

OLD BALGOWAN  
*wedding*  
VENUE

*Conferences Centre & Private Function Facility*



*Updated June 2012*

---

*Old Balgowan Wedding Portfolio Tel: +27 (0)33 234 4622 [weddings@oldbalgowan.co.za](mailto:weddings@oldbalgowan.co.za)*



OLD BALGOWAN  
*wedding*  
VENUE



Dear Bride and Groom,

Thank you for considering Old Balgowan as your wedding venue. We at Old Balgowan are offering you something new, fresh and exciting in the Natal Midlands. Our venue has the charm of the French Barn and Country look. We look forward to assisting you in making your special day as memorable as possible.

Steeped in the beauty of the rolling hills, winds the Mpofana River with waterfalls, dams and water wheel set below the highest mount in the area draped by indigenous forest. Our venue cradled in an avenue of Liquid Amber trees and amidst rolling lawns holds tight the intricate beauty of our stained glass, thatched roof, Chapel with solid carved pews and Baby Grand Piano. This is a breath-taking farm style building that can accommodate up to 300 guests, however it is still suitable for smaller weddings from 70 guests or more. An array of outside options are also available.

Bathed by the African sun, Old Balgowan is situated on the R103 near Nottingham Road, which makes Old Balgowan Wedding Venue easily accessible. We also cater for the entire family should it be so required and a video room, babysitters and old world playground together with our animal farm make it a haven for children.

Our Wedding Venue with the backdrop of farm lands, blue skies and lush green gardens is the ideal frame for that picture perfect moment. Fantastic, unlimited bridal couple photographic opportunities include: African farmlands, white post and rail fencing, river frontage, dam with water wheel, and a Voortrekker wagon.

Besides our amazing scenery, unbeatable hospitality and tranquil environment, we also have on offer from our own winery and cheesery an assortment of wines, cheeses, liqueurs and sherries.



Our charge for the venue is R6500.00. (The amount of time that the venue is hired for and the finishing time of the wedding will depend on the time of the ceremony and will be decided by the Old Balgowan staff. A specified fee will be charged or part thereof for every hour after the agreed upon finishing time)

### All prices include:

- Use of Old Balgowan Chapel, pews, lecturn & signing register table
  - Sound system including cordless lapel mikes, etc.
    - Use of Reception Venue
  - Fire pit and an initial bundle of wood
    - Glasses, ice buckets, ice
- Bar facilities (a minimum of 2 of our resident barmen)
  - 15 round tables
  - 12 Trestle tables
- Set-up and cleaning of the venue
  - Cake Table
  - Gift Wagon
  - D.J Counter



## All prices quoted exclude:

- Guest Accommodation
- Liquor Consumption
- Baby-sitting requirements (Although this is available on request)
- Floral Arrangements (Please note that all florists need to clean up after themselves and that they need to provide their own plastic to work on, etc.)
  - Wedding Cake
  - Table Cloths and Napkins
- Menus, Place Names, Table Numbers, Candles and Guest Gifts
  - Décor and Draping
  - Photographer / Videographer
- Music and Entertainment ( In House Live music or DJ available on request)



Available extras:

<u>Item:</u>	<u>Availability:</u>	<u>Cost:</u>
Wooden Chairs	60	Included
Wood for fire pit	As much as you would like	R150/ bundle
White strip draping with fairy lights	Already in venue	Included
Full draping/ additional draping	To be supplied by the bride and groom	Dependant on requirements / R 10/ drape
Outside fairy lights	Venue does supply to a certain extent	R100/ string
Baby-sitters	Supplied by venue On request	R150 till 12pm



## Chapel Hire:

Our beautiful stain glass, thatched chapel is in close proximity to the Reception Venue. The Chapel has panoramic views and really requires very little décor but small touches can be added at the bridal parties discretion. The Chapel can accommodate 300 guests comfortably. The Chapel use also includes central lighting, registry table, an alter table and a wrought iron cross.

### Chapel hire quote include:

- Fairly lights on the root chandeliers
  - Baby Grand Piano
- PA system with mixer and microphones
  - Pews and lectern
  - Red Carpet

### Chapel hire quote excludes:

- Candles - to be provided by the Bride and Groom
  - Minister

We request that in place of confetti, only rose petal, rice or flowers be used outside the Chapel.

Bubble machines are only permitted in the garden area.



## Bar:

A fully stocked bar can be provided at reasonable prices. A rand limit can be placed on the bar and/ or a limited bar can be selected. For example Wine and Malt only. Wines and champagnes should be selected a month in advance to ensure an adequate supply. A bar list and recommended wine list will be provided on request. **All prices are subject to reasonable supplier price increase without prior notice.**

*On offer we have a varied selection of Sherries, wines, fruit wines, vodkas, beers and liqueurs from our own winery.*

## We also offer the following:

### *Cocktails on arrival*

- Fruit Cocktail – Alcoholic @ R15.00 / glass
- Fruit Cocktail – Non-alcoholic @ R13.00 / glass
- Old Balgowan Sherry @R8.00 / glass

### Corkage:

Corkage will be charged at R25 / bottle on wine and champagne. Limited to three bottles per table. A fee of R10/bottle will be charged on cooldrinks which are limited to two per table.

Other beverages above this set amount must be bought from our bar.



OLD BALGOWAN  
*wedding*  
VENUE



### Flowers:

All flowers must be arranged at your own discretion and cost. We can assist with suggestions and recommendations of florists if required. Please note that the access to the venue for the purpose of flower arranging must be discussed with the wedding co-ordinator at the venue. Florists must please provide a plastic working sheet to cover the tables and also tidy up any mess once their arranging is complete. All the arrangements must please be removed the day after the wedding by the wedding party. Anything not removed must please be tidied into black dustbin bags. We would appreciate it if the venue can be left in the condition it was found in.

### Catering:

Our preferred caterers are CHC and you will be supplied with their portfolio on enquiry about the venue. The use of outside caterers is entirely at the discretion of the MD and Old Balgowan managers and does involve a kitchen hire fee that will be discussed with you, the bridal couple and your caterers. We will be doing in-house catering from May so please inquire about menu options.

### Methods of payment:

Payment for accounts may be done by direct deposit, cash, or a bank guaranteed cheque.





## Cancellation:

Functions cancelled will receive no deposit refund. Refunds will be at the discretion of the owners and subject to the re-letting of booked and confirmed dates. See Terms & Conditions for the cancellation policy.

We trust that you have read all the information in this wedding pack. We have tried to give you as much detail as possible to help you plan your wedding even from afar.

If at any stage you do not understand any of the supplied information you are welcome to contact us and we will gladly assist you. Below you will find all our contact information as well as your wedding booking sheet which you will need to complete, sign and fax back to us.

## Contact information:

Cel: 079 6911 475

Tel: +27 (0)33 234 4622

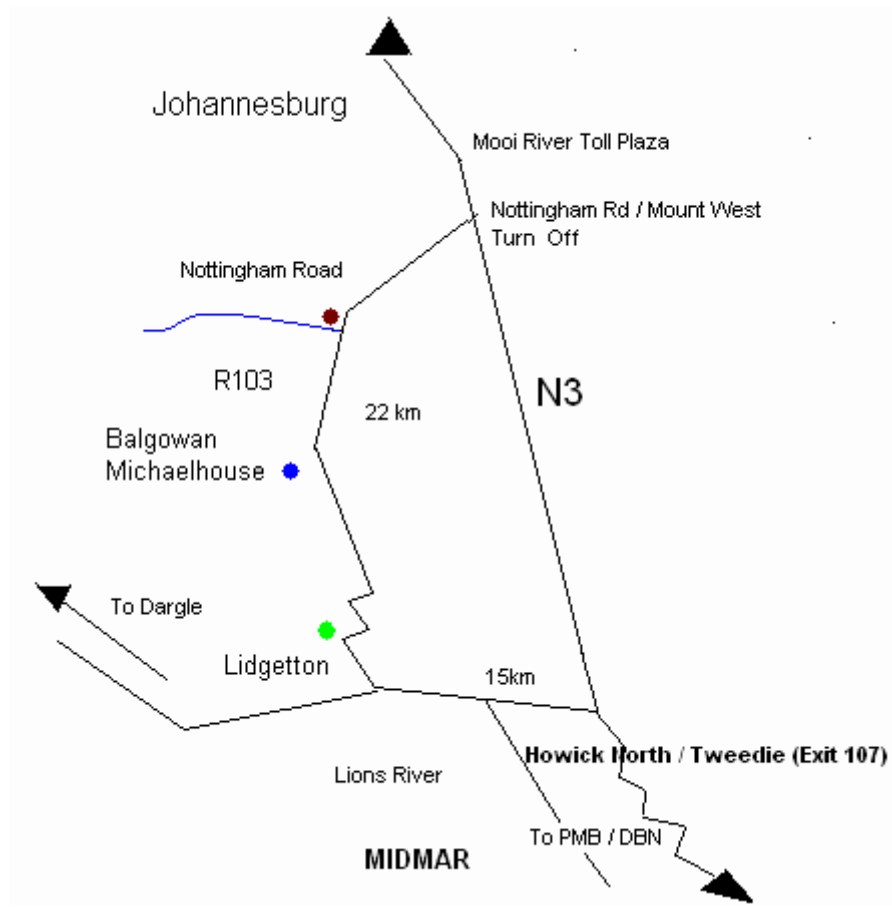
Fax: +27 (0)33 234 4731

P O Box 77 Balgowan 3275

[www.oldbalgowan.co.za](http://www.oldbalgowan.co.za)

[weddings@oldbalgowan.co.za](mailto:weddings@oldbalgowan.co.za)

## Map:



## Our Wedding Terms & Conditions:

1. To confirm your booking a dated and signed copy of our Wedding Terms and Conditions, Wedding Booking Confirmation Contract and proof of payment of a deposit of 50% must be faxed or emailed through to Old Balgowan Wedding Venue. If deposits are not received within ten (10) working days from the date of confirmation, this booking date will become available for free sale to another customer.
2. Our Payment Deposit schedule is as follows:
  - a) 50% deposit of venue hire to secure your date.  
Full pre-payment paid 10 days prior to the function which must include your bar bill based on the bar limit you have specified and your food bill if we are doing your catering. The balance of any other costs incurred (if applicable), must be settled in full prior to departure.
  - b) If you are paying a direct deposit from an international institution, please ensure that an R250.00 Forex Banking Fee is included over and above the deposit you are making.
  - c) This initial deposit is NON-REFUNDABLE.

In addition we require a further refundable deposit of R1500.00 to cover any breakages, damages etc. including broken glasses. This deposit needs to be paid one week prior to the wedding.

3. The estimated price per person will be based on your Menu Option. Please note that food prices are subject to change with 60 days prior written notice.
4. Final numbers must be signed for no later than fourteen (14) working days prior to the wedding date. Should this information not be supplied by this date the original provisional number of guests booked, will be catered for and charged accordingly.
5. No wines, spirits, malt, minerals, or food may be brought onto the premises by customers for consumption unless by prior agreement with Old Balgowan Management. Corkage will be applicable.
6. The finishing time of the wedding as discussed with the wedding co-ordinator must be strictly adhered to unless otherwise agreed in writing with the Old Balgowan management. Thereafter a fee per hour (as previously discussed) or part thereof will be charged.
7. Old Balgowan Wedding Venue reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage or destruction by fire or any other cause, non-availability of labour or food supplies, strikes, lockouts or industrial unrest, or any cause beyond the control of the company which shall prevent it from performing its obligation in connection with any booking at Old Balgowan Wedding venue.

Initial: \_\_\_\_\_

Old Balgowan Wedding Venue does not accept any liability whatsoever for:

. Any loss, theft or damage to cars or any item of property of guests, clients, visitors, delegates howsoever such loss or damage may occur while on the premises.

. Any injury and/or disability or death, to clients, guests, delegates, visitors, or trades people howsoever such may occur.

7. Any legal fees incurred as a result of default on any / all contracts will be paid by the undersigned, who shall also be responsible for any damages caused by guests while on the property of Old Balgowan Wedding Venue

#### 8. Cancellation Policy

No verbal cancellations of this booking will be accepted.

All deposits are NON-REFUNDABLE.

Old Balgowan Wedding Venue reserves the right to charge the following cancellation fees:

10% cancellation fee equivalent to that of the total costs of the last guest numbers supplied for the booking if cancelled 121 days or more prior to the function date.

50% cancellation fee equivalent to that of the total costs of the last guest numbers supplied for the booking if cancelled between 91 - 120 days prior to the function date.

75% cancellation fee equivalent to that of the total cost of the last guest numbers supplied for the booking if cancelled between 61 - 90 days prior to the function date.

100% cancellation fee equivalent to that of the total cost of the last guest numbers supplied for the booking if cancelled 60 days or less prior to the function date.

9. The undersigned also acknowledges liability to pay any final outstanding amount due to cancellation within a period no later than seven (7) days from the date of final invoice.

10. Smoking Policy: In accordance with the Tobacco Products Control Act 83 of 1993 the new amendment passed in August 2009 Old Balgowan Wedding Venue is a non-Smoking venue. Guests will not be allowed to smoke in any public places, restaurants and buildings. Designated smoking areas will be allocated. .

The above contents are understood in their entirety and are signed in agreement.

\_\_\_\_\_  
Signed: Bride

\_\_\_\_\_  
Signed Groom

Date: \_\_\_\_\_

**OLD BALGOWAN WEDDING VENUE**  
**Wedding Booking Confirmation Contract**

(To be completed by all Bridal parties and sent with the proof of first deposit payment and signed Wedding Terms and Conditions. This document forms part of the final contract and once completed serves as confirmation of the booking).

Date of Wedding Function: \_\_\_\_\_  
Time of the Wedding: \_\_\_\_\_

Names of Bridal Party:

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Name(s) of person responsible for the payment of the account:

\_\_\_\_\_

Residential and Postal Address of the person(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Contact Details:

Bride: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

Groom: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

Person Responsible for Account

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

Fax number:

\_\_\_\_\_

E-mail address for Bride and Groom:

\_\_\_\_\_

Menu Option: \_\_\_\_\_

No of Guests: \_\_\_\_\_

Bar Details: Limit: R \_\_\_\_\_ Cash: Yes/ No \_\_\_\_\_

Date of final contract meeting will be not later than fourteen (14) days prior to my wedding on \_\_\_\_\_ 201\_\_\_\_.

Signed: \_\_\_\_\_ (Bride) Signed: \_\_\_\_\_ (Groom)

Name: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_

**Payment Details:**

Amount Paid : \_\_\_\_\_  
Reference Used : \_\_\_\_\_  
Date Paid : \_\_\_\_\_  
Deposited at : \_\_\_\_\_

Banking Details:  
OLD BALGOWAN  
FNB  
220725  
62276869355

# Wedding Details

Master of Ceremonies: \_\_\_\_\_  
Total adults: \_\_\_\_\_ Total children: \_\_\_\_\_

## **Please provide times for the following:**

Wedding Ceremony: \_\_\_\_\_  
Photographs: \_\_\_\_\_  
Guest Arrival: \_\_\_\_\_  
Bride & Groom arrival: \_\_\_\_\_  
Start of meal: \_\_\_\_\_  
Speeches and champagne on tables: \_\_\_\_\_

## **Menu Selection:**

Starter: \_\_\_\_\_  
Main: \_\_\_\_\_  
Or: \_\_\_\_\_  
Dessert: \_\_\_\_\_  
Special Dietary Requirements: \_\_\_\_\_  
\_\_\_\_\_

## **Room Layout:**

Do you have a seating plan: \_\_\_\_\_  
How many people seated at the Main Bridal Table: \_\_\_\_\_  
How many guest tables required: \_\_\_\_\_

## **Sound:**

Do you require a CD player in the chapel: \_\_\_\_\_  
Who will be your DJ: \_\_\_\_\_  
What are their contact details: \_\_\_\_\_

## **Bar:**

Are there any limits? \_\_\_\_\_  
Will there be a cash bar during photographs? \_\_\_\_\_  
Would you like cocktails/punch after ceremony? \_\_\_\_\_  
Would you like the complimentary cheese platter and sherry? \_\_\_\_\_  
Any other additions? \_\_\_\_\_

## **Flowers & Décor:**

Person responsible? \_\_\_\_\_

Contact Details: \_\_\_\_\_

Date for set up: \_\_\_\_\_

Date for clear up: \_\_\_\_\_

**Any Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ACCOMMODATION:

There is also a number of B & B's which are in close proximity to our wedding venue.

A few of the B&B's in close proximity are listed below....

Little Paradise Guest Farm	033 2344912
Arum Hill Guest Lodge	033 3444505
Bellwood Cottages	033 2555218
Cool Winds Lodge	033 3435410
Four Springs Country Lodge	033 2666579
Gowrie Village Lodge	033 2666579
Millford B & B	033 2344903
Twin Pools B & B	033 2344571
Notting Hill	082 4002918

There are also a number of hotels within 10 km, namely Rawdons, Nottingham Road Hotel, Woodridge and Granny Mouse. The Midlands Meander is a popular destination so there is more than enough accommodation available. This is obviously not an exhaustive list and a simple google search will provide you with any more accommodation options you require.