



GREEN LEAVES  
WEDDINGS AND CONFERENCES  
★★★★



GREEN LEAVES

# wedding

GUIDE 2027

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



hello!

Set in the heart of the Magalies Mountains along the banks of the Magalies River - 40 minutes from Johannesburg and Pretoria - where nature and luxury meet.

With roaming wildlife, Nyala, Springbok, Impala, Kudu, Blesbok and Wildebeest, abundant birdlife, sweeping views, and tranquil pecan forests, it is a space designed for escape, connection, and unforgettable moments.

Come experience the quiet beauty for yourself and discover the magic of Green Leaves.



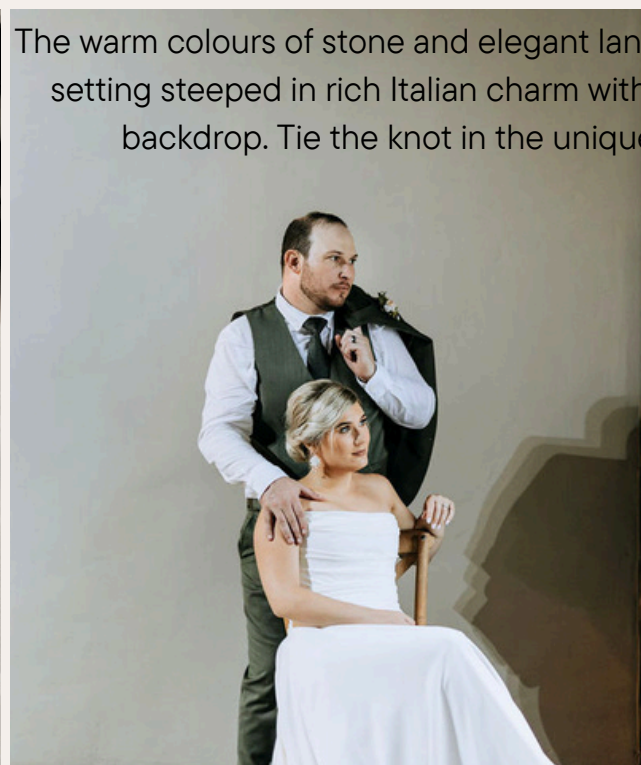


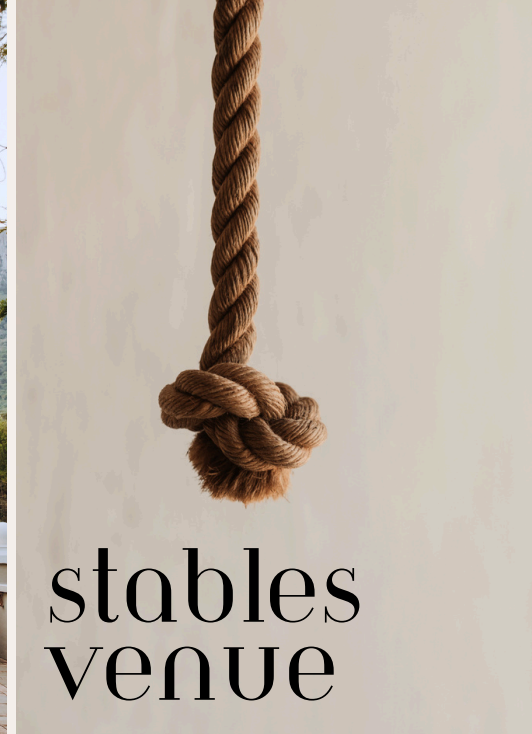
# tuscan venue



The warm colours of stone and elegant landscaped garden is an idyllic setting steeped in rich Italian charm with the the Magalies Mountain backdrop. Tie the knot in the unique chapel or tranquil garden.

**Capacity**  
min 40 | max 120





# stables venue

The lush garden with horse stables and Magalies mountain view will most definitely leave a forever lasting impression. Say 'I do' in the evergreen garden or one of a kind chapel. Our horse carriage can escort the bride to the ceremony in classic style.



**Capacity**  
min 60 | max 180





included

### **Rooms**

- Bridal suite including fruit juice and infused water
- Honeymoon suite including bubbly and breakfast
- Groom's suite

### **Chapel | Garden ceremony**

- Lemon infused welcome water
- Floating candles, confetti stands, chapel bell, podium, register table and chairs
- Garden ceremony includes beige cross-back chairs and garden umbrellas

### **Pre-Reception**

- Veranda and garden furniture
- Garden umbrellas

### **Reception**

- Fairy-lights
- Wooden rectangular tables or round banquet tables - seats maximum 10 guests
- Tables for main table, cake, gifts, guestbook, DJ
- Black wrought iron chairs or beige cross-back chairs
- Crockery, cutlery, glassware
- White material napkins

### **Other**

- Engagement shoot - photography excluded
- Coordinator on the day of the wedding
- Adequate number of waiters and barmen - full bar service
- Administration services
- Security guards and camera surveillance
- Back-up generator

# venue hire

DAY OF THE WEEK	JAN - APR 2027	MAY - AUG 2027	SEP - DEC 2027
Midweek	R 16 000	R 13 000	R 16 000
Fridays	R 23 000	R 14 000	R 23 000
Saturdays	R 30 000	R 16 000	R 30 000
Public Holiday	R 28 000	R 16 000	R 28 000



## Short notice discount on venue hire

- 20% - bookings made 3 months prior to wedding date
- 25% - bookings made 2 months prior to wedding date
- 30% - bookings made 1 month prior to wedding date

# Menus

*The food you share creates moments, conversations, laughter and memories*

# appetizers

## FOR BUFFET MENU

### Harvest table

R 120 pp | order min 50% of guest total

The harvest table consists of selection of cheese, assorted biscuits, freshly baked bread, homemade preserves, bread sticks, marinated olives, sun-dried tomatoes, hummus, plump grapes and seasonal fruit

### Canapés

R 120 pp | order 100% of guest total

select four

Meat canapés -

Beef or chicken slider

Pita bread filled with pulled pork

Beef kebab with sweet chili

Chicken kebab with honey mustard

Roasted beef and horseradish on bruschetta

Cold meat and mozzarella stack

Meatballs with sweet chili

Vegetarian canapés -

Vegetarian spring roll with sweet chili

Basil, tomato, feta and sweet onion marmalade  
bruschetta

Pumpkin or spinach and feta tartlet

Caprese kebab with basil pesto

Vegetarian wrap

Roasted vegetable kebab

Sweet piquanté pepper filled with danish feta and  
coriander

Mediterranean palmier puff pastry

Fruit kebab

### Charcuterie cones

R 120 pp | order 100% of guest total

Each individual charcuterie cone consists of cheese, salami, fruit kebab, breadsticks and mixed nuts



# silver buffet menu

## **PLATED STARTER**

### **select one**

Biltong and peppadew tartlet set onto balsamic flavoured micro greens

Roasted tomato and basil pesto bruchetta topped with danish feta - V

Mushroom and sautéed onion chicken livers served with cocktail bread rolls

Herb crêpe with one of the following fillings

- Chicken and mushroom

- Ham, mushroom and cheese

Soup served with croutons and olive oil and herb bruschetta

- Potato soup with a hint of bacon and cream

- Roasted pumpkin and coriander soup topped with sour cream - V

- Creamy tomato soup with basil - V

- Minestrone soup served with pesto - V

## **MAIN COURSE**

### **select two**

#### **Beef**

Roasted beef with gravy

Beef curry

Beef stroganoff

Beef lasagna

#### **Chicken**

Sticky chutney chicken

Mediterranean lemon chicken

Chicken schnitzel

Chicken curry

Homemade chicken pie

Creamy chicken lasagna

#### **Sauces**

### **select one**

Gravy

Mushroom - V

Pepper - V

Cheese - V

# silver buffet menu

## **Vegetables**

### **select two**

Pumpkin fritters with caramel cinnamon sauce  
Roasted seasonal vegetables  
Cauliflower and broccoli topped with grilled cheese  
Creamed spinach  
Roasted butternut with cinnamon sugar  
Traditional green beans  
Glazed sweet carrots  
Butternut pie

## **Starches**

### **select two**

Spicy or white rice  
Rosemary and olive oil baby potatoes  
Garlic butter and parsley baby potatoes  
Potato bake with bacon  
Traditional south african samp  
Potato wedges

## **Salads**

### **select two**

Display salad - requirement  
Beetroot and feta  
Potato salad  
Coleslaw with apple and raisins  
Spicy or sweet pasta salad  
Carrot and pineapple

## **DESSERTS**

### **select one**

Individual portions -  
Pavlova with caramel, cream and fruit  
Top deck chocolate mousse  
Peppermint crisp  
  
Puddings -  
Malva pudding and creamy custard

## **Coffee and tea**

### **BUFFET MENU | R 605 PER ADULT**

R 175 per child (3-11 years)

V - vegetarian



# gold buffet menu

## PLATED STARTER

### select one

Biltong and peppadew tartlet set onto balsamic flavoured micro greens

Phyllo parcel filled with fig and brie served with a sweet balsamic reduction - V

Roasted tomato and basil pesto bruchetta topped with danish feta - V

Mushroom and sautéed onion chicken livers served with cocktail bread rolls

Herb crêpe with one of the following fillings

- Chicken and mushroom

- Bacon, mushroom and green pepper

- Ham, mushroom and cheese

Soup served with croutons and olive oil and herb bruschetta

- Potato soup with a hint of bacon and cream

- Roasted pumpkin and coriander soup topped with sour cream - V

- Creamy tomato soup with basil - V

- Minestrone soup served with pesto - V

## MAIN COURSE

### select two

#### Lamb

Sliced leg of lamb with mint

Lamb curry

Traditional lamb stew

#### Beef

Oxtail with red wine

Roasted beef with gravy

Beef curry

Beef stroganoff

Beef lasagna

#### Pork

Gammon with mustard

Pork belly with apple sauce

Pulled pork

Sweet and sour pork

#### Chicken

Sticky chutney chicken

Mediterranean lemon chicken

Baked tuscan chicken breast

Honey garlic chicken breast

Sweet and sour chicken with pineapple

Homemade chicken pie

Creamy chicken lasagna

Chicken schnitzel

Chicken curry

#### Sauces - select two

Gravy

Mushroom - V

Pepper - V

Cheese - V

Garlic or lemon butter - V

# gold buffet menu

## Vegetables

### select three

Whole green beans with lemon butter and almond flakes

Roasted butternut with cinnamon sugar

Cauliflower and broccoli topped with grilled cheese

Pumpkin fritters with sweet caramel sauce

Roasted seasonal vegetables

Creamed spinach

Sweet potato phyllo tart

Traditional green beans

Glazed sweet carrots

Butternut pie

## Starches

### select two

Spicy | basmati | white rice

Rosemary and olive oil baby potatoes

Garlic butter and parsley baby potatoes

Potato bake with bacon

Traditional south african samp

Potato wedges

Couscous

## Salads

### select three

Display salad - requirement

Beetroot and feta

Potato salad

Coleslaw with apple and raisins

Sweet pea with bacon

Spicy | sweet pasta salad

Carrot and pineapple

Cocktail bread rolls with butter

## DESSERTS

### select three

Individual portions -

Pavlova with caramel, cream and fruit

Top deck chocolate mousse

Peppermint crisp

Crème caramel

Puddings -

Cheesecake - baked or fridge

Malva pudding and creamy custard

Seasonal fresh fruit with vanilla syrup

Lemon meringue

## Coffee and tea

## BUFFET MENU | R 770 PER ADULT

R 220 per child (3-11 years)

V - vegetarian

# plated menu

## **CANAPES | R 165 PP**

### **select three**

#### Hot canapes:

Polenta chips, mushroom ketchup, parmesan, and truffle foam  
Korean chicken pops with kimchi emulsion  
Bobotie cones with tomato sambal and toasted coconut  
Beef lollipop with chimichurri  
Lamb kofta with tahini dressing  
Cape Malay chicken skewers with apricot sambal  
Panko crumbed prawns with sweet chilli caramel  
Chicken parm sliders on a milk bun  
Osso Buco pot pies  
Pumpkin, ricotta, and sage arancini  
Crispy squid with Thai chilli crisp  
Red wine braised beef, mini corn bread, cheddar and sweet potato puree

#### Cold canapes:

Line fish ceviche taco with tiger's milk and XO sauce  
Pulled duck boa bun  
Wonton chips topped with curried fish and tomato slaw  
Labneh pops with pistachio, prosciutto, and green olive  
Moroccan beef wrap, hummus, spicy tomato chutney, crispy greens  
Crispy chicken wrap, avo cream cheese, sweet chilli, and crispy greens  
Beef smash burger sliders with mature cheddar and balsamic caramelised onions  
Rice paper pillow filled with Thai flavoured chicken mousse  
Puri with salmon tartare, miso Yake mayo topped with deep fried leeks  
Black sesame cones with beef tartar, lemon chive emulsion, and cured egg  
Smoked chicken quiche Lorraine  
Quiche Neapolitan filled with ripe tomatoes, fresh basil, and melted cheese  
Spiced pumpkin and ricotta quiche topped with apple chutney  
Greek lamb skewer with mint yogurt dressing  
Brazilian chicken skewer with pineapple salsa

## **HARVEST TABLE MENU ON REQUEST | R 240 PP**

**Note - Canapes or a harvest table is compulsory with a three course menu**

## **STARTER**

### **select one**

Smoked trout, avocado, cured egg, bay herb salad, lemon emulsion  
Cape Malay chicken breast, saffron corn puree, spiced aubergine, and orange scented salt  
Caramelized onion and confit tomato tart with goats' cheese, balsamic, wild rocket  
Tom yum prawns with split coconut, coriander, lemon grass sauce, and sesame crispy rice cake  
Seared springbok loin rolled in dukkha, chakalaka, crispy kale chips, Amasi herb dressing

# plated menu

## MAIN COURSE

### select one

Seared beef fillet, potato terrine, braised leeks, baby carrots, jus, and horseradish emulsion  
Herb-crusted rack of lamb, roasted baby veg, gratinated crushed new potatoes, and rich lamb jus - SF  
Greg's Greek lamb shank, rocket mash, confit tomatoes, and fig jus - SF  
Braised beef short rib, parmesan and rosemary polenta, fine green beans, and almond butter  
Olive oil poached salmon, brandade, seasonal green veg, squid ink crisp, velouté, and dill oil - SF  
Harissa rubbed chicken supreme, cumin baby carrots, lemon herb crusted potato and pomegranate jus  
Chicken roulade with Moroccan cous-cous stuffing, pan-fried greens, and burnt sage butter sauce

## DESSERT PLATED

### select one

Passionfruit, lemon meringue pie, pineapple, and mint salsa  
Tiramisu, coffee fluid gel, almond brittle  
Popcorn pannacotta, caramel corn, strawberries, and salted caramel  
Trio of classics – Vanilla bean Brule, Berry mousse, Chocolate tart  
Belgium chocolate tart, berry sorbet, chocolate and pink peppercorn soil  
OR

## DESSERT DISPLAY

### select three

Popcorn caramel pannacotta pot  
Passion fruit and lemon meringue  
Mini crème brûlée  
Seasonal fruit custard tart  
Pineapple and passionfruit trifle  
Mini layered eaton mess  
Chocolate chip cookie cheesecake with dulce de leche  
Belgian chocolate tart with coffee fluid gel  
Café mocha pannacotta topped with marshmallow fluff  
Millionaire shortbread squares  
Fig and almond carrot cake with vanilla buttercream  
Cardamom-spiced chocolate mousse pots

## Coffee and tea

**PLATED MENU | R 950 PER ADULT**

R 475 per child (3-8 years)

SF - R 90 surcharge fee



*Terms and conditions*

# terms and conditions

## DEPOSITS

- A tentative booking is valid for 72 hours. A first deposit of R 7000-00 is required to secure your booking along with the signed wedding contract.
- A second deposit of R 7000-00 is to be paid 30 days after the first deposit.
- A third deposit of R 19000-00 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 the provided reference on your pro-forma invoice as reference on all deposit slips and electronic funds transfers.
- 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, overtime hours for venue 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 be received at least 14 days prior to the function, to facilitate clearing of the payments by the financial institutions.
- We will not allow for alternative payment arrangements. Should we not receive your payments within the required payment dates, we will not be able to place orders for your function in time. Green Leaves reserves the right to withhold catering and beverages, until the full payment has been cleared by the relevant financial institute.
- Electronic fund transfers 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. 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 | bank 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 corrected 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 videos 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:
  - Cancellations made more than 180 days prior to the function date will forfeit the first deposit of R 7000-00. 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 14000-00. 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 33000-00. 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.

# terms and 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:
- Postponements made more than 180 days prior to the function date will forfeit the first deposit of R 7000-00. 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 7000-00 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 14000-00. 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 14000-00 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 33000-00. 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 7000-00 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 SAMPRO (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. An overtime fee will be applicable should you require additional time. 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 setup of the venue must be completed 2 hours prior to the starting time of the ceremony. 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; and 1 per every 10 guests for plated). Should you require additional waiters a cost of R 500-00 per waiter will apply. Should you require an additional barman a cost of R 550-00 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 and floral specialist.
- Should the client provide 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 | cutlery, Green Leaves will not take responsibility for any loss, 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 and floral specialist.
- Green Leaves reserves the right to show a Venue to potential clients during the setup time and breakdown of all functions.
- Green Leaves reserves the right to cancel the garden ceremony should it become necessary due to severe weather (Rain, heat, wind etc.) Should Green Leaves hire alternative chairs on behalf of the client for the garden ceremony, there will be no refund in case of a cancellation due to weather or a change of plans.

# terms and conditions

## SET UP AND CUT OFF TIMES (CONTINUED)

- 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 severe weather such as rain as a safety precaution. 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.
- Each venue has a standard setup of fairy lights included in the venue hire. The standard setup may not be removed. An additional fairy light roof draping can be installed at the Tuscan venue by the supplier provided by Green Leaves at an additional cost. This must be arranged by the client directly with this supplier and must be indicated in the final arrangements document.

## GREEN LEAVES COORDINATION SERVICES

- You will be appointed an Administrator once the first deposit and signed contract 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 complimentary engagement shoot must be booked with your administrator and is subject to availability. The engagement shoot refers to the use of the property only, the photographer is not included. Photo shoots cannot take place on a day Green Leaves is hosting a function and can only be confirmed a month in advance.
- The final arrangements 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: setup requirements, the floor plan, bar arrangements and beverage orders, menu selections and timeline|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. Please ensure that all arrangements are mentioned 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 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.
- Your Administrator at Green Leaves regularly work on weekends thus his|her off days will be during the week and on Sundays. You are more than welcome to contact any of the other Administrators should he|she not be available. The Administrator also
- 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 on the weekend as they are busy with functions. All appointments for final arrangements must please be made Mondays to Thursdays between 09h00 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 R 280-00 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 2500-00 will be charged for the use of the kitchen. Should any losses, damages or breakages exceed R 2500-00 the client will be held liable.
- For individual guests attending the function that require special dietary requirements such as Halaal, Kosher, Vegetarian, Vegan, Gluten free etc. an additional cost per person will be applicable to the original menu price. Halaal and Kosher meals and utensils are specifically ordered in from a certified caterer.

# terms and conditions

## **MENU SELECTION**

- We require the final numbers, menu selections and dietary requirements as well as special menu requests 14 days prior to your function, thereafter no changes to the menu and decrease 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.
- Please note that pre-reception appetizers such as canapes or a harvest table 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.
- Dietary requirements can be provided for guests. It must be noted that a surcharge may be applied depending on the intricacies of your requirements. The number of guests, their names and table numbers corresponding with the menu selection must be indicated on the final arrangements document.
- The final number of guests must include the bridal couple, total guest list as well as service providers (DJs, Photographers, Videographers etc. including their assistants) 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.
- Private food tastings can be arranged for the Plated menu only and the cost thereof will be determined by the relevant venue's administrator. Food tastings may only be booked on Tuesdays to Thursdays, subject to the caterers' availability. A minimum of 50 guests are required to book a Plated menu for your wedding. Kindly note that there are restrictions to the number of guests that may attend the Plated food tasting. There are also restrictions to the number of dishes you may select for the food tasting.
- Annual buffet food tasting events are hosted in the beginning of each year. Subject to date availability, demand and management's discretion.
- Should the 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 the actual number of guests attending the function drop below the confirmed numbers, no refunds will be given.
- Green Leaves strictly prohibit 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 prepare ample food for guests and make allowance to provide food to staff members during the function.
- All menus are subject to seasonal availability.
- All menu images are for illustration purposed only.

## **BAR SERVICES**

- A corkage fee of R 95-00 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 R 30-00 per litre will be charged for craft beer and kegs. A corkage fee of R 10-00 will be charged for alcoholic party favours or "dinky" bottles up to 70ml.
- Annual beverage 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 and is subject to managements approval.
- 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 bridal couple, which will be deducted from the Holding Deposit. Regrettably, no tabs will be opened for any guests under any circumstances.

# terms and conditions

## ACCOMMODATION

- Rates quoted includes 15% VAT and are per person per night and include breakfast the following morning.
- Bookings are on a first-come-first-serve basis only.
- Bookings must be confirmed via email. No telephonic bookings will be accepted.
- Green Leaves accommodation is strictly reserved for guests attending a function on the premises.
- 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.
- 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.
- The Stables standard rooms are in close proximity of our Stables Venue and will be subject to the function's noise levels. All accommodation booked will be done at your own risk.
- We are unfortunately not wheelchair friendly.
- 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.
- Check in time is 13h00 for all the guests. Early check-in times are not permitted.
- 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.
- 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.
- Please note that all cancellations must be made in writing.
- Included in the venue hire is the Bridal | Honeymoon suite for the day and night of the wedding. Breakfast is included for the Bride and Groom. Also included in the venue hire is a Groom's suite for the groom and groomsmen's preparation the morning of the wedding. The keys of the Groom's suite must be handed in on the day of the wedding. Kindly note that the rooms are not transferable and cannot be credited if not used.
- Check in time for the bridal suite will be at 08h00 or 10h00 on the day of the function.
- Check out time for the bridal suite will be at 08h30 or 10h00 on the morning of departure.
- Check-in and check-out times for the Bridal | Honeymoon suite and Groom's suite will be confirmed in the final arrangements meeting.
- All photos shown are for illustration purposes only. All rooms have been decorated individually and decor may vary.

## 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 and 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 permitted 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 from 3 to 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.