



# KIEVITS KROON

GAUTENG WINE ESTATE



## EVENT SPECIFICATIONS, REQUESTS AND REGULATIONS

### **PYROTECHNICS**

- **THIS IS DISCOURAGED AND A HIGH RISK TO THE ESTATE**
- pyrotechnics may only be utilised under strict control of a reputable and registered pyrotechnics practitioner
- a valid permit must be produced before the event, reflecting that this has been cleared by the south african police explosive unit
- display time must be advised at least 24-hours before the event is due to take place, in-order to disarm the relevant smoke detectors
- the above details are to be dealt with and conveyed to the assigned co-ordinator, groups and convention manager as well as the health and safety manager

### **FIRE WALKING, FIRE EATING AND FLAME THROWING**

- **THIS IS DISCOURAGED AND A HIGH RISK TO THE ESTATE**
- strictly under agreed upon circumstances, this can be considered with strict fire and safety measures in-place.
- the above details are to be dealt with and conveyed to the assigned co-ordinator, groups and convention manager as well as the health and safety manager

### **SMOKE GENERATION**

- smoke machines are generally used for lighting effects
- the use of this must be advised at least 24-hours prior to the use of the machine in-order to disarm the relevant smoke detectors
- the above details are to be dealt with and conveyed to the assigned co-ordinator, groups and convention manager as well as the health and safety manager

### **COMPLEX FURNITURE**

- under no circumstances is any furniture allowed to be moved from any location such as guest rooms, lounges or other public areas and used in venue or function areas for any reason
- design, layout and use has been created for the enjoyment of all guests
- the assigned events coordinator will assist in renting external furniture as per your event specification or requirements at and additional fee
- please refer any enquiries to the assigned events coordinator

### **LASER DISPLAYS AND WATER FEATURES**

- this is welcome, provided the required precautions are in place to protect the carpets, other equipment and materials
- prior arrangements need to be made at least 48 hours before an event, for water supplies and drainage
- details pertaining to the agreement must be documented in the function sheet pertaining to the said event
- please refer any enquiries to the assigned events coordinator

### **EMERGENCY ESCAPES AND EQUIPMENT**

- clear and unrestricted access must always be maintained
- please refer any enquiries to the facilities health & safety manager as well as the assigned events coordinator

### **EMERGENCY EXIT SIGNAGE**

- emergency signage may not be hidden or covered by any means
- should the above be unavoidable, alternate signage to the same specification as the original signage must be erected to provide at least the same message as the permanent signage
- should the organiser not comply with this, kievits kroon will arrange this and charge the client accordingly.



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## EVENT SPECIFIC BRANDING, SIGNAGE, POSTERS AND FLIPCHART NOTES

- no items of any nature are allowed to be placed, pinned or stuck on any walls, curtain or blinds
- banners by means of any client branding is restricted to the areas and venues that are contracted to the client or group and may not infringe on other groups, clients or guest areas
- please also refer to restrictions pertaining to fire escapes etc.
- any additional branding areas requested by the client, must be cleared and authorized by the groups and conventions manager
- details pertaining to the agreement must be documented in the function sheet pertaining to the said event
- additional costs are to be considered and applied if agreed upon by the groups and conventions manager
- please refer any enquiries to the assigned events coordinator

## NOISE POLLUTION

- all indoor and outdoor events need to comply with the city of tshwane noise pollution guidelines in respect to our neighbours
- db levels will be monitored during an event and the security manager will guide the client accordingly
- events db reading should not exceed a level of 70
- no loud music will be permitted after 22h00 and all music to end by 24h00

## JOC APPLICATIONS

- a professional company to be contracted to compile a city of tshwane joc application file
- applications to be done at least 30 days before your event takes place

## CONFERENCE RELATED

ITEM	PRICE PER ITEM
conference note pad	25
conference pen	25
white board with 4 assorted markets	290
flip chart and paper with 4 assorted markets	390
5m extension cord	100
10m extension cord	150
15m extension cord	200
multi plug	150
conference organisers stationary bag with 15 items	850
conference organisers stationary bag with 40 items	1 375

## GIFTING

ITEM	PRICE PER ITEM
winelands gift bag 1 - bottle of kievits kroon red and a bottle of kievits kroon white	495
winelands gift bag 2 - for her or for him - toner, cleanser, and anti-ageing moisturiser	1 700
bouquet of freshly cut flowers including specialised water bag	820



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## BANQUETING RELATED

ITEM	PRICE PER ITEM
<b>BANQUETING SERVICE</b>	
surcharge per table if less than 10 guest per table - one waiter allocated for every 10 guest per table, extra staffing needed - staffing cost R 175 per waiter per hours per shift, minimum 8 hours	1 400
<b>STAFFING AND LABOUR COST</b>	
an additional staffing fee is applicable should a client request the use of our staff for specific time or tasks which needs to be done, this included, porter, security, waiters, and staff needed for specific room drops.  staffing cost can be calculated as follow, calculated per hour:	
- waiter	175
- room porter	175
- conference porter	175
- barman	250
- room attendant	175
- commis-chef	275
- security guard - billed per 8-hour shift only	2 250

## AFTERHOURS CHARGES

ITEM	PRICE PER ITEM
midnight to 1am	3 000
1am to 2am	3 500
2am onwards per hour	7 000

## ACCOMMODATION RELATED

ITEM	PRICE PER ITEM
room drops	125
early arrival per room from 8h00	950
late departure per room until 14h00	950

## BEVERAGE RELATED

ITEM	PRICE PER UNIT
jugs of ice water - lemon, mint, seasonal berries, pineapple or carrot and cucumber infused - per jug no replenishing	70
corkage - selected standard wines only - exclusive wines, champagnes, or mcc corkage prices on request only - corkage not allowed on any spirits - corkage depended on item and may vary	250  250 to 2 500
<b>NO OTHER BEVERAGE ITEMS ALLOWED ON THE ESTATE</b> - unauthorized beverage items will be confiscated and kept at security until departure of guests	