



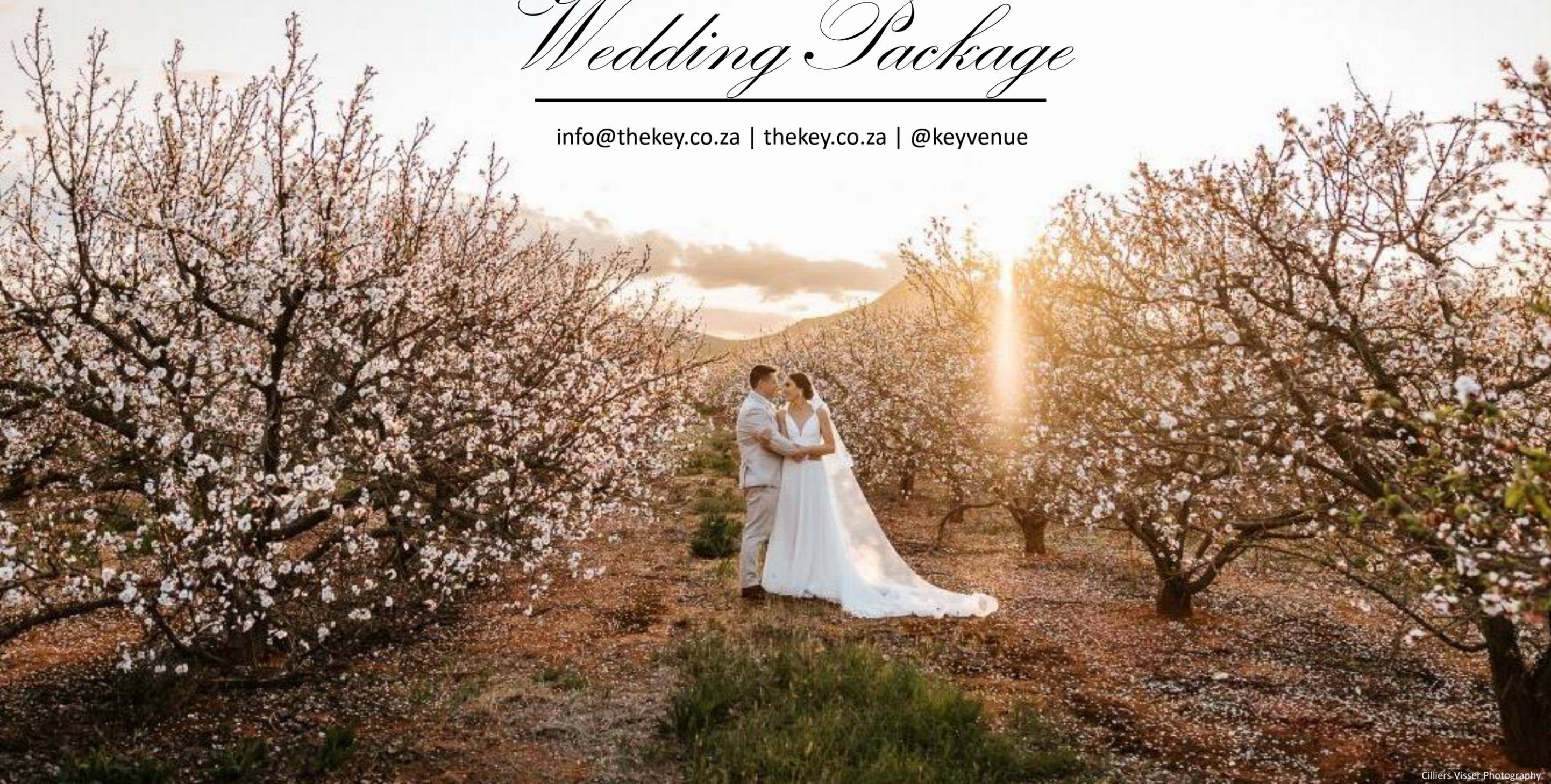
# THE · KEY

WEDDING & FUNCTION VENUE

**2027**

## *Wedding Package*

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



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# Fees



## LOW SEASON

JUNE - SEPTEMBER

MON - THURS

R 30000 incl VAT

FRIDAY

R 40000 incl VAT

SATURDAY &  
PUBLIC HOLIDAYS

R 48000 incl VAT

## HIGH SEASON

OCTOBER - MAY

MON - THURS

R 40000 incl VAT

FRIDAY

R 55000 incl VAT

SATURDAY &  
PUBLIC HOLIDAYS

R 64000 incl VAT

Wedding rates mentioned above are valid for bookings between 01 January 2026 and 31 December 2027.

# Included in the fee

Exclusive use of our venue reception and chapel area.

## Services Included

On-the-Day Coordination

Two barmen

Waiting staff

Two scullers

Bathroom cleaning and restocking

Table and chair setup as per the bride's layout

Breakdown of hired goods (excluding roof installations)

Tea and coffee station

## Venue Includes

Use of the fully stocked bar and bar glassware

Security at the gate with guest access control

Restrooms with external access for pre-drinks

Wheelchair accessibility

## Pre-Drinks Area Includes

The Key's pre-drinks furniture sets (+-80pax)

Six branded black umbrellas

Use of extended lighting cables if required

Use of the outdoor pre-drinks bar and gin bar equipment

Large and medium beverage buckets for ciders and beers

Glassware for beer, gin, and soft drinks

Four Perspex wine coolers,

One silver and one rose gold champagne cooler

## Ceremony Includes

Podium

Wooden benches (+-200pax)

Two hexagon arches

Signing table (light grey)

Two black easels

Air conditioning (venue doors must remain closed when in use)

DJ table

Generator



# Excluded from the fee

Music, sound equipment and additional lighting.

Food and beverage.

Flowers and décor.

Cutlery & crockery, Tables and chairs.

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

**FLAMBOIJANT**  
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
<b>R60.00 per person</b> (excl. VAT)  Number of Tables are 1 for every 10 Guest	<b>CUTLERY</b>	 SUBSTITUTE WITH 						
	Dinner Knife Stainless Steel OR Steak Knife		Gold or Black Dinner Knife	R1.00	Gold Moon Dinner Knife	R2.00		
	Dinner Fork Stainless Steel		Gold or Black Dinner Fork	R1.00	Gold Moon Dinner Fork	R2.00		
	Dessert Spoon		Gold or Black Dessert Spoon	R1.00	Gold Moon Spoon	R2.00		
	<b>CROCKERY</b>							
	29cm White Dinner Plate		Black Dinner Plate	R2.50	Speckled Dinner Plate	R5.00	White Flat Rimmed	R6.00
	19cm White Side Plate		Black Side Plate	R1.50	Speckled Side Plate	R2.00	White Flat Rimmed Side	R3.50
	Salt & Pepper Pots							
	<b>GLASSWARE</b>							
	Wine Glass		Amber Goblet	R4.00	Green Goblet	R4.00		
	Champagne Flute		Champagne Coupe	R5.00	Short Ripple Coupe	R2.00		
	<b>FURNITURE</b>							
	White Resin Tiffany Chair with Cushion		White Resin Wimbledon Chair	R0.00	Ghost Chair	R20.00	Cross Back Chairs*	R35.00
	Wooden Trestle Table (2.4x1m)							

## 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](http://www.flamboijant.co.za)
- Any additional items (excluding candles) 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, \*Cross-back chairs are limited to 150 items
- Contact Details: [info@flamboijant.co.za](mailto:info@flamboijant.co.za)
- Flamboijant would require a refundable breakage deposit when a package is selected
- If you choose to get married on a 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).
- Note that prices are reflected as at date of signing this contract, prices are subject to changes post date of signing.

# Coordination

Our On-The-Day-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.

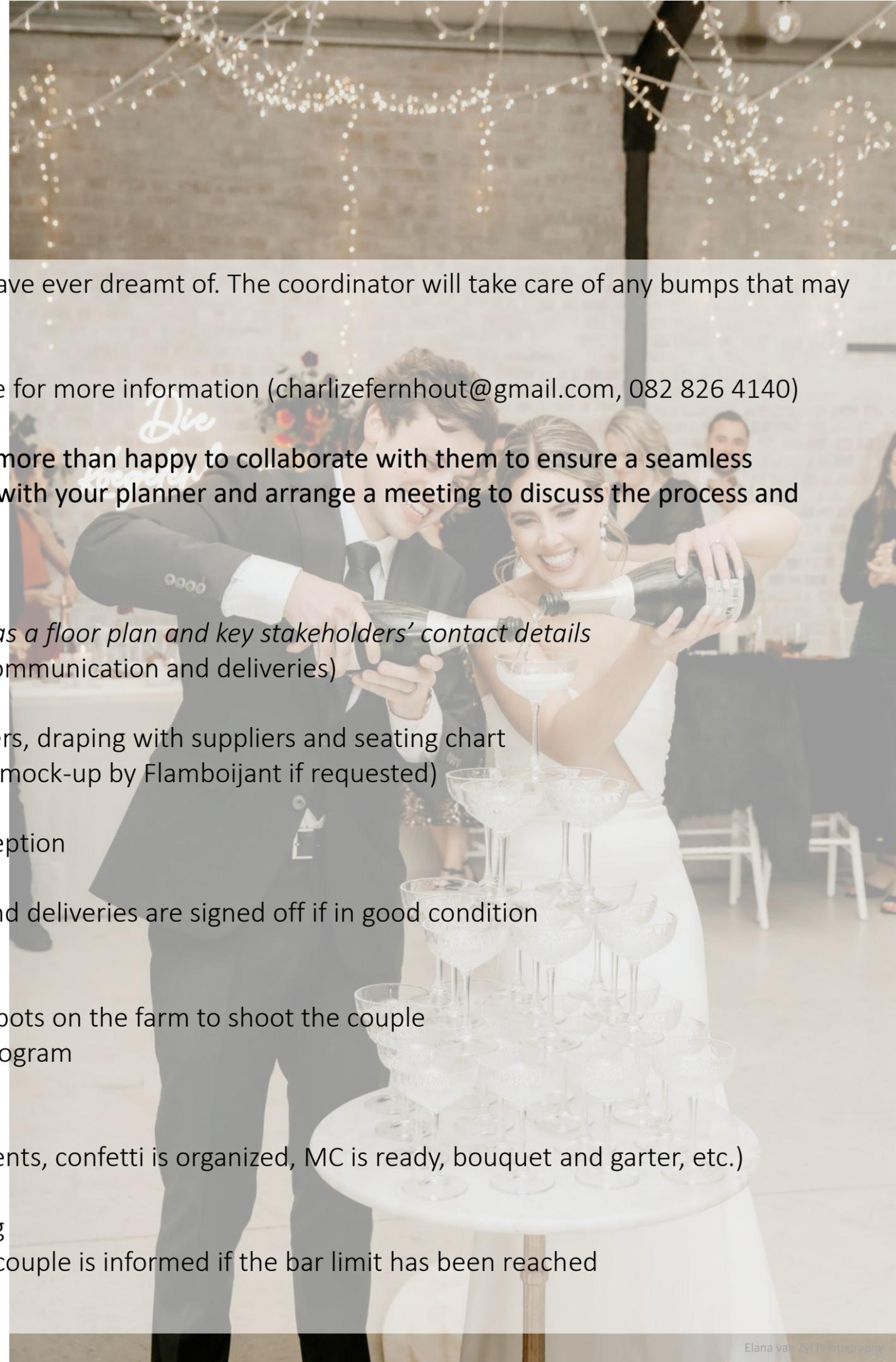
We also have full wedding planning services available – please contact Charlize for more information ([charlizefernhout@gmail.com](mailto:charlizefernhout@gmail.com), 082 826 4140)

**Please note:** If you choose to work with a different wedding planner, we are more than happy to collaborate with them to ensure a seamless experience. Should this be the case, kindly inform us so that we can connect with your planner and arrange a meeting to discuss the process and responsibilities in detail.

## ON-THE-DAY COORDINATION

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

- Complete wedding handover 1 week before the wedding (incl. suppliers communication and deliveries)
- Set-up and timeline management
- 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



# 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 R8 050 (incl VAT) 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 The Key's on-the-day coordinator. The number of required waiters will be determined based on your menu style (plated, buffet, etc) and number of guests.

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

# Predrinks

## WHAT WE OFFER?

We have multiple options to offer you

- Beer & gin 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.

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 R45(incl 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 pre-order wine for you. Wine/MCC ordered through The Key will not be subject to corkage. Our preferred supplier is Van Loveren.

2x Barmen is included in the venue fee for groups smaller than 120 guests. For more than 120 guests, an additional barman will need to be booked at R150 per hour(incl VAT - minimum of 9 hours) 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.

Suzette: 082 474 3449

# 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: R2500 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

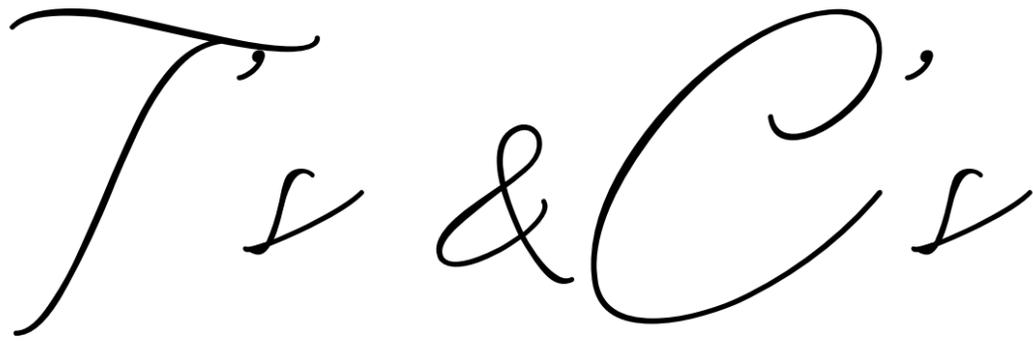
Animals are prohibited unless they aid disabled persons. Prior consent must be arranged.

## 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](mailto: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](mailto: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 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 wedding 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



Chapel

Bathroom Entrance

# Predrink Furniture



# Loungers



*Entrance*



*Easel*

# The Sunset



Envelope Box



*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 .....

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 27.1



# *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



### SUBSTITUTE OPTIONS



A woman with long, wavy brown hair, wearing a black spaghetti-strap dress, is dancing in profile, smiling and looking upwards. She is holding the hand of a man whose arm and hand are visible on the right side of the frame. The background is a dimly lit party space with many people dancing and warm, bokeh-style string lights hanging from the ceiling.

## CONTACT DETAILS

For any event/ function enquiries, contact:

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

Email: [info@thekey.co.za](mailto:info@thekey.co.za)

Website: [www.thekey.co.za](http://www.thekey.co.za)



# THE · KEY

WEDDING & FUNCTION VENUE



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082 826 4140