thewillows

FUNCTIONS & PARTIES

EVENTS CENTRE

The Willows Events Centre offers two informal venues for functions and parties accommodating up to 250 guests. Our 3-star facilities include: secure parking, 3-star accommodation, and a fully licensed bar. Our Events Centre is also completely wheelchair accessible with a disabled ablution facility.

INCLUDED IN THE VENUE HIRE PRICES

- Eight- to ten-seater round tables with plain white or Damask white tablecloths (maximum 25 tables)
- Conference chairs with plain white chair covers (max 250 chairs) OR white Wimbledon chairs (max 120 chairs)
- Cake table, Gift table and DJ Table with plain white tablecloths
- All cutlery, crockery, glassware & cupcake stand
- Setup and clean-up of the venue

NOT INCLUDED IN THE VENUE HIRE PRICES

- Food & Beverage
- Bar Facility (bar tab, barmen wages, corkage, etc.)
- DJ / Entertainment and Sound Equipment
- Décor (draping, table décor, flowers, etc.)
- Waitrons - R 550 each (see recommendations below)
- Equipment Hire - Data Projector & White Screen, PA System & Microphones
- Public Holiday & Sunday surcharge - R 1 500

VENUES, CAPACITIES & PRICING

	MAIN HALL VENUE	FUNCTION ROOM VENUE
Cost	R100 per person	R100 per person
Maximum Total Cost	R16 200 (164 or more guests)	R8 600 (88 or more guests)
With Space for Dance Floor	200 guests (20 ten-seater round tables)	90 guests (9 ten-seater round tables)
Without Space for Dance Floor	250 guests (25 ten-seater round tables)	120 guests (12 ten-seater round tables)

You are more than welcome to come and view our venues. However, it is very important that you phone us and make an appointment first. If we have functions taking place, we might not be able to show you around. To make an appointment, please call the Events Office on Tel: 041 396 2006.

ACCOMMODATION

The Willows is all about convenience and variety for our guests. Our accommodation units are fully equipped and within walking distance of our venues. We offer different types of accommodation, ranging from our smallest unit for 2 people to an 8-sleeper rondavel. Please note that every unit in our resorts consist of a double bed in the main bedroom and either single or single and slide-out beds in the other bedrooms. You may request that the units be serviced each day, but an additional fee (per service) is payable. If you would like to enquire about our accommodation, would like to make a reservation, or would like to arrange that the units are serviced daily, you can contact our reservations team on Tel: 041 396 2000. Please note that our check in time is after 14:00 and check out time is before 10:00.

You are more than welcome to come and view our various units, however, it is very important that you phone us and make an appointment first to ensure that the particular type of unit is vacant and available to view on the day.

EQUIPMENT HIRE

	MAIN HALL VENUE	FUNCTION ROOM VENUE
Data Projector & White Screen: (supply your own laptop)	R 550	R 550
Large PA System & Microphones: (1 x cord, 2 x cordless)	R 1 000	R 1 000

MUSIC & ENTERTAINMENT

Since music and entertainment is a matter of personal taste, you are responsible for arranging your own. You are welcome to source your own entertainment provider. Please note that we do not supply any extension leads, multi-plugs, microphone stands etc – all equipment must be provided by your entertainment provider.

All music/entertainment must end at midnight and all guests are to vacate venue by no later than 00:30.

DÉCOR & DRAPING

We are only able to provide basic table décor but work closely with décor suppliers in the area. You are welcome to arrange your own décor through any supplier of your choice. If you arrange your own décor supplier, or would like to add your own personal touch, please let us know well in advance so that we can arrange a setup and pack up time for you and/or your décor supplier. If you would like us to assist with sourcing the specific décor you have in mind or would like to discuss some décor ideas, please contact us to book an appointment. We are also able to arrange draping of our venues through our preferred suppliers.

The following items are included in the venue hire price, whether they are used or not:

- White Damask tablecloths
- Plain white chair covers
- Plain white linen napkins

DEPOSITS & PAYMENTS

PLEASE NOTE: The Willows reserves the right to change prices without notice should there be any unforeseen increases. Accepted payment methods include: Cash, E.F.T., and Debit/Credit Cards (We DO NOT accept American Express or Diners Club).

DEPOSIT/PAYMENT	%	WHEN
First Deposit: (Non-refundable)	10%	Within 7 days of receiving first quote
Second Deposit	40%	30 days before your arrival
Final Payment	50%	7 days before your arrival

The 10% holding (first) deposit is non-refundable. The deposit dates and amounts will appear on your quotation.

Changes to the number of delegates must be communicated in writing, and the quotation can then be adjusted accordingly. However, NO changes can be made within one week of the function start date.

A refundable damage deposit of R 2 000 is charged, and is used to recover the costs of any breakages or last minute extras. The difference will be paid back into your bank account via E.F.T within 7 days after the conference.

BAR FACILITY

- The bar facility is only made available upon request and must be booked in advance.
- The Willows has a fully licensed bar and reserves the right to confiscate any alcohol not purchased at the venue.
- The consumption of alcohol in the parking area or inside of vehicles is strictly prohibited.
- Last round will be called at 23:30 and the bar will close at midnight.
- The bar is available on a cash or tab basis. Please contact the bar concession holder to discuss any applicable bar tab restrictions (which drinks will be available to purchase on the bar tab).
- Barman wages are payable at a rate of R 100 per hour (R 135 per hour on Sundays and R 180 per hour on public holidays).
- One barman is required per ±35 people.
- The bar is well stocked, but should you have any special requests, arrangements can be made with the bar concession holder.
- You may bring your own Champagne or Wine into the venues, but only with the prior permission of the bar concession holder.
  - However, a corkage fee of R 80 per 750ml bottle will be charged. Please note that in this case, any bottles brought into the venues will not be stored in the bar or kitchen fridges (no cooler boxes, or ice buckets will be supplied). The onus is on the person supplying the bottles to ensure that they are kept cold and distributed within the venue at the appropriate times.
- The total cost of the barman wages, any corkage fee, any bar tab, table wine and/or champagne can be included on your quotation, but a R 52 levy will apply. Alternatively all bar requirements can be quoted by and paid directly to the bar concession holder.

BAR CONCESSION HOLDER DETAILS:

Name: Sampie Marais
Email: lizalex70@yahoo.com
Tel: 041 396 2014
Cell: 082 594 4278

WAITRONS

- The charge per waitron is **R 550**.
- At least one waitron is required, and their sole purpose will be to assist the kitchen staff with serving any plated meals and clearing the tables of cutlery, crockery and glasses.

The number of waitrons required depends on the following:
- The number of guests
- Whether you would like them to take orders from guests for drinks from the bar (Main Hall only)

Our recommendations:
- Function Room (less than 50 guests) – Clearing tables only – 1 waitron
- Main Hall (more than 50 guests) – Clearing tables only – 2 waitrons
- Main Hall (more than 90 guests) – Clearing tables & taking drinks orders from guests – 1 waitron per 30 guests

CATERING & MENUS

- All menu prices below are per person.
- The Willows reserves the right to change prices without notice should there be any unforeseen increases.
- One menu must be chosen for the entire group since we serve our meals buffet style.
- All menus can be re-designed and costed to meet your specific requirements.
- NO self-catering or external caterers will be permitted – only in-house catering or sourced from our trusted suppliers.
- NO food or drinks may be brought onto the premises & NO take-aways will be permitted.
- The kitchen closes at 21:30. Dinner must be served by no later than 20:00 and the buffet will be open for a maximum of 1 hour only.
- Special dietary requirements (e.g.: Halaal, Vegetarian, Vegan, Diabetic and Gluten Free meals) can be accommodated, but must be arranged well in advance and a surcharge may apply per meal. If you have any other requirements, please discuss them with us, as you may be required to supply your own meals.
- Children under 10 years old receive a 50% discount on: Braai, Spit Braai, Chef's Buffet, and Design-Your-Own-Buffet menus, and children under 4 years old are free of charge.

MENUS

WELCOME DRINKS *Choice of 1 Alcoholic & 1 Non-Alcoholic Welcome Drink to serve ONE drink per person*	
Alcoholic:	
- Fruity Cocktail (Vodka, Juice with Mint & Fruits)	R 44
- Champagne & Orange Juice	R 42
- Sherry	R 27
Non-Alcoholic:	
- Fruit Juice (Served with Mint & Berries)	R 27
- Ice Tea (Served with Mint & Berries)	R 34
- Sparkling Grape Juice (Served with Berries)	R 34
WELCOME SNACKS	
- Bread Table	R 120
Cold Options *(all the items below are included)* - Mediterranean Summer Platter (Cherry Tomatoes, Black/Green Olives, Gherkins, Ham & Salami, Feta Chunks) - Crackers, Mini Roosterbrood, Selection of Breads - Salmon Pate & Liver Pate - A Selection of Cheeses & Cream Cheeses - Biltong & Droëwors - Nuts & Grapes	
Warm Options Choice of 3 - Mini Pies - Mini Pizzas - Mini Spring Rolls - Mini Rissoles - Mini Vetkoek with Mince	
STARTERS Choice of 1 Cold Options	
- Light Fish Salad served on a bed of Lettuce	R 50

- Smoked Chicken Salad with a light honey & mustard vinaigrette	R 50
Warm Options	
- Vegetable Spring Rolls with Sweet Chili Sauce	R 44
- Smoked Chicken & Mushroom Quiche in a Crispy Phyllo Pastry	R 60
- Ham & Cheese Quiche in a Crispy Phyllo Pastry	R 60
DRINKS ON THE TABLES	
- Jug of Fruit Juice 1.6l (serves 5 people)	R 90
- Appletiser 1.25l	R 44
- Red OR White Grapetiser 1.25l	R 44
- Still Bottled Water 750ml	R 30
- Sparkling Bottled Water 750ml	R 30
- Table Wine – Red	R 140
- Table Wine – White	R 140

BRAAI MENUS *(Lunch or Dinner) A minimum of 20 people are required to order this menu.* *Halaal Braai Meat is available and is braaied on a separate braai grid.* *The braai meat is braaied by our staff on a large gas braai in the Lapa Area – No self braaing is permitted.*	
PRE-SPIT BRAAI SNACKS - Salted Peanuts & Raisins - Biltong & Droëwors - Crisps & Pretzels with Dips	R 65
2 PIECE BRAAI - Lamb Chop - Boerewors or Cheese Griller	R 220
3 PIECE BRAAI - Lamb Chop - Boerewors or Cheese Griller - Chicken Kebab	R 240
Side Dishes: - Bread Rolls or Roosterkoek or Homemade Bread + Choice of 1: - Creamy Hot Potato Bake topped with Cheese & Fresh Herbs - Cold Potato Salad with Mayonnaise	
+ Choice of 3: - Curried Noodle Salad - Four Bean Salad - Spicy Chakalaka Salad - Greek Salad - Carrot & Pineapple - Beetroot Salad	
Extra Side Dishes	R 30
DRINKS *(with Lunch or Dinner)*	
- Fruit Juice	R 18
- Soft Drink	R 20
Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2	

SPIT BRAAI MENUS *(Lunch or Dinner) A minimum of 30 people are required to order this menu.* *The Spit Braai is NOT done on site. Halaal Lamb and Chicken can be arranged*	
PRE-SPIT BRAAI SNACKS - Salted Peanuts & Raisins - Biltong & Droëwors - Crisps & Pretzels with Dips	R 65
SPIT BRAAI MENU OPTIONS - 2 Meats, 4 Side Dishes - 3 Meats, 4 Side Dishes	 R 220 R 240
Meat Dishes: - Spit Braai Lamb - Spit Braai Pork - Spit Braai Chicken - Chicken Kebabs	
Side Dishes: - Bread Rolls or Roosterkoek or Homemade Bread + Choice of 1: - Creamy Hot Potato Bake topped with Cheese & Fresh Herbs - Garlic Baby Potatoes - Roast Potatoes - Cold Potato Salad with Mayonnaise	
+ Choice of 3: - Savoury Rice - Oven Roasted Vegetables - Roasted Butternut - Gem Squash filled with Creamed Sweetcorn and topped with Cheese - Curried Noodle Salad - Four Bean Salad - Spicy Chakalaka Salad - Greek Salad - Carrot & Pineapple - Beetroot Salad	
Extra Side Dishes	R 30
DRINKS (with Lunch or Dinner) - Fruit Juice - Soft Drink	 R18 R20
Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2	
CHEF'S BUFFET WITH DESSERT *(Lunch or Dinner) A minimum of 20 people are required to order this menu.*	R 220
Meat Dishes: + Choice of 1: - Lamb Curry with Basmati Rice - Beef Goulash with White Rice - Chicken A La King with White Rice	
+ Choice of 1: - Roast Chicken Thigh - Roast Lamb & Gravy - Roast Beef & Gravy - Roast Gammon & Gravy	

Side Dishes: - Chef's Choice Vegetable Dish - Chef's Choice Potato Dish - Greek Salad - Bread Rolls or Roosterkoek or Homemade Bread DESSERT: - Chef's Choice Dessert	
DRINKS *(with Lunch or Dinner)* - Fruit Juice - Soft Drink	 R 18 R 20
Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2	
DESIGN-YOUR-OWN BUFFET *(Dinner Only)* - 2 Meat Dishes, 4 Side Dishes - 3 Meat Dishes, 4 Side Dishes - Extra Meat Dish - Extra Side Dish	 R 225 R 240 R 35 R 30
Meat Dishes: Chicken Dishes - Creamy Chicken & Mushroom Pie - Chicken Breast stuffed with Spinach & Feta and wrapped in Bacon - Roast Lemon & Thyme Chicken with Honey Mustard Glaze Beef Dishes - Roast Beef in gravy - Mild Beef Curry – Tomato Based with Baby Potatoes & Coriander - Bobotie with Coconut Milk Lamb Dishes - Roast Lamb with Garlic, Rosemary & Red Wine - Lamb Stew with Fresh Herbs & Baby Potatoes Pork Dishes - Roast Gammon with Sticky Honey & Mustard Glaze Hot Side Dishes: - Savoury Rice with Mushrooms - Yellow Rice with Peppers - White Rice with Gravy - Basmati Rice - Roast Potatoes - Baby Garlic Potatoes - Potato Bake topped with Cheese - Oven Roast Vegetable Medley - Baby Carrots & Peas - Green Beans with Peppers & Onion - Creamed Spinach with Potato - Roasted Butternut - Sweet Pumpkin - Gem Squash with Sweetcorn and Cheese - Broccoli & Cauliflower with Cheese Sauce Cold Side Dishes: - Potato Salad - Curried Noodle Salad	

- Four Bean Salad - Spicy Chakalaka Salad - Greek Salad - Beetroot Salad	
DRINKS *(with Lunch or Dinner)* - Fruit Juice - Soft Drink	 R 18 R 20
Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2	
DESSERTS + Choice of 1: COLD - Ice Cream with Chocolate & Mint Sauce - Black Forrest Gateaux with Cherries - Mississippi Mud Pie - Cheesecake (Strawberry or Lemon) with Berries in season - Salted Caramel Individual Cheesecake WARM - Malva Pudding & Custard - Apple Crumble & Cream - Boston Brownie	 R 45 R 55 R 55 R 55 R 55 R 55 R 55 R 55