



THE · KEY

WEDDING & FUNCTION VENUE



2022

WEDDING PACKAGE

The Key Wedding & Function Venue

The Key located between Robertson and McGregor, nestled within vineyards with the most amazing sunset. The venue can accommodate up to 200 people with a dance floor area. If no space needs to be allocated for a dance floor area, then a maximum of 240 guests can be seated. (See Gallery section for photo's)

Viewings

Viewings to be booked in advance per email: info@thekey.co.za

Venue Rates

	PEAK SEASON (1 Oct – 30 Apr)	OFF-PEAK SEASON (1 May – 30 Sept)
Weekends and public holidays	R 27,500 excl VAT	R19,500 excl VAT
Weekdays (Mon – Fridays)	R 22,500 excl VAT	R14,000 excl VAT

An additional R90 p.p. would be charged for the number of guests over and above 120 guests. (excl VAT)

Wedding rates mentioned above are valid for bookings between 01 January 2022 and 31 December 2022.

Venue fees include:

- Exclusive use of our venue reception area
- Use of the venue premises for canape's and pre-drinks
- The Key's pre-drink and bar area furniture sets (as shown on your viewing)
- Exclusive use of chapel or outside ceremony area on the farm
- Usage of extended light cables if required (as shown on your viewing)
- Use of the bar
- Setup of tables and chairs
- 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
- Backup generator in case of power failure
- Multiple power sockets around the venue
- 6 bags of braai wood for the boma's

Venue fees exclude:

- Music, sound equipment and additional lighting
- Food and beverage
- Barmen and waiters (for the night of the function), as well as any overtime
- On the day wedding coordinator
- Flowers and décor, as well as the setup thereof
- **PLEASE SEE DÉCOR SECTION BELOW** for packages that include all reception chairs, tables, crockery and cutlery options

Decor packages

We provide our brides the flexibility to choose their own furniture, cutlery, glassware and crockery with our preferred décor partner, Flamboijant. We offer 3 standard packages at a special discounted price per guest. (All items will be formally invoiced by and due to Flamboijant, the Key will only provide a cost estimate with your invoice)

Brides also have the option to bring their own Cutlery, Crockery, Furniture and Glassware or simply build their own selection of decor items from Flamboijant's website at a 10% discount on the total bill.

	Package 1	Package 2	Package 3			Package 4		
Price per guest	R45	R50	R75			R110		
Please circle selection when more than one option is presented in your chosen package								
CUTLERY								
Dinner Knife & Fork	Stainless Steel	Stainless Steel	Stainless Steel	Gold	Stainless Steel	Gold & Black/White	Gold	
Steak Knife			Stainless Steel	n/a	Stainless Steel	n/a	n/a	
Starter Knife and Fork			Stainless Steel	Gold	Stainless Steel	Gold & Black/White	Gold	
Dessert Spoon			Stainless Steel	Gold	Stainless Steel	n/a	Gold	
Soup Spoon			Stainless Steel			Stainless Steel		
Cake Fork			Stainless Steel			Stainless Steel		
Tea Spoon			Stainless Steel			Stainless Steel		
CROCCERY								
Dinner Plate	White	White	White	Black	White	Black		
Side Plate			White	Black	White	Black		
Dessert Bowl			White			White		
Cup & Saucer			White			White		
Milk Jugs	As required for # of guests							
Sugar Bowls	As required for # of guests							
GLASSWARE								
Champagne Flute	Glass	Glass	Glass			Glass		
Wine Glass								
Water jug	Provided per table							
Water glass	Plain	Plain	Plain	Amber Goblet	Pink Goblet	Plain	Amber Goblet	Pink Goblet
FURNITURE								
Chair	Wimbledon	White Tiffany	Ghost Chair (limited to 180 guests)	White Tiffany	Wimbledon	Ghost Chair (limited to 180 guests)	White Tiffany	Wimbledon
Table	Wooden Table, Turned Legs: 2.4 x 1.2m. Seating 10 per Table OR Grey Weathered Table, Trestle Legs: 2.4 x 1m. Seating 10 per Table (If long rows of tables are being set-up, additional tables will have to be rented from Flamboijant at 10% discount)							

PLEASE NOTE:

- See appendix for pictures of packages
- 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 where not specified in the table above
- Contact Details: info@flamboijant.co.za
- Package & item selection must be made upon booking of your wedding date, due to items being subject to availability
- The Final number of guests needs to be communicated 1 month before your wedding date, for which your quotation will be adjusted
- Flamboijant would require an additional R2 000 refundable breakage deposit when a package is selected

On the day 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:

- **ON THE DAY CO-ORDINATION** (including supplier communication) (R4500)
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
 - Co-ordination of on-the-day suppliers to ensure everyone is on schedule (Photographer, DJ, Caterers, Cake delivered and setup, Videographer, Make-up & Hair, etc)
 - Lighting of candles before guests enter the reception area
 - Prepping MC on administrative information to communicate and flow of program
 - All sound and light checks
 - Attend to needs of guests and family members
 - Ensure all events occur per the timeline (Guests move in/sit on time for events, confetti is organised, MC is ready, bouquet and garter, etc.)
 - Register and Legal documents in place for signing
 - Cleaning up of ceremony and reception areas
 - Ensuring the venue's alcohol limits are adhered to and ensuring the bridal couple is informed if the bar limit has been reached
- **FLOOR MANAGER** (R150 p/h)
Bride to supply: Your detailed timeline 3 days before the wedding
 - Floor manager will start an hour before formal proceedings till closing time
 - Ensure the
 - Lighting of candles before guest enter the reception area
 - Attend to needs of guests and family members
 - Cleaning up of ceremony and reception areas
 - 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

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)

Venue Information

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 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: R2 000 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 a clean and empty venue by latest 7:30 AM the next morning to avoid a fine of R5000.

Bar:

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

A corkage fee of – R30 per 750ml bottle will be levied on wine or champagne brought to the venue by yourself or your quests.

Fee of barmen will be included in the quote and based on your number of guests. The barmen fees amount to R95 per barman per hour. The open times of the bar can be determined by the client subject to the bar's allocated liquor license.

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 areas
- 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

Parking:

Parking is available at no cost to you and your quests 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.

Accommodation:

Please enquire about our accommodation available on the farm. We have 3 rooms available close to the venue, should the bridal couple/family would like to stay on the premises. Furthermore, we will share an extensive list of accommodation options for you and your guests (all options in close proximity to the venue).

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 R5 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. The list of preferred caterers will be supplied on request.

The caterer should also include the waiters in their quote. All caterers will be asked to sign a liability form on kitchen entry for any equipment damages beyond the R5000 breakage fee.

Terms & Conditions

Terms & Conditions:

In order to confirm your booking with The Key, a 50% deposit will be required to secure your booking. after which these dates will be reopened for other interested parties without any prior notice.

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.

Liability:

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 unfavourable 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.

Damage to The Key Property:

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.

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 R2000 deposit, the couple will be invoiced afterwards.

Smoking Policy:

Smoking is not permitted in the wedding venue. The venue has an adjacent outdoor area where smoking is permitted.

Local Suppliers

Please enquire our full list of local suppliers from our wedding administrator. It includes local:

- Caterers (as well as The Key preferred suppliers)
- Florists
- A complete list of accommodation options
- Photographers
- Décor
- Outside tent and lighting, etc

Other

- 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 at 7:00AM. Should there not be an event the following day, The Key will allow additional time to clear the venue until 10:30AM. The caterer is responsible for the kitchen clean-up.
- The Key will ensure that all tables & chairs are in place as per your floorplan, the morning of your event.
- The Key is not responsible for the table set-up {crochery, 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.
- 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

Surroundings



Terrace & Terrace View



Bar Area



Inside





Entrance



Washrooms



Chapel



Other details





Décor Packages

Package 1:

Cutlery: Newport Stainless Steel Range

- | | |
|---------------------------------------|----------------------------|
| 1 x Dinner Knife/Steak Knife and Fork | 1 x Starter Knife and Fork |
| 1 x Dessert Spoon | 1 x Soup Spoon |
| 1 x Cake Fork | 1 x Tea Spoon |

Crockery: Fortis White Polaris

- | | |
|--|----------------------|
| 1 x 29cm Dinner Plate | 1 x 19cm Side Plate |
| 1 x Dessert Bowl | 1 x Cups and Saucers |
| 1 x Large Milk Jug and Sugar Bowl for every 40 pax | |

Furniture:

- 1 x 2.4m x 1m Grey Weathered Table with Trestle Legs Seating 10 Pax
Or
1 x 2.4m x 1.2m Wooden Table with Turned Legs Seating 10 Pax
1 x White Resin Wimbledon Chair

Glassware

- | | |
|-------------------------|-------------------------|
| 1 x Champagne Flute | 1 x Lara Red Wine Glass |
| 1 x Water Glass | 2 x Zombie Glasses |
| 1 x Water Jug per Table | |



Package 2:

Cutlery: Newport Stainless Steel Range

- | | |
|---------------------------------------|----------------------------|
| 1 x Dinner Knife/Steak Knife and Fork | 1 x Starter Knife and Fork |
| 1 x Dessert Spoon | 1 x Soup Spoon |
| 1 x Cake Fork | 1 x Tea Spoon |

Crockery: Fortis White Polaris

- | | |
|--|----------------------|
| 1 x 29cm Dinner Plate | 1 x 19cm Side Plate |
| 1 x Dessert Bowl | 1 x Cups and Saucers |
| 1 x Large Milk Jug and Sugar Bowl for every 40 pax | |

Furniture:

- 1 x 2.4m x 1m Grey Weathered Table with Trestle Legs Seating 10 Pax
Or
1 x 2.4m x 1.2m Wooden Table with Turned Legs Seating 10 Pax
1 x White Resin Tiffany Chair

Glassware

- | | |
|-------------------------|-------------------------|
| 1 x Champagne Flute | 1 x Lara Red Wine Glass |
| 1 x Water Glass | 2 x Zombie Glasses |
| 1 x Water Jug per Table | |



Package 3:

Cutlery:

1 x Newport Stainless Steel Dinner Knife/Steak Knife and Fork

Or

1 x Gold Dinner Knife and Fork

1 x Newport Stainless Steel Starter Knife and Fork

Or

1 x Gold Starter Knife and Fork

1 x Newport Stainless Steel Dessert Spoon

Or

1 x Gold Dessert Spoon

1 x Newport Stainless Steel Soup Spoon

1 x Newport Stainless Steel Cake Fork

1 x Newport Stainless Steel Tea Spoon



Crockery:

1 x 29cm White Fortis Dinner Plate **Or** Black Dinner Plate

1 x 19cm White Fortis Side Plate **Or** Black Side Plate

1 x White Fortis Dessert Bowl

1 x White Fortis Cups and Saucers

1 x Large White Fortis Milk Jug and Sugar Bowl for every 40 pax



Furniture:

1 x 2.4m x 1m Grey Weathered Table with Trestle Legs Seating 10 Pax

Or

1 x 2.4m x 1.2m Wooden Table with Turned Legs Seating 10 Pax

1 x Victoria Ghost Chair Without arms



Glassware

1 x Champagne Flute

1 x Lara Red Wine Glass

1 x Water Glass

2 x Zombie Glasses

1 x Water Jug per Table

1 x Coloured Goblet Water Glass



Package 4:

Cutlery:

1 x Gold Dinner Knife and Fork

Or

1 x Gold and White or Gold and Black Dinner Knife and Fork

1 x Gold and white or Gold and Black Starter Knife and Fork

1 x Gold Dessert Spoon

Or

1 x Gold and White or Gold and Black Dessert Spoon

1 x Newport Stainless Steel Soup Spoon

1 x Newport Stainless Steel Cake Fork

1 x Newport Stainless Steel Tea Spoon

Crockery:

1 x 29cm White Fortis Dinner Plate Or Black Dinner Plate

1 x 19cm White Fortis Side Plate Or Black Side Plate

1 x White Fortis Dessert Bowl

1 x White Fortis Cups and Saucers

1 x Large White Fortis Milk Jug and Sugar Bowl for every 40 pax

Furniture:

1 x 2.4m x 1m Grey Weathered Table with Trestle Legs Seating 10 Pax

Or

1 x 2.4m x 1.2m Wooden Table with Turned Legs Seating 10 Pax

1 x Victoria Ghost Chair Without arms



Glassware

1 x Champagne Flute

1 x Water Glass

1 x Water Jug per Table

1 x Coloured Goblet Water Glass

1 x Lara Red Wine Glass

2 x Zombie Glasses

1 x Champagne Coupe



**Note Zombie glasses will be provided The Key (included in full wedding and décor costs)*

Acknowledgement

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 of the following date:

Option selected: (mark with X)

- **Catering option:** ☐ The Key Preferred Caterers ☐ Outside caterers:
- **Décor package selected:** ☐ Package 1 ☐ Package 2 ☐ Package 3 ☐ Package 4 ☐ None
**Availability of choice will be communicated immediately, please select your detailed package options on the next page and return with the acknowledgement form.*
- **Planned number of guests**
- **On the day coordination** (mark with X): ☐ Week before ☐ Floor manager ☐ None

Details of the bride:

Full Name: Contact Number:

Email Address:

Details of the groom:

Full Name: Contact Number:

Email Address:

Physical Address:

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.....

.....

.....
Client signature

.....
Witness 1 signature

.....
Witness 2 signature

.....
Name of signatory

.....
Name of witness 1

.....
Name of witness 2

PACKAGE SELECTION:

Please indicate the required and desired items within your package with a “X”.

Example:

In Package 4 You can select Stainless Steel, Gold, White & Gold or Black & Gold Dinner Knife and Fork, please indicate with an “X” which one you select.

If you do not require a certain item, please do not tick the item with a “X”

Example:

Package 1: If you not require a steak knife or starter knife and fork, please do not mark these boxes with a “X”.

***If you need guidance, do not hesitate to call us**

	Package 1	Package 2	Package 3			Package 4			
Price per guest	R45	R50	R75			R110			
CUTLERY									
Dinner Knife & Fork	Stainless Steel	Stainless Steel	Stainless Steel	Gold		Stainless Steel	Gold	Gold & White	Gold & Black
Steak Knife	Stainless Steel	Stainless Steel	Stainless Steel	n/a		Stainless Steel	n/a		
Starter Knife and Fork	Stainless Steel	Stainless Steel	Stainless Steel	Gold		Stainless Steel	Gold	Gold & White	Gold & Black
Dessert Spoon	Stainless Steel	Stainless Steel	Stainless Steel	Gold		Stainless Steel	Gold	n/a	
Soup Spoon	Stainless Steel	Stainless Steel	Stainless Steel			Stainless Steel			
Cake Fork	Stainless Steel	Stainless Steel	Stainless Steel			Stainless Steel			
Tea Spoon	Stainless Steel	Stainless Steel	Stainless Steel			Stainless Steel			
CROCERY									
Dinner Plate	White	White	White	Black		White		Black	
Side Plate	White	White	White	Black		White		Black	
Dessert Bowl	White	White	White			White			
Cup & Saucer	White	White	White			White			
Milk Jugs	As required for # of guests	As required for # of guests	As required for # of guests			As required for # of guests			
Sugar Bowls	As required for # of guests	As required for # of guests	As required for # of guests			As required for # of guests			
GLASSWARE									
Champagne Flute	Glass	Glass	Glass			Glass			
Wine Glass	Glass	Glass	Glass			Glass			
Water jug	Provided per table	Provided per table	Provided per table			Provided per table			
Water glass	Plain	Plain	Plain	Amber Goblet	Pink Goblet	Plain		Amber Goblet	Pink Goblet
FURNITURE									
Chair	Wimbledon	White Tiffany	Ghost Chair (limited to 180 guests)	White Tiffany	Wimbledon	Ghost Chair (limited to 180 guests)		White Tiffany	Wimbledon
Table	Wooden Table (see below); or	Wooden Table (see below); or	Wooden Table (see below); or			Wooden Table (see below); or			
	Grey Weathered Table (see below)	Grey Weathered Table (see below)	Grey Weathered Table (see below)			Grey Weathered Table (see below)			
	Wooden Table, Turned Legs: 2.4 x 1.2m. Seating 10 per Table								
	Grey Weathered Table, Trestle Legs: 2.4 x 1m. Seating 10 per Table								
(If long rows of tables are being set-up, additional tables will have to be rented from Flamboijant at 10% discount)									



CONTACT DETAILS

For any event/ function enquiries, contact:

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

Cell: +27 (0)82 474 3449 – Suzette

Cell: +27 (0)82 924 2882 – Christoff

Email: info@thekey.co.za

Website: www.thekey.co.za