



GREEN LEAVES

WEDDINGS AND CONFERENCES



DEAR PROSPECTIVE BRIDAL COUPLE

Nestled in the Magalies Mountains on the banks of the Magalies River, 40 minutes from Johannesburg and Pretoria rests Green Leaves.

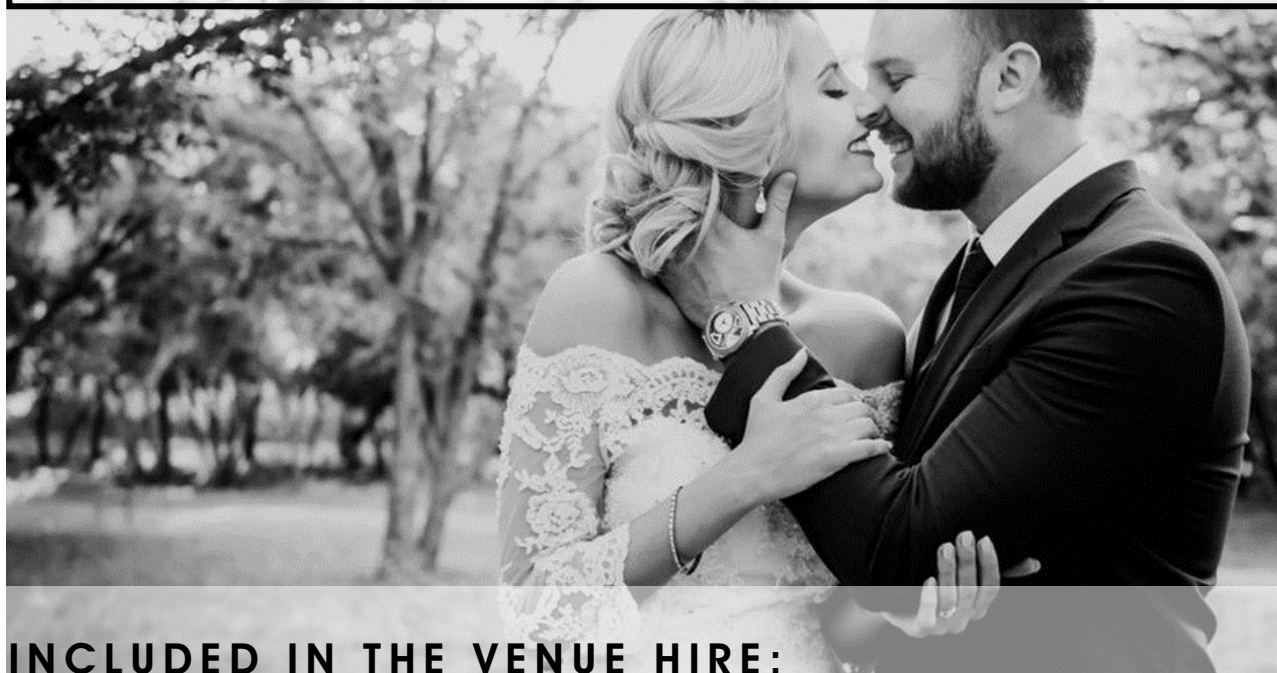
Abounding with bird life and a variety of game such as Springbok, Impala, Nyala, Blesbok, Wildebeest and Giraffe, Green Leaves offers guests the opportunity to experience peace and tranquility in a delightfully unique setting.

Breath-taking views and acres of pecan forest make it a serene haven for those seeking an experience of spectacular beauty.

We invite you to view our venue and we are confident that you will agree with us, that few other places have the same enchantment!



VENUE HIRE



INCLUDED IN THE VENUE HIRE:

ROOMS:

- Bridal Suite for the day & night of the wedding (breakfast included).
- Two complimentary standard rooms (2 PAX per room, breakfast included).

CHAPEL:

- Kneeling bench, podium, register table & chairs.
- Welcome water infused with lemon slices.
- Garden ceremony includes tiffany chairs with garden umbrellas (Stables venue only).

PRE-RECEPTION:

- Cocktail tables with chairs.
- Garden Umbrellas.

RECEPTION:

- Wooden rectangular tables (seats 8 – 10 PAX) or Round banquet tables (seats 8 – 10 PAX).
- Tables for Main Table, DJ Table, Cake Table etc.
- Black wrought iron chairs with cushion or Clear tiffany chairs with white cushion.
- Crockery, cutlery & glassware.
- Standard white napkins.

OTHER:

- Back-up Generator.
- Security guards & Camera Surveillance.
- Adequate amount of waiters & barmen.
- Coordination services prior to the day of the wedding & on the day of the wedding.

DAY OF THE WEEK	JAN '23 – MAY '23	JUN '23 – AUG '23	SEP '23 – DEC '23
MIDWEEK	R 15,000-00	R 14,000-00	R 15,000-00
FRIDAYS	R 20,000-00	R 15,500-00	R 20,000-00
SATURDAYS	R 31,000-00	R 17,000-00	R 31,000-00
PUBLIC HOLIDAYS	R 31,000-00	R 17,000-00	R 31,000-00



VENUES & CAPACITIES

TUSCAN BANQUET HALL & CHAPEL



CAPACITY:

Mondays – Thursdays: min 50, max 120

Fridays & Public Holidays min 50, max 120

Saturdays: min 50, max 120



STABLES BANQUET HALL & CHAPEL



CAPACITY:

Mondays – Thursdays: min 80, max 180

Fridays & Public Holidays min 90, max 180

Saturdays: min 100, max 180



SHORT NOTICE DISCOUNT

- 20% Discount off venue hire for bookings made 3 months prior to wedding date.
- 25% Discount off venue hire for bookings made 2 months prior to wedding date.
- 30% Discount off venue hire for bookings made 1 month prior to wedding date.



HORSE CARRIAGE:

For a fairy-tale wedding, we have a horse carriage at a fee of R 3,500-00 that will escort the bride to the chapel in classic style.

Stables Venue Only



STABLES GARDEN CEREMONY:

The contrast of the lush garden and clear tiffany chairs with the horse stables backdrop will most definitely leave a forever lasting impression.

TUSCAN GARDEN CEREMONY:

The warm colors of the stone and elegant landscaped garden is an idyllic setting steeped in rich Italian charm with the the Magalies Mountain backdrop.





BUFFET MENU

CANAPES & HARVEST TABLE

Canapés: R 85-00 pp. (4 canapés pp)

Harvest Table: R 85-00 pp.

(we can cater for a min of 50% of your guests)

PLATED STARTER (SELECT ONE)

Biltong & Peppadew Tartlet set onto Asian Infused Flavoured Greens

Phyllo Parcel filled with Fig & Brie served with a Sweet Balsamic Reduction

Roasted Balsamic Tomato & Feta Brochette with Water Cress & Basil Pesto

Sautéed Chicken Livers accompanied by Onions & Mushrooms served with Cocktail Rolls

Minestrone Soup served with Pesto & Croutons

Roast Pumpkin & Coriander Soup served with Croutons & Sour Cream

Cream of Tomato Soup served with Croutons & Basil

Potato Soup with a hint of Bacon & Cream served with Croutons

(All soups served with fresh bread rolls)

Herb Crepe stuffed with one of the following fillings:

- Chicken & Mushroom •
- Bacon, Mushroom & Green Pepper •
- Rich Mushroom & Basil •
- Ham, Mushroom & Cheese •
- Mock Crayfish •

BUFFET MEAT DISHES (SELECT TWO)

(CHICKEN)

Sticky Chutney Chicken Pieces

Grilled Chicken Pieces

Mediterranean Lemon Chicken

Chicken Schnitzels

Green Thai Chicken Curry

Red Thai Chicken Curry

Traditional Chicken Curry

Sweet & Sour Chicken with Pineapple

Homemade Chicken Pie

Creamy Chicken Lasagna

(LAMB)

Sliced Leg of Lamb ★SF

Lamb Curry ★SF

Traditional Lamb Stew ★SF

(BEEF)

Roasted Beef

Beef Curry

Beef Stroganoff with Mushrooms

Tomato & Potato Beef Goulash

Bobotie

Beef Lasagna

Oxtail with or without Red Wine ★SF

(PORK)

Crumbed Pork Chops

Pork Schnitzels

Sweet & Sour Pork

Pulled Pork

Rolled Pork

Gammon ★SF





BUFFET MENU

VEGETABLES (SELECT THREE)

Cauliflower & Broccoli topped with Grilled Cheese
Creamed Spinach
Traditional Green Beans
Roasted Seasonal Vegetables
Mixed Marrows
Glazed Sweet Carrots
Pumpkin Fritters with Caramel Sauce
Roasted Butternut with Cinnamon Sugar
Butternut Pie
Sweet Potato Phyllo Tart

STARCHES (SELECT TWO)

Spicy Rice
White Steamed Rice
Basmati ★SF
Jacket Potatoes with Rosemary & Olive Oil
Jacket Potatoes with Garlic Butter & Parsley
Potato Bake with Bacon, Cream & Cheese
Traditional Potato Wedges
Couscous
Traditional South African Pap
Traditional South African Samp

SALADS (SELECT TWO)

Display Salad (Compulsory)
Beetroot & Feta Salad
Caprese Salad
Carrot & Pineapple Salad
Coleslaw with Apple & Raisons
Potato Salad (With or without egg)
Spicy Pasta Salad
Sweet Pasta Salad
Sweet Pea Salad with Bacon
Fresh Cocktail Bread Rolls with Butter

BUFFET DESSERTS (SELECT THREE)

(INDIVIDUAL PORTIONS)

Homemade Chocolate Mousse
Peppermint Crisp Tart
Crème Caramel
Pavlova with Caramel, Cream and Seasonal Fruit
Mini Fridge Cheesecakes ★SF

(TARTS AND PUDDINGS)

Apple Crumble Tart with Fresh Cream
Malva Pudding and Creamy Custard
Baked or Fridge Cheesecake
Lemon Meringue
Seasonal Fresh Fruit Platter with Vanilla Syrup

COFFEE & TEA STATION

**BUFFET MENU | R 540-00 PER ADULT
R 275-00 PER CHILD (3-11 YEARS)**

Children under the age of 3 are free of charge.

★SF - A surcharge fee per person will apply.

FISH & SEAFOOD OPTIONS

Available on request



Tel: 012 207 1987
info@greenleaves.co.za www.greenleaves.co.za



PLATED MENU

- CANAPES (SELECT THREE) -

- Caprese bruschetta served on charred ciabatta with basil pesto, fresh basil leaves, Maldon salt and tomatoes finished off with balsamic caviar
- Smoked salmon and kewpi mayo rolls with soy sauce in a pipette
- Savory macarons with artichoke gratin filling
- Falafel fitter served with minted tzatziki with cumin
- Greek inspired beef ball pops served with hummus to dip
- Salmon skewers with a BOOM BOOM sauce
- Open faced lamb slider with tzatziki and hummus with petit herbs and a skewer
- Tiny whole grain mustard mayo chicken sandwiches
- Tiny pita pizzas with mozzarella basil and tomato base yummy
- Blackened prawns with sesame mayo and tropical salsa
- Silver spoon topped with avocado mousse and pickled octopus with micro greens
- Blue cheese mousse with poached pear and cookie crumbs
- Brioche topped with tartar of beef with caper berries
- Mini Braai broodtjies tomato onion and cheese sliced and served on mini bamboo boats
- Bobotie meatballs served with Mrs. Balls chutney and desiccated coconut
- Mini tacos filled with guacamole, sour cream and salsa with micro leaves
- Crisp roasted chicken drumette pops with chilli caramel dressing and basil leaves
- Teriyaki beef skewers served with sesame dressing
- Watermelon, feta, mint and marinated red onion skewers with balsamic glaze

HARVEST TABLE, SORBET & BREAD BASKET

Available on request

PLATED MENU

- STARTER (SELECT ONE) -

- Plates topped with boirson cheese mousse, pistachio crumbs, melon with smoked springbok loin balsamic glaze and petit greens
- Lime Avocado panna cotta accompanied by home smoked prawns served with a pipette of spicy coriander dressing on the side to add to your starter
- Moroccan style quail on top of spiced aubergine with an apple, candied walnut and pea shoot salad with a saffron emulsion
- Cold smoked Franschhoek trout, fennel and orange salad with pipette of vanilla dressing and popcorn
- Crystal Vietnamese rolls with duck, hoisin and crispy vegetables sliced on the slant and served with Asian dressing
- Salmon mousse with smoked salmon lashings, caper berries and picked cucumber and carrots with rainbow tomatoes
- Parma ham, melon and feta with garden mint, pickled red onion and fennel salad
- Deconstructed Poke bowl starter – cured salmon, avocado salsa, edamame beans, radish, toasted sesame seeds and sweet soy dressing
- Mojito chicken stacker with Mexican salsa and corn cakes with edible flowers
- Smoked prawns with paprika mayo and chunky tropical avocado salsa
- Oozing brie and caramelized onion cigars served with sweet chilli dip
- Springbok carpaccio salad rolls with parmesan shavings balsamic glaze and bruschetta shard

- MAIN COURSE (SELECT ONE) -

- Grilled Fillet medallion served with confit onion vol au vent accompanied by greens and drizzling of jus with the heart shaped tortilla
- Confit duck leg with a crisp potato galette, thyme roasted baby carrot and a citrus jus
- Ostrich fillet medallions served with creamy polenta, spring greens and butternut chips
- Seared Beef fillet accompanied by fondant potato, truffle cauliflower puree, red onion petals, drizzling of jus and pea tendrils
- Grilled beef fillet served with sage and Parma ham wrapped stuffed chicken breast with parmesan crushed potatoes, asparagus with hollandaise and roasted French vegetable medley in a quash
- A grade fillet served with pan-fried mushrooms with truffle oil, pan flashed greens and pink peppercorn sauce
- Braised pork belly with sweet red cabbage braised with cumin with scallion new potato cake and spiced jus and greens
- Home smoked salmon accompanied by citrus mash potatoes, ribbon vegetables and herb butter hollandaise in a cup with charred limes ★SF
- Rack of lamb with smoked tomato on the vine, crushed potatoes, pan flashed asparagus and drizzling of jus ★SF

SPECIALIZED MENUS AVAILABLE ON REQUEST

★SF - A surcharge fee per person will apply.





PLATED MENU

- DESSERT PLATED (SELECT ONE) -

- Deconstructed lemon meringue dessert decadence
- Turkish delight nigiri with coconut ice rice accompanied by watermelon and strawberry sashimi with assorted berries
- Dark chocolate sphere, salted caramel sauce, malva cake and vanilla honeycomb ice cream
- White chocolate cheesecake quenelles with granadilla pulp on a bed of cookie soil
- Passion fruit and lime pavlova, macerated pineapple and mint

- DESSERT PLATED TRIO -

- Chocolate mousse quenelle with chocolate biscuits crumbs and finished off with chocolate nips
- Chocolate brownie drizzled with chocolate served on a bed of praline
- Frangipane bake with macerated cherries and vanilla cream on a bed of coulis

- DESSERT DISPLAY (SELECT THREE) -

- Red velvet layered mini cakes
- Chocolate brownies with berry coulis
- Mini pavlovas with Chantilly cream and seasonal fruit
- Hazelnut chocolate mousse topped with praline and chocolate nibs
- Granadilla Cheese Cake pots (deconstructed)
- Mini doughnut pops served with cinnamon syrup
- Mini pecan nut pies with cream and berries
- Crème Brûlée tart sprinkled with caramel dust
- Banoffee pies
- Chocolate ganache tartlets
- Salted caramel tartlets
- Mini lemon meringue tartlets

- COFFEE & TEA STATION -

PLATED MENU | R 730-00 PER ADULT
CHILD MENU PER REQUEST





TERMS & CONDITIONS

DEPOSITS

- A tentative booking is valid for 72 hours. A first deposit of R 7,000-00 is required to secure your booking along with the signed wedding contract.
- A second deposit of R 7,000-00 is to be paid 30 days after the first deposit.
- A third deposit of R 19,000-00 is to be paid 90 days prior to the function, to ensure that the function is still taking place.
- The deposit paid guarantees availability for the date booked, and to ensure that you do not cancel (as we are keeping the date for your exclusive use of the chosen venue). By paying the first deposit you admit that you are ready to commit yourselves as a couple and understand that there will not be a refund of the deposit, should you decide to change your plans for whatever reasons and cancel or postpone the function.
- You further admit that you understand what the costs involved are, that you are able to afford it and that you undertake to pay according to our payment requirements.
- Bookings will only be confirmed when proof of payment of the full deposit and signed contract is received. Please use your function date and venue (Tuscan or Stables) as reference on all deposit slips and internet transfers. For example: 12NovTus2021 (Tuscan Venue) or 12NovSta2021 (Stables Venue)
- A R 5,000-00 holding deposit will be retained as security until after the function has taken place to enable Green Leaves to debit any losses, breakages, extra overtime hours (Venue & Barmen) or outstanding accounts before refunding it in the month following the function. The refund will be made into the bank account provided on the contract.

PAYMENT REQUIREMENTS

- Full payment of the final invoice must have been received at least 14 days prior to the function, to facilitate clearing of the payments by the financial institutions.
- We will not allow for alternate payment arrangements. Should we not receive your payments within the required payment dates, we will not be able to place your orders in time. Green Leaves reserves the right to withhold catering and beverages, until the full payment has been cleared by the relevant financial institute.
- Internet payments are the preferred payment option however we do accept credit card payments.
- We require the final number of guests 14 days prior to your function, this will be the number charged for, thereafter no deductions in guest numbers will be accepted. We are usually able to allow for a moderate increase in numbers, but written confirmation must be obtained.
- Should we not receive the above payments as per the payment requirements, we will contact you on the provided contact details on the contract. If we are unable to contact you within 7 days, we will deem the function to be cancelled by yourselves. The client will have no claim to the function date whatsoever. Green Leaves reserves the right to cancel the booking forthright without any liability, after giving the client written notice.
- The client hereby undertakes to advise Green Leaves of any changes in their contact details.
- If full payment is not made 14 days prior to the function, Green Leaves reserves the full right to cancel the function without any liability, after giving the client written notice.

ESTIMATES/BONA FIDE MISTAKES

- Estimates calculated by our staff members are subject to the management or supervisors' approval. Only after the function will our bookkeeper do a final calculation to ensure that any bona fide errors on the part of our staff was sorted out and then provide you with a final invoice. If any debits arise as a result, you will be responsible for payment thereof within the next month.

MARKETING MATERIAL

- The client hereby grants Green Leaves permission to use copies of the all photographs and video(s) produced for your function, for limited marketing and advertising purposes.





TERMS & CONDITIONS

CANCELLATION POLICY

- A cancellation is only acceptable in writing from the client.
- In the event of the function being cancelled, the following will apply:
 - Cancellations made more than 180 days' prior to the function date will forfeit the first deposit of R 7,000-00. Any further payments made up to that point will be refunded into the account provided in the contract.
 - Cancellations made less than 180 days' but more than 90 days' prior to the function date will forfeit the first deposit and second deposit which amounts to a total of R 14,000-00. Any further payments made up to that point will be refunded into the account provided in the contract.
 - Cancellations made less than 90 days' prior to the function date will forfeit the first, second and third deposit which amounts to a total of R 33,000-00. Any further payments made up to that point will be refunded into the account provided in the contract.
- In the event of a cancellation Green Leaves reserves the right to re-sell the date for other bookings to cover their losses.

POSTPONEMENT POLICY

- A postponement is only acceptable in writing from the client.
- In the event of the function being postponed, the following will apply:
 - Postponements made more than 180 days' prior to the function date will forfeit the first deposit of R 7,000-00. Any further payments made up to that point will be transferred to the new function date. In the event that Green Leaves is able to re-sell the function date, the first deposit of R 7,000-00 will be transferred to the new function date.
 - Postponements made less than 180 days' but more than 90 days' prior to the function date will forfeit the first deposit and second deposit which amounts to a total of R 14,000-00. Any further payments made up to that point will be transferred to the new function date. In the event that Green Leaves is able to re-sell the function date, the first deposit and second deposit which amounts to a total of R 14,000-00 will be transferred to the new function date.
 - Postponements made less than 90 days' prior to the function date will forfeit the first, second and third deposit which amounts to a total of R 33,000-00. In the event that Green Leaves is able to re-sell the venue for another function, all payments made up to that point will be transferred to the new function date.
- A new deposit of R 7,000-00 is payable within 48 hours to secure the new function date.
- In the event of a postponement Green Leaves reserves the right to re-sell the original date for other bookings to cover their losses.

MUSIC REQUIREMENTS

- Please note that music in the venue may not exceed 90 decibels.
- Green Leaves reserves the right to request a decrease in volume should it be disruptive or unsatisfactory to the client.
- All DJ's must be licensed with SAMPRA (South African Music Performance Rights Association) and SAMIRO (Southern African Music Rights Organisation). Should the DJ or company not be licensed, Green Leaves reserves the right to stop the music.
- All equipment must either be SABS approved or have an Electrical Certificate of Compliance.

SET UP AND CUT OFF TIMES

- The Venue Hire includes the use of the venue until 01h00. Thereafter an overtime surcharge of R 2,000-00 per hour or part thereof will apply for a maximum of 2 hours. Once the last guest has left the building, the function will be deemed as finished. The overtime cost will be calculated according to this time.
- Set up may take place free of charge the day before the function from 12h00 if there are no functions booked the day before. This arrangement is subject to availability and must be discussed and confirmed in the final arrangements meeting.
- Set up time on actual function day is 08h30 in each venue and the venue must be ready / setup 2 hours prior to the start time of the ceremony. Anyone making alternative arrangements must ensure that these are documented on the final arrangements document.



TERMS & CONDITIONS

SET UP AND CUT OFF TIMES (CONTINUED)

- A venue manager will be present on the day of your function to assist with the setup of the tablecloths, overlays, runners, underplates, cutlery, glassware, napkins, favours, menu's and table numbers.
- Green Leaves will provide an adequate amount of staff for your function. Barmen (1 per every 50 guests) and waiters (1 per every 20 guests for buffet; and 1 per every 10 guests for plated). Should you require additional waiters a cost of R460-00 per waiter will apply. Should you require an additional barman a cost of R500-00 will apply.
- Please note that all Green Leaves staff (Waiters, Barmen, Venue Manager and Cleaners) are only permitted to take instructions from the Manager on Duty.
- Please note that Green Leaves does not take any responsibility for the setup of centerpieces, décor items or flower arrangements. This is solely the responsibility of your décor & floral specialist.
- Should you have name cards, please appoint a family member or friend to place the name cards on the tables. Green Leaves will not take any responsibility for this.
- We require all special tablecloths, overlays or runners to be provided at least 1 day before the function. If these items are not provided timeously, we would need to hire in extra setup waiters on the actual day, which will be an extra charge to the client.
- Should the client provide their own glassware, Green Leaves will not take responsibility for any damage or cleaning thereof.
- All décor items and flower arrangements must be removed by 11h00 the following day. Any flower arrangements that are not removed timeously will be discarded. However please note that we do not take any responsibility for the actions of your décor & floral specialist.
- Green Leaves reserves the right to show a Venue to potential customers during the set-up time and breakdown of all functions.
- Green Leaves reserves the right to cancel the garden ceremony should it become necessary due to bad weather (Rain, heat or wind).
- The horse carriage will be available for 2 hours from the starting time of the ceremony.
- Green Leaves management reserves the right to cancel the horse carriage in the event of rain for safety reasons. Please note that if the horse carriage is cancelled within 4 hours prior to the ceremony, a full refund will be made. However, in the event that the horse carriage is cancelled less than 4 hours prior to the ceremony the amount will then be forfeited.

GREEN LEAVES COORDINATION SERVICES

- You will be appointed an Administrator once the deposit has been received.
- The Administrator's responsibilities are to keep track of your payments and update your account. He/She will be available to answer any questions, to give advice and will be your contact at Green Leaves for the duration of the planning stages.
- The final arrangement meeting must take place approximately 21 days prior to the function and no later than 14 days prior. Your administrator will contact you to schedule the appointment. All the finer details for your function will be discussed and finalized including: set-up requirements, floor plan, full bar arrangements including pre-reception drinks, sparkling wine for toasts and speeches, menu as well as the order of events. The Manager on Duty for the day of your function will be present at this meeting.
- All information and arrangements need to be mentioned in the final arrangements document. Please note that only the information provided in the final arrangement document will be checked on the day by the Manager on Duty, so please ensure that all arrangements are listed in the document.
- The Manager on Duty will be responsible for the coordination of your event on the day of the function. His/her responsibilities will include; contacting your suppliers should he/she deem necessary, to check and finalize the setup of the chapel and banqueting hall, liaising with suppliers (caterers, photographers, videographers, DJ, décor and floral specialists, minister, confectioner, etc.), he/she will also work hand in hand with the Master of Ceremonies to ensure that the order of events run smoothly as per the final arrangements document.
- The Venue Manager will be available from 08h00 till the end of the function. Please take note that the Venue Manager will be unavailable during lunch hours and break times as per South African Hospitality Labour Law. The Manager on Duty will be available full-time on the day of the function from 13h00 to 21h00 or till the formalities are done, whichever comes last.
- Your Administrator at Green Leaves regularly work on weekends thus his/her off day will be during the week, you are more than welcome to contact any of the other Administrators should he/she not be available.
- Please contact the Reservations Office directly for room bookings, as this operates as a separate department.
- Please note that Green Leaves staff are unavailable for appointments during the weekend as they are busy with functions. All appointments for final arrangements must please be made Mondays – Thursdays between 08h00 and 16h00.



TERMS & CONDITIONS

OUTSOURCED CATERING

- Only in the event that majority of the function guests require specialized dietary requirements such as Kosher or Halaal, the use of an outsourced caterer is permitted. A surcharge of R 180-00 per person is applicable. Procedures for outsourced catering has been put in place and it is essential for these caterers to adhere to the Green Leaves code of conduct. In addition, a refundable deposit of R 2,500-00 will be charged for the use of the kitchen. Should any damages or breakages exceed R 2,500-00 the client will be held liable.
- For individual guests attending the function that require special dietary requirements such as Halaal or Kosher, a surcharge of R 200-00 per person will be applicable in addition to the selected menu price. These meals and utensils are specifically ordered in from a certified caterer.
- These prices are subject to change without prior notice.

MENU SELECTION

- We require the final numbers and special menu requests 14 days prior to your function, thereafter no deductions in guest numbers will be accepted. We are usually able to allow for a moderate increase in numbers, but written confirmation must be obtained.
- Menu prices remain subject to change due to economic factors during the course of the year.
- Prices for pre-reception snacks are subject to change.
- Please note that pre-reception snacks are not interchangeable with items indicated on our buffet and plated menu. Vice Versa applies.
- Kindly note that amended- and/or alternative dishes will be at an additional charge.
- Vegetarian and specialist requirements will be provided for guests. It must be noted that a surcharge may be applied depending on the intricacies of your requirements.
- The final number of guests must include the bridal couple, total guest list as well as service providers (DJ, Photographer etc.) contracted to work at the function.
- Please note that your entire guest amount must be catered for; applicable to all menu options available at the function.
- Please note that food tastings can be arranged for a plated menu only and the cost thereof will be determined by the relevant venue's administrator. The cost will be calculated according to the number of dishes you would like to taste. Food tastings may only be done from Monday to Thursday, subject to the caterers' availability.
- Should your actual number of guests on the day of your function exceed the number confirmed you will be charged for the additional guest at the confirmed menu price.
- Should your actual number of guests attending the function drop below the confirmed numbers, no refunds will be given.
- Green Leaves strictly prohibits the removal of leftover food and under no circumstances may guests be allowed to bring food onto the property. Leftover food remains the property of Green Leaves due to Health and Safety regulations. Green Leaves prepares ample food for guests and makes allowance to provide food to staff members during the function.
- All menus are subject to seasonal availability.

BAR SERVICES

- A corkage fee of R 85-00 per 750ml bottle will be charged for Wine and Sparkling Wines, and R 250-00 per bottle for French Champagne that the couple wants to bring onto Green Leaves premises for their wedding. A corkage fee of R30-00/L will be charged for craft beer & kegs. A corkage fee of R 10-00 will be charged for party favours or "dinky" bottles (up to 70ml). Should you wish to bring in any other beverages (alcoholic and/or non-alcoholic) a custom corkage rate will be calculated to the manager's discretion.
- Annual bar, wine & sparkling wine price increases can be expected in January every year. Prices are subject to change without prior notice due to economic factors (sin tax, supplier increases, etc.) during the year. The latest bar and wine price list is available on request.
- Beverage orders need to be finalized in writing 14 days prior to the function.
- Any changes to the bar requirements or special arrangements (Open Bar etc.) are to be done so in writing.
- No beverages may be brought onto the property, into the accommodation or into function rooms by the customer or their guests for consumption on the premises, unless the prior written consent of Green Leaves has been obtained. This also applies to "dinky" bottles / party favours. The client will be charged corkage fees should it be discovered that liquor was brought onto the premises.
- A bar tab can be opened for the main table/bridal couple, which will be deducted from the Holding Deposit. Regrettably, no tabs will be opened for any guests under any circumstances.



TERMS & CONDITIONS

ACCOMMODATION

- Rates quoted are per person per night and include breakfast the following morning.
- Green Leaves will require a key deposit of R 100-00 in cash upon check in and this will be refunded on the day of departure. Lost keys will result in forfeiting the key deposit.
- Bookings are on a "first come first serve" basis only.
- A 50% deposit is required within 48 hours of receiving the booking confirmation. The balance will be due 14 days prior to the check in date. Bookings are only confirmed once the deposit has been received in full and proof of payment has been received.
- Check in time is 13h00 for all the guests.
- Check out time is 10h00 on the morning of departure.
- Check in time for the bridal suite will be at 10h00 on the day of the function.
- Check out time for the bridal suite will be at 08h30 on the morning of departure.
- Children under the age of 3 years will stay complimentary when sharing a room with adults.
- Children between the ages of 3 and 11 years will be charged at 50% of the adult rate.
- The number of children per room will be to the discretion of the Green Leaves Reservations Department.
- Green Leaves regrettably does not offer any activities for children nor do we offer childminding facilities.
- Green Leaves accommodation is strictly reserved for guests attending a function on the premises.
- You, the guest, will be held responsible for any loss of items in your room or any damage inflicted to Green Leaves property.
- Should you no longer be able to attend the function or in the event that the function has been cancelled, the accommodation will not be transferable to another date. The accommodation cancellation policy will apply.
- The accommodation cancellation policy is as follows:
 - Less than 14 days, forfeit all monies paid up to date.
 - From 15 to 21 days, forfeit 50% of the room total.
 - From 22 to 35 days, forfeit 37.5% of the room total.
 - From 36 to 50 days, forfeit 25% of the room total.
 - More than 51 days, forfeit 12.5% of the room total.
- Should we not receive the payments as per the payment requirements, Green Leaves reserves the full right to cancel the booking without any liability, after giving the client written notice.
- Please note that all cancellations must be made in writing.
- Included in the package is one Stables Standard Room (pax 2) and one Outside Courtyard Standard Room (pax 2) on a bed & breakfast basis for the night of the function only. Kindly note that the room is not transferable and cannot be credited if not used. Should you wish to increase the number of persons (adult or child), please contact our reservations department for the rates.

RISK / LOSS / DAMAGES

- All prices are subject to change without prior notice due to economic factors (tax-, supplier increases, etc.)
- Green Leaves reserves the right of admission. Entry is at own risk.
- Green Leaves management has restricted busses and taxis from entering the premises.
- Hooting and loud music will not be permitted on the premises.
- While Green Leaves does feature emergency water tanks and a fully fueled backup generator, Green Leaves shall not be held liable for acts of nature or any other kind of incident, which may cause an interruption of services whatsoever. This includes electricity, fire, water, sanitary services, etc. on the premises.
- Green Leaves reserves the right to cancel any function forthright and without liability on its part in the event of any damage to or destruction of the venue by fire, flood, labour unrest or other causes which is beyond Green Leaves' control.
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Green Leaves will not be held liable for any damage and/or loss of any client's/guest's property whatsoever, and the client/guest ultimately remains responsible for keeping their valuables and belongings safe.
- The client will be responsible for the actions of his/her guests. All damages and theft to Green Leaves property by any persons associated with your function will be charged to your account and debited against the deposit. This includes the accommodation, public areas and any section of the property.



TERMS & CONDITIONS

RISK / LOSS / DAMAGES (CONTINUED)

- Green Leaves will not be held liable for any injuries inflicted to clients, their guests or service providers.
- Green Leaves does not take any responsibility for outsourced rentals delivered before-, during- or remaining after the function.
- No fireworks, open fires or Chinese lanterns will be allowed on the property.
- No decorations or alterations will be allowed at the entrance of the property.
- The customer will not be entitled to paint, affix or attach any matter to the walls of the property, to include nails or hooks in the walls, roof or frames. Any damage to Green Leaves property will be charged accordingly. Please also refrain from using Prestik on the walls and pews.
- Strictly no paper confetti, live butterflies, Chinese lanterns, feathers, popcorn or rice will be allowed.
- Green Leaves will not be held responsible for services provided by outsourced suppliers.
- Should you wish to use the horse carriage; Green Leaves will not be held responsible for any damages or injuries that may occur.
- In the event of rain management reserves the right to cancel the horse and carriage for safety reasons.
- The horse and carriage will be available for photographs at the Stables Venue only, for 2 hours from the specified starting time of the ceremony on the final arrangements document. Please arrange alternative transportation for photographs not taking place at the Stables venue.
- Green Leaves management has restricted the number of children aged between 3 – 11 years to a maximum of 10 children at any given function. Exceptions will solely be to Managements discretion. Children must be supervised at all times. The client will be liable for all damages to Green Leaves property incurred by children.
- Green Leaves reserves the right to refurbish and upgrade the venues from time to time.
- No live animals will be allowed on the property without prior written permission from Management.
- Décor and any belongings must be removed by 11h00 on the day following the function. Any items not removed within 7 days of being placed in storage will be discarded. Green Leaves does not accept any liability for loss or damage of any item during this period.
- Please ensure that the cake supplier ensembles your cake and please allocate someone to remove the cake stand on the evening and return directly to the cake supplier. Any cake left over will not be stored at Green Leaves and a member from your wedding party must ensure collection and removal from the venue the day after the function.
- Please note staff employed at Green Leaves will not be held liable for lost items left behind in the venue/rooms. Please allocate a responsible person to remove your cake knife, seating plan, cake stand, vases, gifts and envelopes etc. from the venue at the close of the evening.
- Please note that Green Leaves does not take any responsibility for cutting of the wedding cake. Please appoint a family member or friend to cut the wedding cake.
- Should Green Leaves property, buildings, surrounding gardens and décor items be damaged by the client or clients' suppliers during the setup-, duration- or break down operations of the function, the client shall be held responsible and will be billed accordingly.
- Candles may not be placed directly on to the table linen or any other furniture. Green Leaves reserves the right to remove the candles if necessary. Candle holders should be wide enough to ensure no wax damage.
- We make use of an outsourced security firm, we also have CCTV surveillance in the banquet halls. We will do our utmost to ensure your safety for the duration of your visit to Green Leaves.
- Security guards will be stationed in the parking areas; however, cars are parked at your own risk.
- All discrepancies, complaints and queries whether it be account related or other must be reported to Green Leaves management no later than 5 days after the function date.

