
- Any beverages not arranged through The Key's bar
- Decorations must be free standing, items may not be attached to walls or hung from the ceiling without prior approval from The Key management
- Helium tanks are not allowed inside the facility





TERMS & CONDITIONS

In order to confirm your booking with The Key, a R20 000* deposit will be required to secure your booking. You will have 7 calendar days after invoice date to pay the deposit, after which your selected date will be released for other interested parties without notice if no payment was received. (*For weekday events/weddings a R15 000 deposit is required)

Bank deposit slip or EFT payment as proof of payment and signed contract are to be emailed to info@thekey.co.za.

Final information and guest numbers for your function must be finalized 14 days prior to the date of your function, together with the order of events / time schedule / bar requirements.

A refundable R5 000 breakage deposit is required for any shortage, damages or breakage to any property, the balance of which will be repaid 14 days after the wedding/ function date.

Please note that all prices for food or beverage are subject to change at any stage. Prices will be considered fixed for a 7-day period after an invoice has been issued.

It is the client's responsibility to ensure that he/she is aware of all prices quoted by The Key.

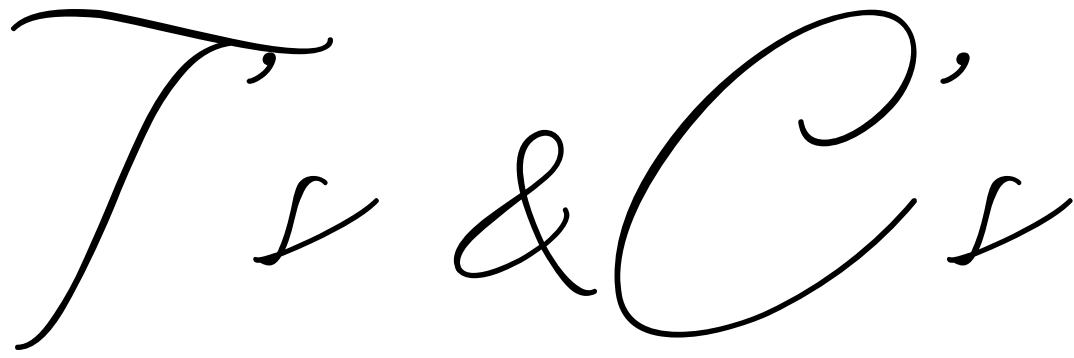
Full payments must be made no later than 14 days prior to the function date, with proof of payment sent to info@thekey.co.za. Any outstanding amounts that may be recorded on the day of the function should be settled no later than one day subsequent to your function.

CANCELLATION

Deposits will only be refunded in the following scenarios:

- Should a cancellation take place within 30 days (incl. weekends) after the booking date, or
- Should the cancellation take place 8 months before the wedding date

A cancellation inside 3 months prior to the function date will result in a demand for full payment of the quotation and any other cost incurred by The Key regarding this function, event or wedding.



L I A B I L I T Y

The Key accepts no responsibility for:

- Any loss, damage or injury to client, their guests or any of their belongings.
- Items delivered by the client for the Wedding are the client's responsibility and should be collected by 08h00 the next morning, unless other arrangements have been made.
- Inclement weather affecting outdoor Wedding Ceremonies. It is the responsibility of the client to ensure a back-up venue has been arranged. The Wedding Coordinator reserve the right to move the Ceremony into the chapel in case of unfavorable weather conditions, should no back-up venue be arranged by the client.
- Inability to perform due to power outages, strikes, or natural disasters. The client, his/her guests or employees will be liable for any damage or injury caused to The Key and/or its employees. If any incident related to the Wedding results in legal involvement of a third party, the client will exclude The Key and its employees from all responsibility or blame.

D A M A G E T O T H E K E Y P R O P E R T Y

The Client shall be responsible for all liabilities, losses, demands, damages, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by The Key or any employee or staff member of The Key or other guest or invitee of The Key and arising as a direct or indirect result of the attendance at the wedding or the use of services and facilities of The Key by the Client or its employees or any invitee of or outside contractor hired or engaged by the Client. A refundable Damages/Breakages deposit of R5 000 is payable prior to the Wedding date.

All suppliers used will have to adhere to our guidelines, if any damages are caused due to non-compliance, the bridal couple will be held responsible. The guidelines will be provided prior to setup.

If you do not use one of The Key's preferred caterers, your caterer will be asked to complete a liability form for the use of our kitchen area.

*Note that if breakages on the selected décor package exceed the deposit, the couple will be invoiced afterwards.

Other

- Smoking is not permitted in the wedding venue. The venue has an adjacent outdoor area where smoking is permitted.
- Parking is available at no cost to you and your guests at the designated parking area. Vendors and delivery vehicles off loading at the venue loading area must immediately move their vehicles to the parking area after off-loading. No vehicles are allowed to be parked in front of the venue, except the wedding vehicle.
- Viewings / site visits / table mock-ups etc. are strictly by appointment only.
- The Key will clean the venue before and after your event. The client will be responsible to clear all items not provided by The Key by the following day by 7:30AM. Should there not be an event the following day, The Key will allow additional time to clear the venue until 10:00AM. The caterer is responsible for the kitchen clean-up.
- The Key is not responsible for the table set-up {crockery, cutlery & glassware} please make arrangements with your coordinator to facilitate, unless The Key's on the day coordinator is used.
- The Key provides 1 security guard and 1 parking attendant (incl. in our package) for your wedding day.
- Please enquire about our wheelchair access routes, parking, drop & go areas as-well as our disabled restroom facilities.
- Note that we do occasionally see prospective brides on Saturday mornings before 12:00. We will respect you suppliers' setup procedures.
- We would like to use your beautiful weddings pictures to inspire other brides. Please let us know if you would not like us to share these on our social media pages.

Please Note:

This document is part of an official Wedding Contract that must be signed when you make your booking.

You will receive a detailed quotation based on your date booked and options selected per the Acknowledgment section.





Gallery



Bathroom

Chapel



Loungers



Entrance



Predrink furniture

WELKOM BY ONS BEGIN

*Adrian
&
Chané*

02.10.2021

Easel



Envelope Trolley



The Sunset





The Arch





Acknowledgement

CONTRACT SIGNATURE

Please indicate your acceptance of the agreement and of the above Terms & Conditions, by signing in the spaces provided below:

I/We have read and understand the Terms & Conditions for renting The Key as laid out in the information stated.

I/We, the undersigned hereby accept these Terms & Conditions. I/We also confirm our booking at The Key for the following date:

.....

Option selected: (mark with X)

- Catering option: The Key Preferred Caterers Outside caterers:
- Planned number of guests
- On the day coordination (mark with X): Week before Floor manager None

Details of the bride:

Full Name: Number:

Email :

Details of the groom:

Full Name: Number:

Email :

BANKING DETAILS

(for deposit repayment after your wedding)

Bank

Account holder

Account number

Account Type

Branch code

.....
Client signature

.....
Witness 1 signature

.....
Witness 2 signature

.....
Name of signatory

.....
Name of witness 1

.....
Name of witness 2

Contract version 24.3



Décor Gallery

Décor Packages

For Illustration Purposes

Cutlery

STANDARD PACKAGE



OR



SUBSTITUTE OPTIONS



Décor Packages

For Illustration Purposes

Crockery

STANDARD PACKAGE



SUBSTITUTE OPTIONS



Décor Packages

For Illustration Purposes

Glassware

STANDARD PACKAGE



SUBSTITUTE OPTIONS



Décor Packages

For Illustration Purposes

Furniture

STANDARD PACKAGE



OR



OR



SUBSTITUTE OPTIONS





CONTACT DETAILS

For any event/ function enquiries, contact:

Cell: +27 (0)82 826 4140 - Charlize

Cell: +27 (0)82 924 2882 – Finance (Christoff)

Email: info@thekey.co.za

Website: www.thekey.co.za



THE · KEY

WEDDING & FUNCTION VENUE



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082 826 4140