


BACKSBERG
EVENTS

VENUE

Meet in the beautiful courtyard softened by vines hanging from a central pergola with a cozy corner complete with a feature fireplace. Here you may enjoy a pre-drink and canapés, mingle with your guests and experience the ambiance that is the heart of the Cape winelands.

Large doors open into a versatile function venue with sliding partitions designed to transform the area from one large room into smaller areas to comfortably accommodate groups from fifty up to two hundred and fifty guests.

There is natural light from the windows in the doors on the opposite wall. These also bring the gardens and trees into the venue and provide access onto a verandah overlooking the estate gardens and surrounding mountains. A sweeping staircase leads from this verandah directly into the garden.

The high ceilings and wooden floors enhance the overall appearance and ambiance of this large venue.

Linked to this venue by a tiled and covered corridor is another versatile area with a separate entrance and large fireplace. This may be used as a reception or smoking lounge or even a venue to accommodate children

The venue fee includes round or rectangular tables and padded conference chairs for up to 200 guests and exclusive use of the venue.

CEREMONY

We are able to accommodate a wedding ceremony outside on one of our manicured lawns lined with wonderful old trees and spectacular views onto the vineyards and beautifully maintained estate gardens.

PRE AND POST CEREMONY EVENTS:

BRIDE'S TABLE AND GROOM'S TABLE

There are various options available to you, in the past we have hosted the Groom's table in "The Vat Cellar" and the Bride's table in the Annex. We may have to look at alternative options, this can be finalized closer to the time.

BADEKIN

In the past, the Badekin has taken place on the verandah outside the Annex or outside the function venue.

YICHUD ROOM:

You may use The Annex OR The Gallery as the Yichud room.

SERVICES

EVENT CO-ORDINATION AND MANAGEMENT

A professional and dedicated team with a wealth of ideas and years of experience will welcome you to Backsberg and assist you step by step in planning your Wedding down to the finest detail. Lee-Ann coordinates and manages Backsberg Events and will meet with you on the estate to introduce you to our wonderful facilities and discuss your requirements then draw up a proposal and quote to your specifications for your Wedding Day.

DÉCOR, LINEN, FURNITURE AND EQUIPMENT:

We will recommend and source service providers; co-ordinate services and hire linen, additional furniture, décor props and lighting according to your requirements and specifications

2017 KOSHER WEDDING PACKAGE

We have put together a fantastic Wedding Package for 2017 which includes all the firm favorites and the essentials required to host your dream winelands wedding.

The cost is R325 per person, based on 100 guests and R215 per person based on 200 guests.

Saying that, nothing is set in stone and we can put together a package especially for you, we simply need to discuss your requirements and budget.

Backsberg Kosher Wedding Package 2017	Cost based on 100 pax	Cost based on 200 pax
Wedding 2017 Ceremony Venue & Props Includes Tiffany chairs Reception Venue Includes tables and Tiffany chairs; Table and bar glasses and all linen Courtyard Occasional tables and chairs Lounge Furniture and ottomans Scatter Cushions Staffing Set up, logistic and bar staff Event Manager	R325 per person	R215 per person

Please note all prices exclude 14% VAT.

STAFFING: Costs included in the package

Logistical staff

Set up and break down staff

Bar staff

Event Manager

Staff transport

Please note that staffing is based on 8 hours. Additional hours are charged per staff per hour which will be added to your final bill.

CATERING AND SERVICE STAFF:

You are welcome to bring in your own caterers to cater for your special requirements.

We recommend Merle Rubin who is familiar with our venue and facilities. Service staff is usually arranged by the caterer but Backsberg can arrange service staff if required. Service staff is not included in the wedding package.

SHORTAGES

Although the utmost care will be taken in handling the hired stock there is always items that goes missing or break on a function. Please note that the shortages will be charged for after the function

BEVERAGES

You are required to select your wines from the Backsberg Wine List all other beverages will be ordered as per your specifications.

Beverages are ordered on consignment - all unopened bottles and six packs which are not broken may be returned to our supplier, and the client may have the cracked stock. All beverages are charged on consumption

BOOKING PROCEDURE AND DEPOSIT

We require R10000 as a deposit within 14 days of reserving the function venue. This will secure the venue for the reservation date and is non-refundable.

We ask that the final number of guests is confirmed 14 days prior to the function. Please note that the full per person cost will be applicable for each guest over a 20% decrease in the number of guests indicated in initial quote. The full amount owing for the venue, menu, staffing and hiring is paid at this time.

We request that the beverage account, breakages and any other outstanding charges are paid within a week after the function

Please note that in the event that any equipment is lost, damaged or destroyed as a result of any cause, the customer shall be liable to make good the full replacement cost thereof.

FUNCTION POLICY

Backsberg is not only a Wine Estate but also the home of the Back Family and they have a few requests regarding the hosting of functions on their farm:

1. We are **environmentally friendly** in every aspect of everything we do and our catering for functions will also be handled in such a way as to have as little impact on the environment as possible.
2. **Cut – Off times:**
Day Function 18h00 (bar closes at 18h00 guests have until 19h00 to leave)
Night Function 00h00 (bar closes at midnight, guests have until 01h00 to leave)
Should the bar be required to stay open later than these times this can be arranged, at a charge of **R3000.00 per hour, or part thereof** from the cut off time.
3. **Noise Levels:**
We assume that you have chosen to host your function at Backsberg due to the location – out in the country – we respectfully request that the **noise level is kept down** to a maximum of **80 decibels** measured at the entrance to the courtyard at Neville's Place.. **Speakers** may **only** be erected **inside the venue** and not in the courtyard. **Music must be turned down considerably at midnight.**

4. For décor purposes, the **function facility** is available to you on the day of your function **from 10h00 onwards**. Special requests regarding times may be discussed with Lee-Ann and will be accommodated wherever possible.
5. **Staff:** Staffing will be **arranged by Backsberg**, the number of staff allocated to work at any particular function will be determined by the size and requirements of the specific function. The cost will be added to your final bill.
6. **All décor is to be removed from venue by 08h00 the following morning**. Exceptions may be discussed and arranged with Lee-Ann and will be accommodated wherever possible.
7. **Loss or damage** to property will be **charged for at full replacement cost**.
8. Whilst every precaution will be taken to ensure the safeguarding of your belongings, Backsberg will **not be liable for loss or damage to any property whatsoever** (vehicles, décor, props, wedding gifts, valuables etc.). Please inform your decorator of this.
9. Should the Backsberg Function Venue Building, surrounding gardens, décor or napery be **damaged** during the setup, duration or dismantling of the function, the **client** shall be **held responsible** and will be **billed accordingly**.
10. **Backsberg**, its employees or any person employed at any function, will **not be held liable for any loss or injury to persons**, due to negligence or any other cause whatsoever.

Please do contact me should you have any queries or concerns or should you require any further information.

Thank you and regards
Lee-Ann
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