

RATES & INFORMATION  
2023 - 2024

# Belair

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## Contact Us

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Belair Pavilion, Suid Agter Paarl Road, Paarl, Western Cape, South Africa

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

# About the Venue

belair offers a unique venue that is truly one of a kind... one of the most beautiful country garden venues in south africa.

the views are exceptional from this small farm on the slopes of paarl mountain.

the boutique estate is in the heart of the cape winelands district, surrounded by several well-known wine estates. belair is situated in paarl, on the suid agter paarl road, a mere 45min from cape town.

the pavilion is beautifully positioned in an exquisite garden with breath-taking views of the boland mountains. the reception room is a contemporary steel structure with wrap around glass doors, and is virtually alive, covered in evergreen star jasmine that is in bloom late october / november.

the front facade of the reception room offers 6 lawn terraces that create a wonderful landscape for an exceptional outdoor cocktail event. with views of the simonsberg mountains, the front terrace features 2 trendy pink outdoor bars, positioned between wisteria covered arches, for a striking pre-drinks experience.

a dramatic water feature creates an aisle linking the pavilion to a quaint 120 seater ivy-covered ceremony area, all surrounded by glorious wisteria covered arches that bloom in mid-september. for larger gatherings, belair offers a beautiful outdoor ceremony area for up to 250 guests. situated under established water pear trees, this area provides wonderful shade in summer months. this outdoor ceremony area features a dramatic black & white tiled aisle with beautiful white rose covered arches.

one of the many great features of this venue is the fairylight lit outdoor patio, adjacent to the main reception room. it features a popular fire pit area, a granite wall water feature, an intimate outdoor dance floor, festoon lights and a lush green cocktail bar.

children can enjoy the small outdoor play park under supervision of childminders and / or parents.

the charming guest house on site, offers accommodation for up to 28 guests in 14 individually decorated suites. the accommodation package includes breakfast for all belair country house guests at the very popular goatshed, next door at fairview wine estate.

the extraordinary gardens, full-scale labyrinth and exquisite reflection pool are only some of the many highlights that make belair exceptionally different.

this country estate is surrounded by magnificent scenery, where you can create a function that will long be remembered.

the estate is not open to the public, ensuring privacy and exclusivity.

# Standard Rates

rates are subject to change. venue package rates are fixed, and are not quoted on a cost per head basis.

## 2023 Venue Package

R62,000.00 including 15% VAT

## 2024 Venue Package

R65,000.00 including 15% VAT

the venue package includes the following:

- use / option of 2 on-site ceremony areas: the greenhouse or outdoor water pear tree ceremony area. including set-up of 20x 6-seater timber & steel benches and a podium for the marriage officiant.
- use of arrival and/or pre-drinks areas. front lawn terrace (pink bar) or back patio (green bar).
- main reception room inclusive of 20x 2,4mx1.1m stained timber & steel dinner tables & silver steel reception chairs & cushions for up to 200 guests. including 1 podium for speeches, 1 podium for a gift box or wedding cake, 1 round gifts table & a dj booth.
- tableware
  - st. tropez stainless steel cutlery for up to 200 guests. starter knives & forks, dinner knives & forks, dessert spoons & cake forks.
  - continental china dinnerware for up to 200 guests. side plates, starter plates, dinner plates & dessert plates.
  - crane crystal bistro champagne flutes & crane bistro wine glasses for up to 200 guests . 1 champagne & 1 wine glass per place setting.
- bar facilities / equipment
  - standard bar glassware: wine glasses, zombie/ tall tumblers, willy/beer glasses, short tumblers/whisky glasses, shot glasses, gin tumblers, ice buckets, water carafes, openers, pourers, ice scoops, serving trays, drip trays, waste bins, 3x 1/2 wine barrels (outdoor coolers) and 4 bar drinks fridges.
  - \*belair offers 3 bar areas. 2 outdoor bars - front terrace : pink bar, back patio: green bar & venue interior bar.
- standard kitchen facilities
  - 20 plating tables, double door fridge, freezer, 5 plate boiler table, microwave, wash-up bay, waste bins and 1 kitchen waste skip / removal of catering waste.
- standard lighting throughout the gardens, including fairy lights & festoon lights on the back patio.
- guests facilities: children's outdoor play park (use at own risk, under adult supervision), guest parking, restroom facilities (including all consumables) and fire pit area (inclusive of firewood)
- hand sanitisers for all dinner tables, cocktail furniture, bar areas, restrooms, ceremony areas, outdoor areas and main entrances / exits - available upon request
- limited service staff: 1 duty manager, 1 parking attendant for guest arrival, 1 venue cleaner & 1 evening security guard & security patrol dog (*on-site security linked to armed response*)

# Exclusions & Optional Extras

## The Venue Package Excludes

- planning & coordination.
- accommodation.
- catering & additional catering equipment.
- service staff not mentioned.
- sound equipment.
- linen, candles, outdoor structures, floral, table decor & decorative lighting.
- additional chairs and/or shade for the ceremony, over and above what is provided.
- additional tables, chairs, cutlery, crockery & glassware for numbers exceeding 200 pax.
- generator fuel surcharge *in case of loadshedding*
- optional extras listed

## Available Optional Extras

- outdoor lounge packages \*non-vatable  
2023 R4000 || 2024 R4500 - small  
2023 R6000 || 2024 R6500 - medium  
2023 R8000 || 2024 R8500 - large
- green velvet 6-seater bench cushions. qty. 20  
2023 || R20 each - including vat.  
2024 || R25 each - including vat.
- 3-panel interior gas heaters including gas. qty 6  
R450 each - including vat.
- armless ghost chairs  
R40 each - including vat. available qty. 150
- white costa nova dinnerware  
R400 for the set - including vat  
available qty: 200 side plates & 200 main plates
- lawn game package: select any 6. teebox, putting green, kubb, lawn dominos, ring toss giant pick-up-sticks, lawn dice, boules & croquet. R800 incl. vat.
- bedouin tents  
2x 15x15m white shade tents: R16,000  
2x 15x15m silver "all weather" tents R18,000  
rates include vat, delivery, collection, set-up and breakdown costs.

## Special Offers

### Mid-Week Reservations

2023 R46,000 including 15% VAT  
2024 R48,000 including 15% VAT

tuesday or wednesday reservations only.  
excluding dates in december till the 1st week of  
january, and public holidays. limited to 120 guests.

### Winter Event Reservations

2023 R46,000 including 15% VAT  
2024 R48,000 including 15% VAT

events hosted in june, july & august.  
winter events are limited to 120 guests.

### Last Minute Reservations

2023 R52,000 including 15% VAT  
2024 R55,000 including 15% VAT

reservations made within 3 months from the date  
of the event.

### Halaal / Muslim Events

2023 R52,000 including 15% VAT  
2024 R55,000 including 15% VAT

sunday events only. reservations made within 6 months  
of the date of the event. excludes sundays in december.

## Reservations & Payment Terms

prior to booking your site visit, kindly read through the entire document and highlight any questions you might have. to avoid disappointment, please do enquire about your preferred date availability upfront, since it is possible that the date might not be available to you. in such an event, belair will offer you alternative date options for your consideration. once you are ready, please confirm your site visit with the venue manager. should you wish to proceed with your reservation, kindly send a mail to: [events@belair.co.za](mailto:events@belair.co.za) requesting an option on the date. belair management will then send you a contract, along with your 1st 50% pro-forma invoice. to secure your reservation, please send us a signed copy of the venue agreement along with the proof of payment (pop) of the 1st 50% venue payment, as stated on your pro-forma invoice. upon receipt of your contract and 1st 50% pop, we will send you an event confirmation, via e-mail, along with a revised pro-forma invoice reflecting the 1st payment received.

please e-mail all documents to: wilmarè plumbly. email: [events@belair.co.za](mailto:events@belair.co.za)

please note that the balance of the venue fee (2nd 50% payment) is due 4 months prior to your event date, thus if you wish to secure a date within 4 months from your event date, the full venue package payment will be due, as per the invoice.

a refundable (*pending damages*) security deposit of R6, 000.00, along with any other outstanding payments ie: optional extras, staff and bar orders etc. should be settled no later than 7 days prior to the event. all refunds (venue & accommodation) will be settled within 10 working days.

please take note that pencil reservations will be released after 7 days if no confirmation is received ie: both the contract and 1st pop, confirming your reservation.

## Cancellation Policy

a R2000 cancellation fee is applicable if clients wish to cancel their reservation within 30 days from when the reservation was confirmed, thereafter cancellation fees are applicable as set out below. cancellation fees are based on a percentage of the total venue package rate.

- 10% if cancelled within 2 years or more from the date of your event.
- 20% if cancelled within 1 year from the date of your event.
- 30% if cancelled within 10-11 months from the date of your event.
- 40% if cancelled within 8-9 months from the date of your event.
- 50% If cancelled within 6-7 months from the date of your event.
- 80% if cancelled within 4-5 months from the date of your event.
- 90% if cancelled within 2-3 months from the date of your event.
- 100% if cancelled within 1 month from the date of your event.

your confirmed event date is not interchangeable. no postponements or date changes are permitted, unless your event is impacted by covid-19 regulations, preventing social gatherings from taking place. postponements will be considered in the event of hospitalisation or treatment of a severe illness or a traumatic experience that renders the client unfit to proceed with their scheduled event. please see belair's postponement terms and conditions on page 16 of this document.

## Site Inspections, Viewings & Meetings

viewings, meetings and site inspections are by appointment only. in order to assist all clients and / or visitors, viewings & site visits are limited to 45min. viewings are to conclude latest 12pm on event days. no more than 6 guests at a time, may attend viewings on event days. for larger groups, please arrange for a viewing on a non-event day. viewings & site inspection can be scheduled with jason plumbly; email: [jason@belair.co.za](mailto:jason@belair.co.za) ll phone: 083 987 2264.

## Restroom Facilities on Site

the pavilion offers 9 fully serviced restrooms *\*all restroom consumables are provided.*

venue interior: 5 (sit-down) unisex restrooms, including 1 disabled restroom.

venue exterior: 3 (sit-down) unisex restrooms, including 1 disabled restroom and 1 male restroom (3 urinals).

should you wish to dedicate restrooms (male & female) please ask your mc to advise guests.

of the arrangements during the welcome speech. we recommend ladies interior and gentlemen exterior.

## Access & Provisions for Frail and/or Disabled Guests

provisions have been made to accommodate frail and/or disabled guests in term of parking and access to the ceremony areas, main reception room, exterior and interior restrooms. please discuss all provisions made with the venue manager during your site visit.

## Ceremony Areas

the ivy-covered greenhouse: 120 pax max capacity, inclusive of 20x 6-seater timber & steel benches.

if your guest list exceeds 120 people, we can accommodate the balance of your guests outside on the lawn adjacent to the greenhouse.

the water pear tree outdoor ceremony area: 250 pax max capacity.

inclusive of 20x 6-seater timber & steel benches.

any additional chairs & shade you might require for your ceremony, will need to be arranged by you directly, for your own account.

the standard set-up of the ceremony area (with timber benches) is included in the event package. should you wish to use the silver venue chairs for your ceremony, a custom ceremony set-up fee of R1500 (including vat) is applicable. please note that this is only possible if there are enough silver chairs for both the ceremony area and reception area. if you wish to make use of alternative chairs for your ceremony, please make arrangements with your planner and/or hiring company to facilitate the set-up. (cost to client)

a power supply is available at both ceremony areas.

please note that both ceremony areas are outdoor garden areas, thus we recommend reserving a church for winter months. please discuss weather day options with the venue manager during your site visit.

## Dance Areas

the pavilion can accommodate up to 180 guests with an interior dance floor space. events for 120 guests or less may make use of the exterior dance floor area on the back patio (weather permitting). for weddings exceeding 180 guests, it is recommended to hire an exterior dance floor that can be placed on the front lawns.

please discuss terms related to the use of an outdoor dance floor on the lawns, with the venue manager upfront. municipal sound restrictions are applicable for all exterior areas.

## Sound

belair does not supply any sound equipment, please make arrangements with your planner and/or dj to make provision for sound equipment. if you plan to have speeches and/or play music outside, please note that standard municipal sound restrictions are applicable. please discuss your technical / sound requirements with belair management upfront.

# Bar Service

belair will endeavor to meet all your beverage requirements.  
the bar menu is available on request. bar rates are inclusive of 15% vat.

a minimum bar spend of R100 per person is applicable. this allowance will mainly be used towards your pre-drinks experience, the balance (if any) will go towards your reception. clients that wish to run a standard brands tab, limited open bar tab or full open bar tab, will be responsible for a 5% bar staff gratuity levy (on the overall reception bar spend ie: pre-drinks are excluded from the gratuity levy)

bar staff (1 per 40 guests / minimum of 2 per bar station) will be an extra cost as listed on page 10 under "service staff / event staffing".

belair pavilion is a licensed bar establishment. license number: WCP/041626  
as per the western cape liquor license terms, no drinking on the property is permitted after 2am, (pending covid 19 regulations) clients and / or their guests will not be permitted to supply their own drinks, or make arrangements with outside service providers or caterers to sell or serve drinks on the property. this pertains to all beverages and is not limited to alcohol.

the venue bar closes at midnight, last rounds will be called at 23:30, if however, you wish to extend, belair is licensed to serve drinks until 01:30 (last rounds) with a 02:00 on-consumption cut off.

[bar operation times: pending covid-19 regulations.](#)

venue and staff overtime charges are applicable after midnight.

no drinking/after parties are allowed on the property after the event has come to an end.  
this policy also extends to the guest house & swimming pool area.

## Available Bar Options

- cash bar: full bar menu available for guest's account. interior bar only. card facilities available at bar. minimum card transaction of R50.
- soft drink tab: full bar menu available. water, mixers & soft drinks for client's account.  
*wine, beer, cider & spirits for guest's account.*
- limited soft bar tab: full bar menu available. beer, cider, soft drinks, mixers & water for client's account.  
*wine & spirits for guest's account.*
- full soft bar tab: full bar menu available. wine, beer, cider, soft drinks, mixers & water for client's account.  
*spirits for guest's account.*
- limited open bar: full bar menu (excluding shooters) for client's account. shooters for guest's account.
- full open bar: full bar menu available. for client's account.

belair will supply all bar glassware, basic bar garnish & ice for drinks sold at the bar.  
standard gin bar garnish (selection of 5 option: grapefruit, lemons, oranges, cucumber & fresh herbs in season) is included in all our gin bar offers listed on our bar menu.  
premium gin bar garnish (over an above what is included) will be quoted for accordingly.

should you wish to run a bar tab, please discuss your options with the venue manager during the final meeting. the bar tab (limit as nominated by you) is payable in advance, 7 days prior to your event date.  
bar tabs will be billed on actual consumption. the balance (if any) will be refunded to you, along with the balance of your security deposit.

standard corkage: we limit the amount of wine you may supply to 3x 750ml bottles of wine per 10 guests.  
corkage rate: 2023: R45 ll 2024: R50 (including vat) per 750ml bottle of wine. this allowance includes mcc/champagne. alternatively, you can opt for a non-refundable bar surcharge of R7000 (including vat) that will allow you the opportunity to provide a large quantity of wine for your reception (limited to 120 bottles) this bar surcharge does not go towards the minimum bar spend. please do take note that the corkage allowance predominantly extends to your reception. only 10% of your wine allowance can be used towards arrival and pre-drinks.

"wine to table" service: bottles of wine will not be placed on dinner tables, unless you wish for our service staff to do so, or unless a guest ordered a bottle for the table. waiters will serve wine to guests (poured) during the course of the evening. please nominate upfront if you wish for servers to leave bottles of wine on the dinner tables.

## Non-Alcoholic Events

for all non-alcoholic events taking place on a public holiday, friday or saturday, a bar surcharge of R8000.00 (including vat) will be applicable.

muslim/halaal events only: no surcharge is applicable for halaal events taking place on a sunday. clients are welcome to supply their own non-alcoholic drinks.

halaal caterers generally provide all the service staff & tableware required for the event. if you choose to make use of your caterer's service staff, please do take note that you will forfeit the use of the venue tableware & bar glassware, since we do not allow outsourced staff to handle the venue items. no discounts will be given in respect to tableware & glassware

## Catering

we have compiled an extensive list of well-known professional event caterers that you can choose from. approval for catering services will not be given to caterers that are not listed on our approved vendors document, nor family members and/or friends. only belair approved caterers listed on our recommended service providers document, may fulfill event catering services at belair.

food trucks: if you wish to make use of food trucks for your dinner service, rather than a formal sit-down dinner, you will be required to book at least 1 food truck (*from our recommended service providers document*) per 50 guests.

belair offers a standard tea & coffee service (self-service coffee / tea bar on the back patio)  
2023: R20 per cup || 2024: R25 per cup (including vat) we offer a variety of teas: earl grey, chai, ceylon, rooibos, chamomile and green tea. we also offer hot chocolate, instant and filter coffee. minimum order of 60 cups. please discuss your coffee and tea requirements with the venue manager prior to making any arrangements directly.



# Service Staff / Event Staffing

belair will arrange service staff for your event as per the rates below.

external service staff are not permitted, unless arranged with belair management prior to confirmation of your event. if you wish to make use of outsourced service staff, please discuss the arrangements with belair management for approval thereof. we do not allow outsourced staff to handle the venue tableware and bar glassware, thus if you choose to make use of outsourced staff, you forfeit the use of the venue items ie: cutlery, crockery & all glassware and will need to make alternative arrangements (for the hire of these items) with one of our approved service providers (for your own account). no discounts will be given should you wish to proceed with your own arrangements. alternatively, should you wish to make use of the venue items included in the standard venue package, but wish to staff the event yourself, then you will be required to book 1 venue sculler per 25 guests to assist with the cleaning and management of all venue items used, and 2 porters per 80 guests to manage the clearing station and general clearing of all glassware (exterior areas only)

*\*staff rates are non-vatable.*

- 1 head waiter per event. [shift: minimum of 10 hours]
- 1 waiter per 10 guests. [shift: minimum of 8.5 hours]
- 1 barman per 40 guests. [shift: minimum of 10 hours]
- 8 waiters minimum per function, if numbers are less than 80 guests.
- 2 barmen minimum per function, if numbers are less than 80 guests.
- 2 barmen minimum per bar station.
- 2023-2024: R140.00 per hour for the head waiter
- 2023-2024: R115.00 per hour per waiter.
- 2023-2024: R115.00 per hour per barman.
- optional set-up staff: R95.00 per hour per staff member. [shift: minimum of 6 hours]
- optional scullers / porters: R95.00 per hour per staff member. [minimum of 8 hours]
- duty managers after hours fee: R250 per hour after 00h00.
- all other service staff after hours fees: R130 per hour, per staff member after 00h00.
- please note that new years eve and new years day incur 1.5 (time and 1/2) on staff costs.

other staff related notes

- service staff attire: black trousers, white shirts, black ties, black shoes, & black "belair" branded aprons.
- staff rates are inclusive of staff transport arrangements.
- clients are not responsible for service staff meals.
- clients are not responsible for waiting staff gratuities. clients that wish to tip the service staff may do so entirely at their own discretion.
- if you wish to run a bar tab, please note that a 5% bar staff gratuity will be levied on your overall reception bar tab amount. pre-drinks are excluded from gratuity levy.

## Event Planning / Event Coordination

the venue manager is only responsible for venue related duties, and will not be able to facilitate the planning and/or running order of your event. it is therefore compulsory to employ the services of a registered, professional events coordinator / events company when hosting an event at belair. only planners / coordinators listed on our recommended service providers document, will be considered. this will ensure that you have a stress-free day planned to perfection. approval to fulfill event planning and coordination duties, will not be given to clients, their family members, friends and / or guests that attend the event, nor will approval be given to other vendors that are not listed as approved planners / coordinators on our vendors document (for example the caterer, florist, dj, make-up artist etc.)

## Vendors / Service Providers

to help protect our clients, and ultimately ensure a stress-free event, we have compiled a list of well-known industry professionals, that can assist you with all your requirements for your event.

we require all clients to make use of professional, registered service providers / companies. only approved vendors listed on our recommended service providers document, may fulfill event related duties / services at belair. approval for event related services will not be given to family members, friends and / or guests that attend the event.

## Set-up & Breakdown

belair staff will complete the event floor plan layout prior to your service providers arriving on site for set-up. your set-up team will have access to the venue from 8am the morning of your event. all interior event set-up (décor, lighting, flowers, sound) must be completed at least 1 hour prior to guest arrival, to allow belair the opportunity to service the venue floor and restrooms after the set-up is complete.

belair is not responsible for laying tables. please make arrangements with your coordinator to facilitate the set-up. alternatively, set-up staff can be arranged upfront, with belair management, at an additional cost of R95.00 per staff member, per hour (minimum 6hrs)

setup can be done the day before your event if the date is available ie: not booked for another event. this can only be confirmed 6 weeks prior to your event date. should you wish to set-up the day before your event, a fee of R1500.00 per hour (including vat) will be applicable. we will require a detailed brief of the set-up day, before approval will be given. if you wish to secure a full set-up and / or wrap day, in advance / at the time of making your reservation, a 3-day venue fee could be applicable in order to secure the dates. reduced rates for prep & wrap are possible, however please discuss your requirements and options with the venue manager prior to making your reservation.

## Hiring

it is possible to hire in alternative tables, chairs and/or outdoor furniture (as per own arrangement / cost) no discounts will be given if you choose to make use of alternative furniture. please advise belair management within 3 months of the date of your event if you plan to hire alternative reception furniture. please take note of the furniture removal fees below.

- if you wish to hire alternative reception furniture from another vendors and wish for belair to remove the venue tables and / or chairs, a fee of R3500 (including vat) will be applicable.
- if you wish to hire the venue ghost chairs and use the silver chairs in the ceremony area a fee of R2500 (including vat) will be applicable.
- if you wish to replace the silver chairs with the venue ghost chairs for your reception, a reduced removal and set up fee of R1500 will be applicable. this fee exclude the hire fee of the ghost chairs (R40 per chair)

## Timings and Afterhours

the venue is available to you from 8am till midnight (pending covid-19 regulations) on the day of your event. any wrap or prep work that needs to happen (sound, construction, lighting, décor, or floral) between 00:30 and 8am will be subject to the standard venue overtime fee. please keep this in mind when planning large construction, lighting & floral installations and please communicate our terms to your service providers during the quoting process.

service providers will not be allowed to either deliver goods or do any prep of any kind at the venue the day before your event, unless arrangements were made with management, and agreed to in writing. should the venue be able to accommodate prep the day before, a rate of R1500 per hour (including vat) is applicable.

service providers need enough time on the day to set-up for your event. a fair and realistic timeline is essential, thus considering the amount of work that needs to happen on the day, events may only commence from 1pm (guest arrival) at the earliest. should you wish to start with your event earlier, you will be required to book additional set-up time the morning of your event, or prep the day before. if you wish to secure an early set-up the morning of your wedding, standard venue overtime is applicable.

pending covid-19 regulations, or unless overtime was booked, last rounds at the bar will be called at 23h30, and the last song is to play out no later than 23h45. all guests are to depart by midnight. suppliers (including technical) will be allowed a 30min wrap, at no additional charge.

standard overtime will be applicable for any wrap work taking place on site (interior and/or exterior) after 00:30 and before 06:30.

wrap / strike times: if the pavilion is hosting an event the next day, then wrap will be scheduled for 06.30-08:00 the morning after your event. if no event is taking place the day after, then wrap can be scheduled 08:00-09:30 for the following day. wrap arrangements should be confirmed with the venue manager, in writing, via e-mail, latest 1 week prior to your event. unless we are hosting an event on a sunday the venue will be closed, and the saturday event wrap will be scheduled for the following monday between 08:00-09:30 (to be confirmed during the final meeting) if the venue is closed on sunday, we advise that you make arrangements to remove all personal items ie: flower arrangements, wedding cake, wedding gifts etc. at the end of the evening, as you will have no access to the venue on sunday, and will only be able to collect personal items the following monday.

## Overtime / Afterhours

it is possible to book overtime (00:00-02:00) - pending covid-19 regulations, provided that you book the full house accommodation package with the country house. you will not have the option to extend to 1am or 2am if we have outside guests staying on the property, as music past midnight will be a disturbance.

if, however you have reserved all the rooms on site, your event may continue past midnight, provided you have secured overtime with the venue, upfront. a venue afterhours/overtime fee of R4000.00 (including vat) per hour for every hour after midnight will be applicable. in addition to the venue overtime, an overtime hourly rate per staff member is applicable as set out on page 10. the venue afterhours rate applies until the last person, including service providers have left the premises. you will not be able to book overtime on the night. overtime needs to be discussed during the final meeting, and agreed to in writing, upfront. fees are payable in advance, and are refundable, should your event wrap before, or at midnight.

# Electrical

a qualified electrician, with a wireman's license is required for all electrical work on site. it is the event company's responsibility to ensure that this rule is adhered to.

lighting & music set-ups need to be discussed in detail to ensure that the venue can accommodate the electrical / power output requirements. additional power requirements for large kitchen, sound and lighting installations is for the clients own account / as per own arrangement. no work on practical lighting ie: greenhouse and venue chandeliers may commence without the venue manager's approval and supervision. please note: it is not possible to remove the greenhouse chandelier, it is a permanent fixture. should you wish to remove the venue interior chandeliers for your event, a chandelier removal fee of R500 (including vat) is applicable.

the pavilion has made provision for a 60kva generator on site, that can power your event in case of load shedding. there is no hiring cost for the generator, however clients will be responsible for a fuel surcharge as set out below

load shedding stage 1-2: R1000  
load shedding stage 3-4: R1500  
load shedding stage 5-6: R2000  
load shedding exceeding stage 6 - fuel surcharge to be confirmed.

fuel rates are subject to change.

since there is no way of knowing in advance if load shedding will be scheduled on the day of your event, the fuel surcharge will not be billed for upfront, but rather deducted from the venue security deposit. please do take note that the venue generator is serviced annually (as is required) however machinery can fail at any stage, and in such an event, belair cannot be held liable for mechanical failure. should the generator fail, belair will be able to assist with a stand-by 6kva generator that can power house lights and a standard sound set-up.

should clients wish to have a large stand-by generator on-site, belair will endeavor to assist with any arrangements necessary (cost to client)

## Large Scale Rigging, Construction, Sound & Lighting Set Ups

guests' safety is a high priority. a safety officer is required for all large-scale rigging, construction, sound, and lighting installations. this is not a requirement for a standard wedding dj / sound set-up. it only pertains to big technical set-ups for example: outdoor concerts etc. belair will arrange a safety officer (cost to client) to meet with the respective rigging, construction, sound & lighting teams at belair for a safety briefing, at least 30 days prior to the event.

all work including the placement of all electrical and sound cables is to pass a safety inspection prior to the start of the event. safety tape and cable ramps are essential for large set-ups, please confirm with your service provider, that they will supply all necessary items needed to ensure that all cables are "made-safe" for the event. all work needs to be signed off by a safety officer before the start of the event. events may not proceed if the rigging or construction work is deemed unsafe. the safety officer is to be present for the duration of set-up and wrap (cost to client) until all the work is completed. a representative of the event company needs to be on site for the duration of prep & wrap to manage the work.

lighting & music set-ups need to be discussed in detail to ensure that the venue can accommodate the electrical / power output requirements. additional power requirements for large kitchen, sound and lighting installations is for the clients own account / to be arranged by the events company.

rigging, construction & electric companies are to provide 3rd party insurance liability documents, prior to any work commencing.

additional security / night guards are required on large-scale prep and wrap days. (cost to client)

belair reserves the right to increase the security deposit for all large-scale installation work, an amount to be discussed upfront and agreed to in writing.

# Accommodation & On-Site Prep

## Stay @ Belair

belair offers accommodation on site. 14 individually decorated en-suite guest rooms, inclusive of breakfast for up to 28 guests.

please note that the venue (belair pavilion) and accommodation (stay@belair) are 2 separate businesses, and run independently from one another.

accommodation will be invoiced separately. please take note of the banking details on the accommodation invoice, since it differs from the venue account.

for accommodation packages, see page 14.

individual room rates will be applicable for all separate / split reservations.

## Ladies - On Site Prep Room

### The Conservatory

the conservatory is situated in the main guest house (country house). the room is available for hair and make-up prep from 10:30am. it is an intimate space that can accommodate up to 8 guests.

alternative prep arrangements are to be made (as per own arrangement /cost) if your bridal party exceeds 8 people, or if you wish to start earlier than 10:30am. please confirm guest numbers with management upfront so as to ensure that they set-up / prepare for the right amount of people.

*a booking fee of R2000 is applicable should you wish to reserve the country house conservatory for on site prep.*

*the booking fee includes a "bridesmaid" service ie: a service lady that will tend to you and your bridal party during prep. a helping hand to steam dresses, top up your bubbly and help with your luggage. the service lady will also ensure that the prep room is tidy and that the wash-up service of all items used, is taken care of. in addition to the bridesmaid service, the booking fee includes a light beverage service ie: coffee, tea, water and a bottle of bubbly just to add a bit of sparkle.*

*the use of the conservatory is included in the full house accommodation package.*

## Gentlemen - On Site Prep Room

### The Pool Room

the pool room is a relaxed space situated next to the guest house swimming pool. complete with a stunning dressing room, it features a built in braai, a small bar, showers (towels are provided) & restroom facilities. alternative prep arrangements are to be made (as per own arrangement /cost) if the groom's party exceeds 8 guests, or if you wish to start earlier than 10:30am. please confirm guest numbers with management upfront so as to ensure that they set-up / prepare for the right amount of people.

*a booking fee of R2000 is applicable if you wish to reserve the pool room facility for on site prep.*

*the booking fee includes a valet service ie: a male waiter that will tend to you and your groomsmen during prep. a helping hand that will assist with your luggage and drinks, if need be. the waiter will also ensure that the room is always tidy and that the wash-up service of all items used, is taken care of during the day. in addition to the valet service, the booking fee includes a light beverage service ie: coffee, tea & water. ice and fire wood will be provided.*

*the use of the pool room is included in the full house accommodation package.*

# Accommodation Packages & Room Rates

## Full House Package

Package Rate: R 25.000.00

14 guest rooms / 28 guests  
package rate includes breakfast for 28 guests.

the country house: 4 rooms / 8 guests.

the country barn: 8 rooms / 16 guests.

the luxury villa: 2 rooms / 4 guests.

includes the ladies prep room: available from 10:30am

includes the gents prep room: available from 10:30am

## Building 1

### The Luxury Villa

the unit consists of 2 individual suites,  
room capacity: 2 guests per room.  
the luxury villa sleeps a total of 4 guests.

Package Rate: R 4.250.0

room 1: honeymoon suite \*king bed only.  
individual room rate: R2400.00

room 2: luxury suite \*king or twin beds.  
individual room rate: R2300.00

## Building 2

### The Country House

the unit consists of 4 individual rooms.  
room capacity: 2 guests per room.  
the country house sleeps a total of 8 guests.

Country House Package Rate: R 6.250.00

room 3: green garden \*king or twin beds

room 4: ming blue \*queen bed only

room 5: silver suede \*king or twin beds

room 6: white linen \*queen bed only

**to ensure privacy in the main house,  
no individual room reservations are available  
in the country house. the county house (building 2)  
is a set 4 room / 8 guests reservation.**

## Building 3

### The Country Barn

the unit consists of 8 individual rooms.  
room capacity: 2 guests per room.  
the country barn sleeps a total of 16 guests.

Package Rate: R 10.500.00

### The Pool Rooms

room 7: barn 1 \*king / twin beds  
individual room rate: R1350.00

room 8: barn 2 \*king / twin beds  
individual room rate: R1350.00

room 9: barn 3 \*king / twin beds  
individual room rate: R1350.00

room 10: barn 4 \*king / twin beds  
individual room rate: R1350.00

### The Garden Rooms

room 11: barn 5 \*queen bed only  
family / interleading room to barn room 6.  
individual room rate: R1350.00

room 12: barn 6 \*king / twin beds  
family / interleading room to barn room 5.  
individual room rate: R1350.00

room 13: barn 7 \*king bed only  
individual room rate: R1350.00

room 14: barn 8 \*king / twin beds  
individual room rate: R1350.00

## Accommodation Payment Terms

1st 50% accommodation payment due:  
6 months prior to the event date.

2nd 50% accommodation payment due:  
4 months prior to the event date.

## Accommodation Cancellation Fees:

5-6 months 25% cancellation fee.

3-4 months 50% cancellation fee.

1-2 months 80% cancellation fee.

## Accommodation Check-In & Check-Out Times

**guests check-in time: 14:00**

**guests check-out time: 10:00**

**breakfast service: 09:00-11:00**

## Special Consideration – Weddings

clients will have first option to all the rooms on site, for the night of their wedding. the first option expires 6 months from the date of the event (if no reservation was made) where after rooms will be made available to other guests on a "first come first serve" basis.

stay the night before: weekends... belair is unable to offer accommodation the night before your wedding, since the pavilion might be hosting another event on friday or saturday. if the date however is free, you are most welcome to reserve accommodation on site, the night before your wedding. availability can only be confirmed 2 months prior to your wedding date. a 2-night stay will be considered for events that are booked for either a tuesday or friday. mondays and thursdays can be made available for a pre-wedding night stay, should it be required. dates offered excludes public holidays, dates in december & the 1st week of january.

it is unfortunately not possible to guarantee an early check-in on the day of your wedding as guest check-out is only at 10am. if belair is not accommodating other guests the night before your event, an early check-in (from 12pm) is possible at no additional cost to you. belair management will only be able to confirm an early check-in, 7 days prior to your wedding day.

## Children Policy

if you, a member of your family, or friends wish to accommodate children, please discuss your requirements with management prior to making your reservation since it might not be possible to accommodate the desired amount of children. please take note that room capacity is limited. R400.00 per child (2-12 years of age) sharing a room with parents, will be levied. this rate is inclusive of breakfast. if children are not sharing beds with parents, a small child mattress and child bedding can be provided. please make arrangements for this special request at the time of your reservation. children older than 12 will require their own room. please enquire about the family room (interleading rooms) standard room rates are applicable for all children over the age of 12.

children are to be supervised by a dedicated childminder, for the client's account / as per own arrangement. children are not to be left unsupervised as the open ponds and pools on site, are potentially hazardous to children that are unable to swim. children may only play at the venue outdoor park under strict adult supervision. belair accepts no responsibility for any accidents arising from no child supervision. the play park is a "use at own risk" area. please make all parents aware of the potential dangers. parents are responsible for their childrens' safety.

## Frail and / or Disabled Guests

kindly inform the guest house and/or venue manager if you are hosting any frail or disabled guests, so that management can make the necessary arrangements to ensure that your guests are comfortable.

# Postponement & Cancellation Policy

we understand that there cannot possibly be a "one size fits all" solution, when dealing with postponements. each event will be dealt with independently / on an individual basis, since not one clients' circumstances are the same. careful consideration will be given to each client, to best find a suitable resolve that works for all parties involved, including all vendors contracted for the event.

postponements will only be granted if any of the following has an impact on the scheduled event.

1. in the event of a national lock-down situation preventing social gatherings from taking place.
2. if gatherings are restricted to less than 50 people.
3. if the national curfew is set before 9pm.
4. if no alcohol may be sold, or if the bar operating hours are set to end prior to 7pm.
5. if the client or their immediate family (mothers, fathers, and siblings only) are abroad, and unable to travel due to travel restrictions, preventing travel to south africa.
6. in the event of hospitalisation or treatment of a severe illness or a traumatic experience that renders the client unfit to proceed with the scheduled event. this policy also extends to the clients immediate family (children, mothers, fathers, and siblings) a letter from the hospital or medical practitioner is required to confirm authenticity.

covid 19 postponements will only be granted if restrictions (listed 1-5 above) are still in place 3 months from the date of the event. advance postponements outside of this 3-month period will not be granted. the contract / agreement between both parties are to resume within 90 days from when the restrictions are lifted. clients will only be able to select from available dates within this 90 day period. advance postponements outside of this 90 day period will be considered for available weekdays (mondays to thursday) only, excluding public holidays, dates in december and the first week in january.

you are not eligible for a postponement should you deal with inconveniences related to visa applications of a personal nature ie: if clients live abroad and wish to remain in their country of residence, to obtain residency in that country or if clients wish to emigrate or apply for work visas in another country, after they have entered into an agreement with belair. clients may cancel their event, however cancellation will be subject to belair's standard cancellation policies. postponements will not be granted for inconveniences related to travel arrangements and travel expenses, or if guests are unable to travel. belair management will give consideration to international clients that have booked a destination wedding ie: where all guests are traveling to south africa for the wedding. postponements will also be considered for couples that wish to postpone their wedding due to an unplanned pregnancy. in such an event, clients will only be able to select from available non-premium dates (mondays to thursdays, excluding public holidays, dates in december and the 1st week in january) within the same calendar year. traditional customs: postponements will not be granted in the event of delays related to lobola negotiations. please settle all negotiations related to lobola, with family, prior to entering into an agreement with belair.