



The Litchi Orchard

www.litchiorchard.co.za

SEAFORTH AVENUE, FOXHILL-UMHLALI. PO BOX 878 UMHLALI 4390. T 032 5255118/ E venue@litchiorchard.co.za/ F 0865086275

FUNCTION VENUE INFO AND RATES 2011/2012

Thank you for considering The Litchi Orchard as the venue for your function!

Overview

There is a distinct 'farm-feel' & rustic simplicity to our venue, and whilst our facilities are excellent, the focus is more on our unique setting within an old (but still productive!) litchi orchard. The beauty is that we are easily accessible (just off the N2 & within 30 minutes of Durban), yet at The Litchi Orchard you'll feel worlds away.

Our venue options & rates are as follows:

1. Main Market Shed

Pricing:

Between 8am & 4pm: R150/hr

Includes: Venue & venue cleaning before & after function.

Excludes: Kitchen facilities, catering, all hire

Between 4pm & 11pm:

- 0 to 20 people: R1200
- 21 to 49 people: R3000
- 50 to 150 people: R5500

Includes: Kitchen facilities for preferred caterers (see suppliers list), cleaning of venue before and after function, flexible bar service (including bar staff, bar glassware & ice), parking attendant & cleaner/toilet attendant, backup generator to power main market shed only.

Excludes: Catering, waiters, dishwashing & kitchen cleaning, all hire (tables, chairs, benches/haybales cutlery, crockery, table glassware etc), all decor, setup & breakdown costs, music/DJ, extra staff etc.

Please see our preferred caterers on the recommended suppliers list. Should you wish to make use of a non-preferred caterer, the caterer will be charged a kitchen usage fee of R30 per head & will need to be pre-approved by The Orchard Cafe.

2. Monkeycountry Venue

Pricing:

Between 8am & 4pm: R150/hr
Between 4pm & 11pm: R250/hr
For bar service: R50/hr per barman

Includes: Venue, cleaning of venue before and after function, venue attendant, parking attendant (night functions only), lit bonfire and wood (if required – night functions only).

Excludes: Tables, chairs, decor, catering, bar service, cutlery, crockery, music/DJ, extra staff etc.

3. Art Market Shed

Pricing:

Between 8am & 4pm only: R100/hr

Excludes: Tables, staff, chairs, decor, catering, bar service, cutlery, crockery, music/DJ etc.

4. Outdoor (Lawn/In orchard)

Pricing:

Between 8am & 4pm only: R50/hr

Excludes: Tenting/cover, staff, tables, chairs, decor, catering, bar service, cutlery, crockery, music/DJ etc.

Please note:

- A surcharge of 20% on venue fees is payable for all functions falling on public holidays, for increased staff costs.
- We have standard trestle tables available for hire as well as limited tables & benches. Please enquire.
- See our list of recommended local suppliers for services excluded from the venue fee.

Booking Deposit

A 50% non-refundable deposit for the venue (including an additional breakages deposit) is to be paid within 7 days of making a provisional booking, in order to secure. The balance of the account is to be paid in full at least 14 days before the wedding date. Please fill in the reservation form and fax/email back to us with your proof of deposit payment.

Availability & Setup times

Due to the presence of other enterprises operating at The Litchi Orchard (including our Farmer's Market), venue availability and setup times vary. Please enquire as to when you may be able to commence setup for your particular function. In general:

1. On non-market weekends: Setup may commence on the Friday prior to the function from 12 noon. Kitchen facilities are available for use by the caterer from approx 4pm on the day of the function.
2. Market weekends: Our farmers' market currently operates as follows:
 - 1st & 3rd Saturdays of each month from 8am to 1pm
 - Final Friday evening of each month from 5pm to 9pm

Functions booked on market weekends need to be booked on the understanding that the venues may only be available for setup from approx 2pm on the day of the function.

For functions booked on a Saturday after a Night Market, setup will be able to commence at 8am on the Saturday morning.

Clear-up times (applies to Main Market Shed venue specifically)

- All function materials and decor in the main market shed needs to be removed by the client before 7am on the Sunday morning after the function, as there is a Church service in the venue at 9am.
- The Cafe' facilities (including the kitchen) must also be completely clear of any of the clients' possessions or hired materials before 7am on the Sunday morning after the wedding, as the Cafe' opens for trading at 8am.
- We will remove decor and hired materials at the clients request and at the clients' risk, for an additional fee of R500.
- The client is still required to arrange for the removal of all valuable materials on the night of the function. All outstanding function material needs to be collected by 12 noon on the Monday following the function.
- The Litchi Orchard or the Orchard Cafe will not be held responsible for any loss of or damage to any function materials of any sort.

Curfew

Please note that there is a strict 11pm curfew for music on the property. Guests are to depart by 12 midnight. The curfew may be extended on the Monkeycountry venue. Please enquire.

Exclusivity

For functions of 100 people or more, the property may be exclusively reserved for function attendees from 4pm. For functions of less than 100 people our Monkeycountry venue may operate simultaneously as a pub/venue, unless booked out at an additional fee of R1500.

Bar & Drinks (applies to Main Market Shed Venue specifically)

- We supply all drinks and run the bar as required by the client. The bar can be run as follows:
 - 'Open': Drinks are run entirely on the clients tab.
 - 'Limit': Client places a cash limit (e.g. tab of R5000) or drinks preference (e.g. only beers/ciders on tab).
 - 'Cash': Guests pay for all their own drinks.
- We supply all bar glasses and ice. Note: We do not supply any table glassware i.e. wine or champagne.
- A list of specific drinks required is to be supplied by the client at least 2 weeks prior to the function date. Thereafter our final bar list with prices will be sent to the client. We strive to be as reasonable as possible 😊
- Wines and champagne: We can source and supply wine (if required) at competitive prices - please enquire. The client has the option of providing their own wines, though corkage will be charged at R25 per bottle.
- Any tab/bar limit to be placed on the bar needs to be paid in full 14 days prior to the function.
- Any outstanding amount on the bar account is to be settled in full within 7 days after the function.
- No alcohol or other beverages are to be brought onto the premises by any party attending the function.
- The Litchi Orchard reserves the right to charge a per-head amount for a 'dry' (alcohol-free) function.

On-site meetings

We are available for on-site meetings by appointment only, Mon-Fri 9am to 4pm. For weekend appointments please enquire.

Please contact our office on 032 5255118 or email venue@litchiorchard.co.za to arrange appointments, or for further information.

Thanks for your interest in our venue!

The Litchi Orchard