

# BELLA VISTA DAY PACKAGES 2011



CONFERENCES / WORKSHOPS / SEMINARS / WORK FUNCTIONS / MEETINGS ETC.  
(BETWEEN 08H00-17H00)

## INCLUDES

- Venue Hire Fee (depending on package and event)
- Buffet Lunch or snack lunch (depending on package)
- Outside services e.g. entertainment paid and provided by client.

## INCLUDES for all day packages

- Tea, coffee and juice on arrival with muffins & biscuits
- Tea, coffee and biscuits - mid morning
- Tea, coffee and biscuits - mid afternoon
- Private function venue – exclusively yours for the day
- Large outdoor covered deck adjoining the function room
- Lower open deck
- Lectern
- Draped Function room in white & cream
- Oval tables - seat up to 12 people
- Square tables - seats 4 people
- Data projector screen
- Flip Chart Holder
- TV with DVD player
- White board
- PA system with microphone
- Red Carpet
- Onsite secure parking
- Jugs of ice water
- Crockery, Cutlery and Glasses
- Tables with white covers
- Chairs with white covers
- Waitron service
- Set up and clean up of Venue
- Limited bar available



## ADDITIONAL OPTIONS CHARGED

- Decor, runners (R20 each for tables) tiebacks (R5 each for chairs)
- Vase with floating flower and pebbles (R50 per table)
- Non-alcoholic beverages, fruit juice & cold drinks (R9 each)
- Alcoholic and non-alcoholic drinks list available on request

## OUTSIDE SERVICE PROVIDERS (We can assist you)

- Entertainment, DJ, speakers, roving microphone, ramp & stage etc.



## VENUE HIRE - BOOKING FEE (Non refundable)

1	Venue Hire - (Friday, Saturday, Sunday)			negotiable	R 4,000.00
2	Venue Hire - Mid-week (Mon - Thurs)	No meals	Limited hours	Per day - negotiable	R 1,250.00
3	Venue Hire - Mid-week (Mon - Thurs)	With meals	8 a.m. - 5 p.m.	Per day	R 950.00
4	Public Holiday, Special Days & December		Additional Booking fee		R 1,000.00
5	Waitrons - Public Holidays only		Additional Charge	each	R 80.00

## VENUE BOOKING FEE TO BE PAID IN FULL ON BOOKING (As table above)

For option 1 & 3 Venue booking Fee of 950 is required plus 20% of estimated package cost  
Full amount to be paid 3 weeks before function.

## BUFFET & COCKTAIL LUNCH PRICE PACKAGE

10 - 29 delegates	Buffet Package	A	R 200.00
30 & above	Buffet Package	A	R 175.00
10 - 29 delegates	Buffet Package	B	R 240.00
30 & above	Buffet Package	B	R 215.00
20 -- 39	Cocktail Package	C3	R 175.00
40 & above	Cocktail Package	C3	R 170.00



### BUFFET PACKAGES A & B

**Morning Tea, Coffee, Juice, Biscuits & Muffins, Mid-morning & Afternoon Tea & Coffee & Biscuits**

**Lunch A package** - a choice of 2 mains - Roast Chicken, Roast Beef, Gammon, Roast Pork, Lasagne, Curry, Biryani,

**Lunch B package** - a choice of 3 mains - Roast Chicken, Roast Beef, Gammon, Roast Pork, Lasagne, Curry, Biryani,

**All packages** are served with Roast Potatoes or Garlic & Butter Potatoes, Medley of Vegetables, Rice & Roast Gravy, Sauce, Country Salad with salad dressings, Cocktail Rolls & Butter

**Dessert** – a choice of : Ice-cream with chocolate sauce, nuts, wafer and mint or Chocolate Mousse served with nuts, fresh cream, wafer & mint

### COCKTAIL DAY PACKAGE C3

1. Mini beef koftas with a Asian dipping sauce
2. Cocktail chicken spring rolls served with satay sauce.
3. Malaysian chicken satay skewers.
4. Sweetcorn samoosas.
5. Golden baked sausage rolls
6. Chilli bites with a tzatsiki dipping sauce.
7. Mini salad sticks ( cheese, tomato, cucumber, lettuce)
8. Kaleidoscope of assorted sandwich wedges
9. Guacamole and Corn Chips
10. Vol au Vents filled with salmon cheesy béchamel and herbs
11. Vegetable Crudités with Cottage Cheese
12. Greek Pitta Bread rolls filled with Hummus
13. Scampi prawns with Island dipping sauce
14. Mini quiche lorraine
15. Bruschetta infused with fresh basil, tomato pesto.
16. Cream Cheese with sweet Chilli, Chives and onion dip
17. Pate served with Toast & crackers
18. Fruit kebabs with mint and honey dressing
19. Mini Meringues with fresh cream and chocolate
20. Chocolate squares
21. Brandy snaps
22. Mini scones topped with fresh cream & strawberry jam



### SNACK LUNCHES

4 Sandwich wedges (egg mayo & savoury mince) served with a cheese & tomato salad stick	Per person	R 18.00
Cheese Board served with crackers	serves 18	R 325.00

**N.B. WE ARE FLEXIBLE AND CAN PREPARE A MENU TO SUIT YOUR REQUIREMENTS AND YOUR BUDGET**

# BELLA VISTA 2011

## TERMS & CONDITIONS FOR CONFERENCES / WORKSHOPS / SEMINARS / WORK FUNCTIONS

- The Function package includes the use of the function room, covered deck, lower deck toilet facilities and grounds only.
- We accept Credit Card payment for the booking fee only. Due to high bank charges incurred the full function payment should be made either by a bank guaranteed cheque, electronic transfer or direct banking. If the full amount is to be paid by credit card a 5% charge will be added over and above the final account.
- Cancellations are not refundable.
- We need your final guest numbers 14 days prior to your event. If the number of guests is reduced after the cut off date, we reserve the right to charge for the original numbers. Additional guests will be charged for.
- Please remember that you will be responsible for the payment of any service provider (photographer, videographer, DJ etc.) that has been acquired for their services during the whole function. These would be included as your guests at your option.
- Optional Extras on food & drink requirements must be given 3 weeks prior to your event.
- Full payment is required 3 weeks prior to function; we reserve the right to cancel your function if this is not adhered to. Liquor, corkage and bar settlements are to be made prior to or on the day of your function.
- All package prices are subject to change.
- You will be held liable for any losses or damages incurred to Bella Vista property, therefore a R500 refundable deposit is required and paid back once we have checked for damages such as broken glasses, damaged floors, table cloths burnt, items taken by guests.
- Guests may not bring liquor or food (besides a Wedding Cake) onto the premises for consumption at the function unless wine & champagne. A penalty of R300 per bottle or item will be charged to your account for any beverage or food items brought in by your guests or yourselves without special consent two weeks prior to the event.
- Function closing time: A service fee of R650.00 per hour or part thereof will be charged if your party continues past the allotted time.
- Fireworks, confetti, pot pourri are not allowed. Bubbles and petals are permitted.
- Functions on public holidays, December and special days are charged a premium of R1000 and waitron fees.
- Bella Vista is closed on Mondays, Public Holidays & Good Friday.
- The booking is confirmed when we have received from the client a signed copy of this booking form accepting the terms & conditions, together with the agreed booking fee. N.B. Full payment is required 3 weeks prior to function.



ENQUIRY / BOOKING FORM 2011



MOBILE: Gloria Howard 083 657 1901
TEL / FAX: (031) 5616378 TELEPHONE: (031) 7652738

Weddings. Conferences & Functions Venue

E-MAIL: enquiries@bellavista.co.za WEBSITE: www.bellavista.co.za

ENQUIRY DATE: CONFIRMATION DEPOSIT PAID:

Terms and Conditions accepted SIGNED: DATE:

DETAILS

FULL NAMES : e.g. Contact

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COMPANY:

DATE REQUIRED :

GUESTS NO. :

TIME : FROM TO

EVENTS :

REQUIREMENTS

CONTACT DETAILS :

TEL NUMBER :

FAX NUMBER :

CELL PHONE :

E-MAIL ADDRESS :

PHYSICAL ADDRESS :

POSTAL ADDRESS :

Banking Details: BELLA VISTA - NEDBANK HILLCREST - BRANCH CODE: 133826
A/C NO: 1338065734 SWIFT CODE: NEDSZAJJ

We accept all major Credit Cards for booking fee only or Cash and Electronic Transfers. Kindly note due to our popularity and advance bookings we require payment of the non-refundable booking fee in order to secure your date. The booking is confirmed when we have received from the client a signed copy of this booking form accepting the terms & conditions, together with the agreed booking fee. N.B. Full payment is required 3 weeks prior to function. - Prices are subject to change.

Bella Vista - Beautiful View