

NE



Welcome to Neo

We would like to thank you for showing interest in one of South Africa's most beautiful wedding and event venues.

The estate came under new ownership as well as management in October 2016 and our main focus is to give each of our clients superb service and make sure their most special day run smoothly and perfect.

We would like to keep everything as simple as possible at Neo by providing our brides and clients with only experienced management and excellent preferred suppliers.

We thus welcome you to our Estate and look forward to going on this journey with you.

Wedding venue rates:

2016-2017

In season rates:

October to April

Saturday rates: R33000.00

Friday rates: R27000.00

Sunday rates: R30000.00

Weekday rates: R20000.00

Out of Season:

May to September

Saturday rates: R27000.00

Friday rates: R22000.00

Weekday rates: R15000.00



What is included:

CEREMONY AND PRE-DRINKS

The use of the lawn, the stoep and all outside areas (if the weather permits)

- Set-up of outside areas
- A plinth for outside ceremonies

RECEPTION

A basic set-up of tables and chairs for your reception that includes our venue's cutlery, crockery and glassware.

We provide basic cutlery, crockery and glassware for 150 guest.

If specific cutlery or crockery is wanted, baiegoeters can provide rental options.

- Rose Gold Cutlery: R8.00 per piece
- Gold Cutlery: R8.00 per piece

FURNITURE FOR OUTSIDE USE:

All outside furniture can be booked at our inhouse Décor company Baiegoeters at 10% discounted rates for Neo clients.

FURNITURE FOR INSIDE USE:

Tables:

We provide 2 options for venue tables up to 150 guest

- Raw Wooden table 2.4m by 1m
- Trestle table that needs to be covered with tablecloth 2.4m by 1.2m

Chairs:

- 160 White Tiffany chairs are provided.
- Other options of chairs, tables, plinths and furniture can be booked directly from Baiegoeters.



CUTLERY, CROCKERY AND GLASSWARE

Modern silver-plated cutlery: 150 piece set for starters, mains and dessert

Basic white crockery: 150 units for starters, mains and dessert

Basic glassware: set for 150 guests

STAFF

The team at Neo is a friendly and accessible group offering you their full expertise and assistance and includes the following:

1 x Venue manager for the duration of your event.

2 x Staff members for set-up only.

Excludes:

Extra staff members for set-up @ R200 per staff member per day

Barmen @ R700 per barmen per evening

All waiters can be outsourced through Slipperyspoon Kitchen

THE VENUE FEE DOES NOT INCLUDE THE FOLLOWING:

- Full wedding or event coordination
- Linen (table cloths or serviettes)
- Ice buckets for tables
- Ambient lighting, sound and DJ services
- Alcohol, beverages and food
- Chairs for a wedding ceremony or for outside use
- Generator (available on request)
- Service staff & additional barmen
- Tables, chairs, crockery, cutlery & glassware when exceeding 150 guests



BAR AND BEVERAGES

- We will need your final bar arrangements 14 days prior to your event. The option of an open or cash bar is to be confirmed by you and a full payment is required prior to your event date in the result of an open bar. Our capable team will happily assist you in determining a possible bar estimate.
- In the event of additional beverage consumption, a credit card payment is required to settle the outstanding balance on the day of your event.
- Two barmen will be added to your account @ R700 per barmen
- As part of our liquor license regulations, our bar will close at 01h00 strictly.
- Wine: Neo charges a corkage fee of R35.00 per bottle (750ml) for any wine (normal or sparkling) that is brought onto the premises. It is required to settle this sum before the start of the event. All extra wines brought with the client needs to be removed from the Neo premises by 09h00 the following day. If this day falls on a Sunday, Collecting can be arranged for no later than 09h30 on Monday.
- Neo will not take responsibility for any loss or damage to wine provided by the client.

COFFEE

- R20.00 per person for unlimited cappuccinos, latte's, americano's, espressos
- R600 per barista



CATERING

At Neo we have the amazing Slippery Spoon kitchen as our in-house caterings and all catering requirements can be directed to them.

Johnny Hamman: 0844158817 slipperyspoon@icloud.com

Marius Uys: 0842505336 marius@spoon.kitchen



SMOKING

We do not allow smoking inside the venue. There will be designated areas for smoking, that our team will be happy to point out on your arrival.

WEDDING AND EVENT TIMES

The venue is yours from 08:00 to 01:00 on the day of the booked date. Set-up can only start the day prior to the booked date if we don't have any other bookings on the day before.

R3000 will be charged if you wish to extend the duration of your event to 02:00.

DÉCOR

At Neo we provide you with an inhouse décor company called Baiegoeters. They can supply you with all décor requirements. Please contact them at info@baiegoeters.co.za, events@baiegoeters.co.za, admin@baiegoeters.co.za for all information.

Visit their website at www.baiegoeters.co.za

SAFETY AND SECURITY

Our team will happily take the necessary precaution for the safety of your personal things and equipment although we will not take responsibility for any loss or damage to any personal belongings.

Our team will not be held responsible for any loss or injuries due to third party negligence or any other cause that led to the incident.



SITE INSPECTIONS & VIEWINGS

We cannot wait to show you around our unique and spacious venue as we welcome site inspections with open arms! Please note that viewings are by appointment only, which you are welcome to arrange with our office. Our business hours are between 09h00 to 17h00 on Mondays to Fridays and 09h00 to 12h00 on Saturdays.

WEATHER

Unfortunately, we cannot control the weather so please note that our team will not take any responsibility for outdoor events and arrangements made.

DEPOSIT AND PAYMENTS

Keep in mind that deposits or full payments made for events at Neo are non-refundable. All payments must be made prior to the wedding or event. A R2500.00 refundable deposit will be added to your account in case of any breakages or damages to the venue. This will be paid back after the duration of the wedding or event.

CANCELLATIONS

Should a cancellation occur between 30 days after your initial booking and 3 months prior to your event date, Neo will retain your deposit.

If a cancellation is made within 3 months prior to your event, our management will request a full payment and any other costs incurred by our team pertaining to the event.



Wine List

White

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| Wellington Wines Chenin Blanc | R 65 |
| Wellington Wines Sauvignon Blanc | R 65 |
| Bosman Bo-Valleij Chenin Blanc | R 65 |
| Bosman Hemel & Aarde Sauvignon Blanc | R 85 |

Red

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| Bosman Bo-Valleij Merlot | R 65 |
| Wellington Wines Cabernet Sauvignon | R 75 |

Cap Classique

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| Wellington Wines La Cave Chardonnay | R 150 |
| Wellington Wines La Cave Pinot Noir | R 150 |

