



WELCOME TO SANTA PALOMA GUEST FARM AND ECO – CENTRE

## “THE MILKSHED”



Over the last few years, Santa Paloma Guest Farm has grown and earned, through class service and a high level of professionalism, an outstanding reputation as a wedding, function and education venue.

Please find attached our package together with pricing. Our venue facilities are very flexible so please feel free to ask us should you have any special requests.

We look forward to assisting you in hosting the OUTDOOR EXPERIENCE!

Santa Paloma Guest Farm  
Management

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## “THE MILKSHED”



### THE FOLLOWING ARE INCLUDED IN OUR PACKAGES

TIME ALLOWED : 16h00 – 24h00

R1000 per hour extra

**Off season :** R7000 up to a maximum of 120 people

**Long weekends and festive season (December):** R9000 up to a maximum of 120 people

An extra R20 per person set up fee is charged if you want us to do the table décor setup.

**The venue is closed for functions between 15 December – 15 January.**

A PRIVATE VENUE	We ensure that there will be no other function at the venue on the evening of your function.
CATERING	Our kitchen staff will prepare a delicious meal for you, either from our set menu or a meal chosen by you. (at an additional charge)
FUNCTION MANAGER	On duty for the entire evening / duration of function
SETTING UP and CLEARING	R20 per person fee will be charged for set up and break down
CLEANING THE VENUE	We will clean the venue before and after you function.
TABLES	We will supply 8 seater trestle tables for your guests all with light Brown table cloths.
CHAIRS	Plastic chairs will be supplied
GLASSWARE & CROCKERY	Plates and cutlery comes standard. Side plates, steak knives and wine glasses can be arranged. Champagne glasses comes standard if champagne is supplied by us.
FULL BAR FACILITIES	We offer a CASH bar that can be personalized according to your needs.
BARMEN & WAITRONS	We offer 2 barmen and 2 waiters should the bar be utilized.
BATHROOM ATTENDANTS	The bathroom attendants make sure that the facilities are always clean and tidy for your guests.
BEAUTIFUL NATURE	This can be used for photographs
PARKING	There is enough parking for your guests and they don't have to walk far.

**NOT INCLUDED** in venue hire : Additional draping and lighting, Cake, Cake knife and cake lift, Flowers, Dress, Photographer, Minister, Videographer, DJ and equipment, Décor, Chair covers, underplates, runners.

(Meal prices quoted below are per person and include VAT)  
**Other meal options are also available e.g. 3 course / braai / spit – please enquire**

Build a burger : R100

PATTIES (Choose 1 of the following)

Beef  
Chicken  
Vegetarian

TOPPINGS (Choose 7 of the following)

Lettuce  
Cheese  
Tomato  
Fried onion  
Red onion  
Jelepenos  
Cucumber  
Gherkin  
Guacamoli (seasonal)  
Pineapple

SAUCES (Choose 2 of the following)

Mushroom  
Pepper  
Cheese  
Garlic  
Blue cheese  
Burger relish  
Mayo

SIDE (Choose 1 of the following)

Garlic/butter baby potatoes  
Potato salad  
Cole slaw

DESSERT :

Ice cream and chocolate sauce



## SANTA PALOMA GUEST FARM – “THE MILKSHED”

## TERMS AND CONDITIONS OF BOOKING

1. RESERVATIONS WILL ONLY BE CONFIRMED UPON RECEIPT OF A 50% NON REFUNDABLE DEPOSIT WHICH IS REQUIRED 6 MONTHS PRIOR TO THE PROVISIONAL BOOKING DATE. ONCE A CONFIRMATION DATE EXPIRES, THE PROVISIONAL BOOKING WILL AUTOMATICALLY BE RELEASED.
2. CANCELLATION POLICY
  - 2.1 80% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL 5 MONTHS OR LONGER BEFORE THE BOOKED DATE
  - 2.2 60% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL 4 MONTHS BEFORE THE BOOKED DATE
  - 2.3 40% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL 3 MONTHS BEFORE THE BOOKED DATE
  - 2.4 20% OF THE DEPOSIT WILL BE REFUNDED IF YOU CANCEL 2 MONTHS BEFORE THE BOOKED DATE
3. DEPOSITS ARE TO SECURE THE DATE
4. ALL ACCOUNTS ARE TO BE SETTLED IN FULL SEVEN (7) DAYS BEFORE THE FUNCTION. ANY OUTSTANDING AMOUNT ON THE ACCOUNT AND THE BAR TAB MUST BE SETTLED ON THE DAY OF THE FUNCTION BEFORE THE FUNCTION STARTS.
5. WE RESERVE THE RIGHT TO KEEP YOU RESPONSIBLE FOR ANY BREAKAGES AND THIS SHOULD BE PAID WITHIN SEVEN (7) DAYS AFTER THE FUNCTION.
6. ALL PRICES QUOTED ARE SUBJECT TO CHANGE, PROVIDED THAT THE CLIENT IS INFORMED OF SUCH CHANGES AT LEAST THIRTY (30) DAYS PRIOR TO THE RESERVED BOOKING.
7. THE CLIENT WILL NOTIFY SANTA PALOMA GUEST FARM NOT LESS THAN SEVEN (7) DAYS PRIOR TO THE FUNCTION OF THE CONFIRMED NUMBER OF GUESTS THAT WILL BE ATTENDING INCLUDING THE PHOTOGRAPHER, DJ ETC. THIS WILL BE THE NUMBER USED TO FINALISE YOUR CATERING ARRANGEMENTS AND PAY THE BALANCE OF YOUR ACCOUNT.
8. IF MORE GUESTS THAN THE ORIGINAL AMOUNT AGREED ON AND PAID FOR ARRIVE, THE CLIENT WILL BE CHARGED THE SAME “PER HEAD RATE” AS THE REST OF THE GUESTS PER EXTRA GUEST.
9. A MAXIMUM OF 100 GUESTS WILL BE ALLOWED AT THE VENUE PER FUNCTION. MANAGEMENT RESERVES THE RIGHT TO CLOSE THE GATES AND RESTRICT FURTHER ENTRY SHOULD THIS AMOUNT BE EXCEEDED. RIGHT OF ADMISSION RESERVED AT ALL TIMES.
10. THE COMPANY RESERVES THE RIGHT TO CANCEL ANY BOOKING FORTHWITH AND WITHOUT LIABILITY ON ITS PART IN THE EVENT OF ANY DAMAGE OR DESTRUCTION OF THE VENUE BY FIRE OR ANY OTHER CAUSE, ANY SHORTAGE OF LABOUR OR FOOD SUPPLIES, STRIKES, LOOKOUTS OR INDUSTRIAL UNREST, OR ANY CAUSE BEYOND THE CONTROL OF THE COMPANY WHICH SHALL PREVENT IT FROM PERFORMING ITS OBLIGATIONS IN CONNECTION WITH ANY BOOKINGS IN ITS ESTABLISHMENT.
11. THE COMPANY DOES NOT ACCEPT LIABILITY FOR LOSS OR DAMAGE TO ANY ITEM OR PROPERTY OF CUSTOMERS HOWSOEVER SUCH LOSS OR DAMAGE MAY OCCUR.
12. THE COMPANY DOES NOT ACCEPT LIABILITY FOR INJURY TO YOU OR YOUR GUESTS ON THE PREMISES DUE TO NEGLIGENCE, OVER-INDULGENCE OR ANY OTHER CAUSE.
13. NO ALCOHOL OR BEVERAGES MAY BE BROUGHT ONTO THE COMPANY PREMISES FOR CONSUMPTION.
14. SANTA PALOMA GUEST FARM RESERVES THE RIGHT TO CHARGE A CORKAGE FEE SHOULD IT BE AGREED THAT CLIENT WILL SUPPLY THEIR OWN WINE AND OR CHAMPAGNE.
15. UNLESS PRIOR ARRANGEMENT THE SETTING UP OF THE VENUE CAN TAKE PLACE ON THE DAY BEFORE THE FUNCTION.
16. IN THE UNLIKELY EVENT OF THERE BEING A BREACH OF THIS CONTRACT, REQUIRING LEGAL INTERVENTION, THE PARTY IN BREACH WILL PAY THE ATTORNEY CLIENT FEES ASSOCIATED WITH THIS INTERVENTION.

### **PLEASE NOTE**

**SANTA PALOMA GUEST FARM HAVE DRAWN ON YEARS OF EXPERIENCE IN THE FUNCTION INDUSTRY TO DEVISE THE ABOVE CONDITIONS TO SAFE-GUARD BOTH YOURSELVES, OUR VALUED CLIENT, AND OURSELVES AND GUARANTEES THAT YOU RECEIVE AN BEXCELLENT STANDARD OF SERVICE.WE LOOK FORWARD TO ENSURING THAT YOU HOST AN**

OUTSTANDING FUNCTION AND IF YOU NEED ANY ASSISTANCE WHATSOEVER, PLEASE DO NOT HESITATE TO CONTACT US



### DIRECTIONS

Travelling on the N2 from Mthatha to Port Elizabeth, take the Amailinda turnoff, at Stop, turn right over the N2, at next Stop, turn left into Voortrekker Road, 1km further turn right into Thornycroft Road, follow signs.

