



GREEN LEAVES

WEDDINGS AND CONFERENCES



The Boma

BOMA PACKAGE

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WELCOME

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 and Wildebeest. 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



- Bar facilities
- Bonfire wood
- Gas grill and braai tongs
- Chafers and dish up spoons
- Wooden rectangular tables - seats max 10 guests
- Table for the DJ
- Light grey chairs
- Lounge set | cushions
- Crockery, cutlery and glassware
- Administration services
- Adequate number of waiters and barmen
- Security guards and camera surveillance
- Back-up generator



Please note:

- Bookings can only be confirmed 1 month in advance
- Outsourced beverages and catering are not permitted
- Set-up can start at 10h00
- Overtime is R 2000 per hour after 01h00

DAY OF THE WEEK	BOMA
Mondays to Saturdays	R 5 000
Public Holidays	R 6 000
Sundays	R 6 000

BOMA VENUE

Capacity - min 20 | max 50

Our modern Boma is ideal for intimate celebrations. The crackle of African bonfire wood, traditional soul-food and comfort of our luxurious Boma will leave you and your guests mesmerized.



BRAAI MENU

MEAT

select two

Aged beef steaks
Beef kebabs
Boerewors
Chicken kebabs
Lamb chops - R 45 surcharge pp
Sticky chutney chicken pieces

STARCHES

select one

Traditional braai broodjies | Garlic loaf
Potato bake with bacon cream and cheese
Paptert - Mealie pap bake with tomato onion relish layers and grilled cheese
South African pap and gravy

VEGETABLES

select one

Corn on the cob
Giant mushroom with garlic and cheese
Roasted seasonal vegetables

SALADS

select two

Greek salad
Beetroot and feta
Broccoli salad
Coleslaw with apple and raisins
Pasta salad - sweet or spicy
Potato salad

DESSERTS

select one

Top deck mousse | Peppermint crisp - Individual portions
Chocolate brownies with vanilla ice cream
Malva pudding and creamy custard
Pavlova with caramel, cream and fruit

BRAAI MENU | R 310 PER PERSON

SPITBRAAI MENU

MEAT

select one

Super grade lamb served with a special spare rib sauce

- Add potatoes, baby onions and carrots - R 40 pp

Spit sosaties - leg of lamb, beef sirloin and rolled pork

Additional chicken - R 40 pp

SIDE DISHES

select two

Potato and cream casserole with a hint of garlic

Traditional pap with a tomato and onion gravy

Steamed baby potatoes with parsley butter or garlic butter

Creamy pumpkin pie

Sweet cinnamon pumpkin fritters

Oven roasted vegetables with olive oil and rosemary

Creamed spinach topped with feta

SALADS

select two

Greek salad

Potato salad

Fruity coleslaw

Spicy | Sweet pasta salad

Sweet pea with bacon

Carrot and pineapple

HOMEMADE BREAD

Chef's choice of homemade bread served with butter and jam

DESSERTS

select one

Malva pudding and creamy custard

Top deck mousse - Individual portions

Peppermint crisp - Individual portions

SPITBRAAI MENU | R 580 PER PERSON

GOURMET BURGERS

BUNS

Charcoal buns
Seeded buns
White buns

PATTIES

Wagyu 200g
Crumbed chicken fillet

TOPPINGS

Cheddar and Mozzarella
Bacon strips
Grilled button mushrooms
Crispy onion
Red onion marmalade
Pineapple rings
Freshly sliced tomatoes
Sour pickles
Guacamole
Coleslaw
Lettuce

SAUCES

Barbeque, creamy mayonnaise, pepper, mushroom and tomato sauce

SIDES

Shoestring fries with salt and vinegar

DESSERTS

select three

Individual portions -
Pavlova with caramel, cream and fruit
Top deck chocolate mousse
Peppermint crisp
Crème caramel
Lemon meringue

Puddings -
Cheesecake
Malva pudding and creamy custard
Apple crumble and fresh cream
Seasonal fresh fruit with vanilla syrup
Coffee and tea

TERMS & CONDITIONS

DEPOSITS

- A non-refundable deposit of 50% is required within 72 hours of receiving the contract and pro-forma invoice to secure your booking. 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 deposit you admit that you are ready to commit yourselves as a company 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 can afford the costs involved 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 the provided payment reference stated on page 1 on all deposit slips and internet transfers.
- A R 2,500-00 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 all photographs and video(s) produced for your function, for limited marketing and advertising purposes.

CANCELLATION POLICY

- A cancellation is only acceptable in writing from the client.
- In the event of the function being cancelled, the following will apply: In the event that the booking or part thereof is cancelled within 10 days prior to the function a 100% cancellation fee will apply. Please note that prices are subject to change without prior notification.
- Thereafter all charges incurred during your function/conference are to be settled in full on departure i.e. bar account and incidentals - telephone, internet, printing services, breakages etc
- In the event of a cancellation Green Leaves reserves the right to re-sell the date for other bookings to cover their losses.

TERMS & CONDITIONS

POSTPONEMENT POLICY

- A postponement is only acceptable in writing from the client.
- In the event of the function being postponed, the following will apply: Should a postponement of your conference be necessary, 50% of your initial deposit will be forfeited.
- 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 SAMRO (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 2000-00 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 until 16h00 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 function. Anyone making alternative arrangements must ensure that these are documented on the final arrangements document.
- 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, menus and table numbers.
- Green Leaves will provide an adequate number of staff for your function. Barmen (1 per every 50 guests) and waiters (1 per every 20 guests for buffet/ braai menus; and 1 per every 10 guests for plated menus). 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.
- 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).

TERMS & CONDITIONS

GREEN LEAVES COORDINATION SERVICES

- You will be appointed an Administrator once the deposit and contract has been received.
- The Administrator's responsibilities are to keep track of your payments and update your account. The Administrator 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 Venue Manager will be available from 08h00 until 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 until 21h00 or until the formalities are done, whichever comes last OR the Manager on Duty will be available from 08h00 until 17h00 depending on the function.
- 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 deems necessary, to check and finalize the setup of the banqueting hall, liaising with suppliers (caterers, photographers, videographers, DJ, décor and floral specialists, minister, confectioner, etc.)
- The Manager on Duty 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, if applicable.
- 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 department 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.

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 R280-00 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 650-00 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.

TERMS & CONDITIONS

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.
- Special dietary requirements such as Vegetarian, Vegan and Gluten-free can 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 Tuesdays 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 client wants to bring onto Green Leaves premises for the function. 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 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.
- Regrettably no individual tabs will be opened for any guests under any circumstances.

TERMS & CONDITIONS

BAR SERVICES (CONTINUED)

- The client may arrange with The Manager on Duty for an open bar account for all guests attending the function. The beverages available on the account may be limited to certain drinks. This must be specified during the final arrangements meeting. The account must be paid before the tab will be opened. The credit amount will be refunded with the holding deposit within 1 month after the function.

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.
- 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.

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.

TERMS & CONDITIONS

RISK | LOSS | DAMAGES (CONTINUED)

- 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.
- 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, helium balloons, 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 function 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 cake. Please appoint a member of the function to cut the 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.