

Information Pack 2023





Welcome to Barker Manor



Welcome to Barker Manor Kloof, a functions venue and guest house. We would love to host your special day at our venue nestled amongst the picturesque trees in central Kloof. Barker Manor Kloof is a country chic venue with unique and charming features.

Your ceremony will take place on the sprawling lawn in front of the venue with canapes and pre-drinks around the pool and on the large veranda. Our functions room can accommodate up to 150 guests.

Venue Hire 2023

Venue Hire Cost	R 25 217.39
Vat @ 15%	R 3 782.61
Total	R 29 000.00

Effective as of 01 January 2023



Items included in Venue Hire:

- Tables – banquet style & square, cocktail tables, coffee tables & occasional tables
 - White Tiffany chairs with cushions
 - White Wimbledon chairs with padded seats
 - Occasional chairs & couches
 - Table linen
 - Seating plan easel
 - Lectern
 - White draping to back wall of venue
 - Fairy lighting to beams & back wall of venue
 - Maxwell & Williams Crockery
 - DuBarry Cutlery
 - Table glasses
 - Tableware such as carafes, jugs, bread baskets, butter pats & cruets, etc
 - Pre-drinks area with furniture and props
 - Use of throws/blankets
 - Complimentary props in venue; wine barrels, faux trees, foliage screens, etc.
 - Manager during function
 - Security guards at gate
 - Parking attendants
 - Staff to set up & dismantle function room
 - Generator provided for any electricity outages
 - On-site parking for 70 cars – we reserve 10 bays for personnel
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Items excluded in Venue Hire:

- Catering and catering staff
- Bar staff and bar service staff
- Delivery of drinks & bar requisites
- Bar extras
- Outside bar
- Cost of beverages/liquor
- DJ, Photographer and Videographer
- Audio visual equipment
- Flowers, candles, and décor
- Stages
- Marquees/stretch tent



Service Providers

We have a list of preferred service providers which includes DJ's, Photographers, Videographers, Bakers, etc but clients are free to select their own service providers in consultation with venue.

The Venue has a strict delivery policy and procedures for service providers working at Barker Manor Kloof for and on behalf of the client.

Service providers are required to abide by rules and regulations that apply to Barker Manor Kloof and will be required to complete a service providers form with all relevant details.

Client's service providers such as florists are required to remove their waste and leave Barker Manor Kloof in a good and proper condition. They may not utilise the services of employees of Barker Manor Kloof.



Decor Hire

EXCLUSIVE OFFER TO BARKER MANOR CLIENTS:

- 10% discount on décor items hired from our company, Planned To Perfection.

Floral styling service

We have a highly recommend floral stylist who can assist you with all your flower requirements and who has worked at Barker Manor Kloof on most weddings.

You are however, free to engage with your own florist.



Confirmation of booking

Barker Manor Kloof requires 50% of the venue hire fee as a booking fee and a signed Terms and Conditions Contract to secure your booking and function date.

The balance of the breakage/damages deposit, accommodation, décor hired from Planned To Perfection, flowers provided by Planned To Perfection, catering and drinks are due one calendar month prior to the function date and all payments are made to Barker Manor Kloof.

Refundable breakage damages deposit

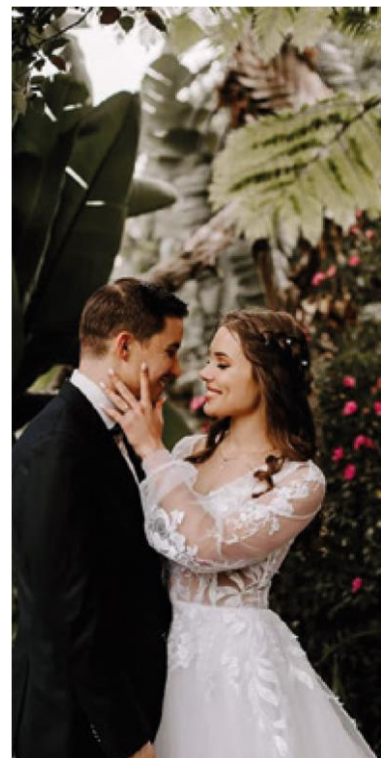
Barker Manor Kloof requires a R5000 (Five Thousand Rand) breakage deposit and such deposit will be refunded within 14 (fourteen) days of the function, less any damages to our property and any other expenses incurred by us.

Deposits are VAT exempt.

Please supply banking details for refund purposes.

The breakage/damage deposit will include any décor items hired from Planned To Perfection and/or any décor items or props used for your function.

The client shall be responsible for any damage caused to rooms, décor, property and equipment whether by any act or omission of the client, guests, employees or agents of the client.





Electrical power

Client to liaise with venue if service providers are to bring in any electrical devices.

The service providers will be required to supply electrical specifications to ensure the venue has adequate electric supply and the service providers equipment does not trip the power supply.

The venue will provide generators to power lights, music, gates only in the event of a power outage.

Cancellation Policy

If a client cancels the booking, a refund will apply as follows:

- 1 year in advance - 95% refund due
- Less than 1 year in advance - 50% refund due
- Less than 6 months - 25% refund due (Less any expenses incurred)

Bookings are not transferable. The contract is between the client and Barker Manor Kloof and may not be passed over to any third party, unless prior written consent is given by Barker Manor Kloof. Any amount outstanding with Barker Manor Kloof will be subject to interest charges at prime plus 2% (2 percent) per month or part thereof.

Barker Manor Kloof reserves the right to cancel any booking, and without liability on its part, in the event of any damage or destruction of the venue by fire or any other cause whatsoever, any shortage of labour or food supplies, strikes, lockouts or industrial or political unrest, or any other cause beyond the control of Barker Manor Kloof which prevents it from performing its obligations in connection with any booking or contract between Barker Manor Kloof and the client.



If the performance of either party herein is delayed or prevented at any time due to circumstances beyond the control of the other, including, without limitation, those resulting from labour disputes, fire, floods, riots, civil disturbances, weather conditions, control exercised by a government entity, unavoidable casualties or acts of God or public enemy, the performance of such party shall be excused for so long as the circumstances shall prevent such performances. Should the clients' function be cancelled, postponed, or otherwise adversely impacted as a result of a force majeure event, there shall be no refunds for payments already received by Barker Manor Kloof. Barker Manor Kloof will use all reasonable efforts to work with clients to produce the contracted function at a later date, subject to Barker Manor Kloof's availability. Additional fees may occur.

Music

Clients to supply all audio equipment required. In accordance with municipal by-laws, there is a sound limit of 85 decibels. The venue reserves the right to request that music is kept at this level during a function. In accordance with municipal by-laws, the music will be switched off at 11.30 pm and the venue shall be vacated by 12.00 midnight, unless Government regulations dictate otherwise.



Catering

- Barker Manor Kloof has a professional caterer. Clients are not permitted to bring their own caterers onto the property. The caterer is as follows:
 - Bleu Berri Concept Catering
- Clients are to liaise directly with the caterer regarding their requirements.
- Menu design in consultation with client
- Cost of waitrons are added to catering bill
- Quotations to be accepted and paid one calendar month prior to function date
- All payments to be made to Barker Manor Kloof
- Special dietary requirements to be advised to caterer
- Meals for service providers to be advised to caterer
- Menu tasting in consultation with caterer
- Cost of menu tasting to be arranged with caterer
- Waitron costs are to be advised by caterer according to your requirements
- Charges for extra personnel to be invoiced to client

Drinks

- We use the services of Bleu Berri Concept Catering who will liaise with the client regarding drinks to be stocked in the bar and how the client would like the bar to be conducted.
- There is a minimum bar spend of R7000.00 (SEVEN THOUSAND RAND). From the minimum bar spend the following is deducted:

(Weddings/functions 50-100)

Charge is R3 300.00 – balance of R3 700.00 will be used towards your drinks at either pre-drinks or at your reception.

Prior to wedding:

This covers the staff time, transport for prior to the wedding. Arranging and collecting stock. Stock counts and setting up the bar in preparation for the wedding.

The day of the wedding:

1 x manager

2 x bar assistants

Average hours worked for a wedding is 10-11 hours

Includes staff transport after the wedding

Includes a staff meal

20 bags of ice

After the wedding

Stock take, recon of any tabs, checking cash up

Returning extra stock to supplier

Transport



(Weddings/functions 101-150)

Charge is R4 720.00 – balance of R2 280.00 will be used towards your drinks at pre-drinks or at your reception.

Prior to wedding:

This covers the staff time, transport for prior to the wedding. Arranging and collecting stock. Stock counts and setting up the bar in preparation for the wedding.

The day of the wedding:

1 x manager

3 x bar assistants

Average hours worked for a wedding is 10-11 hours

Includes staff transport after the wedding

Includes a staff meal

40 bags of ice

After the wedding:

Stock take, recon of any tabs, checking cash up

Returning extra stock to supplier

Transport

The remainder of the minimum bar spend will be put towards your drinks at pre-drinks or in the reception venue.

This does not cover special requests, speciality hiring and breakages.

Corkage R60.00 per bottle brought in and is limited to 20 bottles of wine and/or champagne.

Cash bars, open bars and bar tabs are allowed.

Bar limits to be agreed prior to the function.

Quotations are to be accepted and paid one calendar month prior to the function date.

The bar limit can be extended during the function and the client is required to settle the extended amount during or at the end of the function.

No IOU's will be allowed.

Boot bars are strictly prohibited and a fine will be enforced if this is not adhered to.

- Quotes and invoices issued by the bar service company are due on acceptance of the quote/invoice and the balance is due for payment one calendar month prior to the function date.

Barker Manor Kloof reserves the right to ban food or beverages at the venue (excluding the Guest House for self-catering purposes) unless prior arrangements have been made and corkage discussed and agreed upon.



Barker Manor Guest House



Rates available on request.



Right of Admission Guest House

Right of Admission is reserved.



Barker Manor Kloof has a beautiful on-site self-catering guest house which sleeps a maximum of 10 guests.

- 2pm check in unless by prior arrangement
- Check out 10am unless by prior arrangement
- Fully fitted kitchen for self-catering
- Lounge
- Unstocked bar
- Dining room
- Private enclosed swimming pool area
- WIFI connection
- Bedrooms fitted with air conditioners
- TV lounge with full DSTV package
- 1 master bedroom and master en suite bathroom, with TV & full dstv package
- 2 internal double ensuite bedrooms with sitting rooms – TV & hotel bouquet
- 2 external double ensuite bedrooms – TV & hotel bouquet
- Tea/coffee stations in bedrooms

All guests staying in the guest house of Barker Manor Kloof, (maximum 10 persons/night) will be required to complete booking forms with names, addresses, ID numbers and car registration details. Payment is required in advance.



Liability

Persons entering Barker Manor Kloof do so at their own risk.

The management and staff of Barker Manor Kloof will not accept liability for any loss of property or any injury or damage to persons or any property whatsoever and the client indemnifies Barker Manor Kloof against any such loss, injury or damage.

Please note, we have two swimming pools on the property and we cannot accept any liability whatsoever connected to these swimming pools.

Pyrotechnics and/or open flames

No fireworks or paper sky lanterns or lighting of alcohol are allowed to be discharged on Barker Manor Kloof Property. The use of special effect cannons and gerbs will be allowed in consultation and with prior knowledge of Barker Manor Kloof.

The Service Provider will have to supply Barker Manor Kloof the relevant legal documentation for dispensing such equipment. They will also provide portable fire extinguishers. Smoke machines in the venue are not allowed.

Any damage caused by candles, sparklers or any other open flame, to linen or any other property belonging to Barker Manor Kloof or Planned To Perfection or Guests and/or their property will be for the client's account.

If you have any queries, please do not hesitate to get in touch with us. We would love to meet you and to show you around our beautiful venue.

info@barkermanorkloof.co.za | 031 764 2416 (8am – 3pm)

