

NEE

2017 - 2018





## Welcome to Neo

This spectacular function venue is located in a Vineyard at the foot of Bainskloof and offers panoramic mountain views. The space itself is a blank canvas that can accommodate 280 guests with a dance floor and 300 guests without a dance floor. There is also a smaller venue that can accommodate up to 100 guests.

The venue boasts the amazing chefs from Slippery Spoon Kitchen and the creative decor team from Baie Goeters. This venue is the perfect combination of simplicity & natural beauty all only 75km from the Mother city..

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



## Main Venue Rates:

	Description	
	In Season October - April	Out of Season May - September
Friday Rates	R 30 000	R 25 000
Saturday Rates	R 35 000	R 30 000
Sunday Rates	R 33 000	R 27 000
Weekday Rates	R 25 000	R 20 000



## Smaller Venue Rates:

	Description	
	In Season October - April	Out of Season May - September
Friday Rates	R 30 000	Price on Request
Saturday Rates	R 35 000	An additional cost of R 5000 will apply if both venues are used
Sunday Rates	R 33 000	
Weekday Rates	R 25 000	



## WHAT IS INCLUDED:

### CEREMONY AND PRE-DRINKS

The use of the lawn, the stoep and all outside areas.

- Set-up of outside areas
- A plinth for outside ceremonies
- A table & 2 chairs for signing the register

### 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 guests

For any other crockery & cutlery contact Baie Goeters

### FURNITURE FOR OUTSIDE USE:

- 2 White Lounge Pockets

Any other furniture can be booked at our in-house Décor company Baie Goeters at 10% discounted rates for Neo clients.

### FURNITURE FOR INSIDE USE:

Tables:

We provide 2 options for venue tables:

- 15 Raw Wooden tables (2,4m by 1m)
- 15 Trestle tables (2.4m by 1.2m)

Chairs:

- 150 White Tiffany chairs are provided.
- 3 Plinths for speeches, cake & gifts
- White DJ Booth

Other options of chairs, tables, plinths and furniture can be booked directly from Baie Goeters.

## 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.

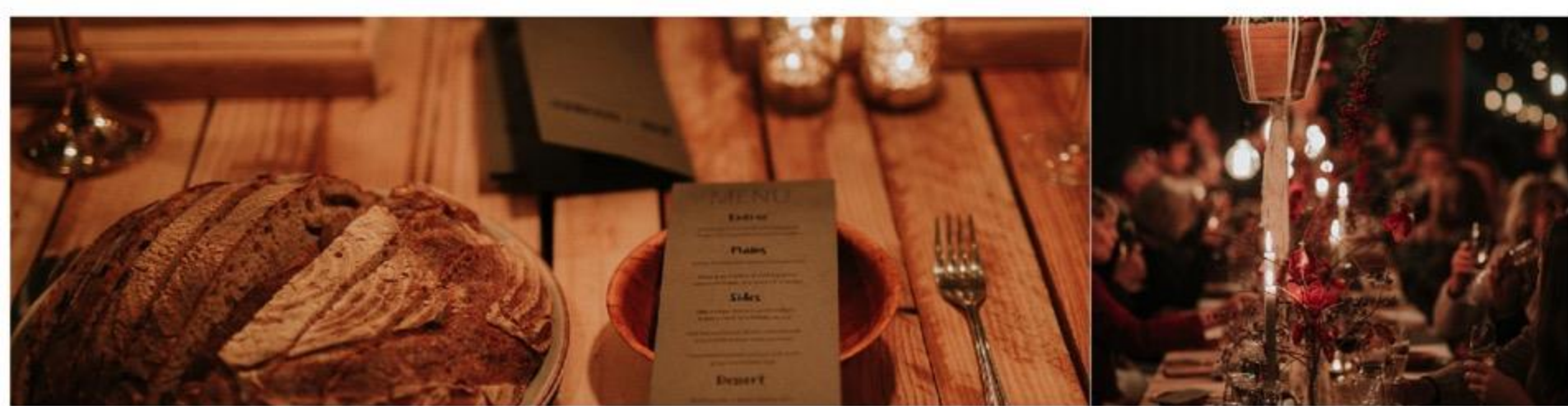
Excludes:

Barmen @ R700 per barman per evening

All waiters (can be) outsourced through Slippery Spoon 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 the wedding ceremony
- Generator (available on request)
- Tables, chairs, crockery, cutlery & glassware when exceeding 150 guests





## BAR AND BEVERAGES

- The option of an open, capped or cash bar is available
- Our capable team will happily assist you in determining a possible bar estimate.
- Two barmen will be added to your account @ R700 per barmen
- As part of our liquor license regulations, our bar will close at 01h00.
- Neo charges a corkage fee of R35.00 per bottle (750ml) for any wine (normal or sparkling) brought onto the premises.



## COFFEE

KOFI Gourmet Coffee (mobile coffee bar) is our in house coffee supplier and can assist with all kinds of hot beverages.

Please contact them at: [info@gourmetkofi.co.za](mailto:info@gourmetkofi.co.za)



## CATERING

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

Johnny Hamman

c | 0844158817

e | johnny@spoon.kitchen

Marius Uys

c | 0842505336

e | marius@spoon.kitchen

## NEO SHUTTLE SERVICE PACKAGE:

19 Seater bus to collect at guesthouse and drop at venue, plus collection at venue: R200pp

Full 19 Seater service must be booked

Bookings and payments must be made in advance

- info@baiegoeters.co.za

- shuttle@baiegoeters.co.za

## SHUTTLE COST FOR OTHER AREAS

Prices will depend on distance

Please contact us for prices.

Can shuttle any number of guests





## SMOKING

We do not allow smoking inside the venue. There will be designated areas for smoking, which 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 02h00, by prior arrangement.

## DÉCOR

At Neo we provide you with a in-house décor company called Baie Goeters. They can supply you with all décor requirements.

Please contact them at:

[info@baiegoeters.co.za](mailto:info@baiegoeters.co.za)

[events@baiegoeters.co.za](mailto:events@baiegoeters.co.za)

[admin@baiegoeters.co.za](mailto:admin@baiegoeters.co.za)

Or visit their website at [www.baiegoeters.co.za](http://www.baiegoeters.co.za)



## SAFETY AND SECURITY

Although we take all the necessary precautions to ensure the safety of your personal belongings and equipment, we will not be held responsible for any losses or damages.

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



## SITE INSPECTIONS & VIEWINGS

We cannot wait to show you around our unique and spacious venue! 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. An alternative area will be supplied for the ceremony.

## 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

Wellington Wines Chenin Blanc R90  
Wellington Wines Sauvignon Blanc R90

Val Du Charron Four White Legs R80

Bosman Bo-Valleij Chenin Blanc R80  
Bosman Upper Hemel & Aarde Sauvignon Blanc R90  
Bosman Adama White R155

Doolhof Lady in White R140

### Red

Wellington Wines Cabernet Sauvignon R100

Val Du Charron Black Countess R110

Bosman Bo-Valleij Merlot R80  
Bosman Adama Red R155

Doolhof Lady in Red Bordeaux Blend R110

Andreas Shiraz R175

### Cap Classique

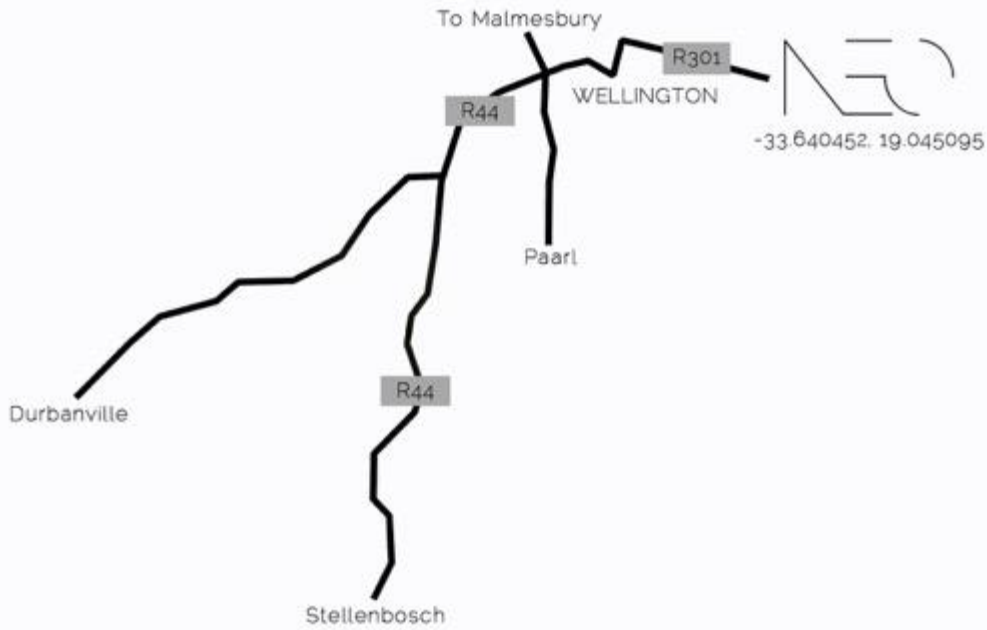
Wellington Wines La Cave Chardonnay R 150  
Wellington Wines La Cave Premium MCC R175

Bosman MCC Loose Cannon R150

Simonsig Kaapse Vonkel R140

Pongracz Brut R160

## Directions:



THANK YOU

Special thanks to Jana & Bernard who's beautiful wedding captured the essence of NEO venue space.

Photo's | Dearheart photos  
Venue | Neo Venue  
Furniture and Lighting | Goeters  
Floral Design: | Liezl Kotze Floral Design  
Dress | Grace Loves Lace  
Catering | Slippery Spoon Kitchen  
Wedding Cake | The Birdcage  
Co-ordination | Kraak