



## CAVALLI ESTATE Frequently Asked Questions

### **BANQUETING VENUES**

#### The Main Function Venue

13.5m x 30m Indoor venue  
350 guests seated at tables without a dancefloor  
300 guests seated at tables with a dance floor  
600 guests standing

#### The Conservatory

15m x 6.3m Indoor venue  
70 guests seated at tables without a dancefloor  
50 guests seated at tables with a dancefloor  
120 guests seated ceremony style  
100 guests standing

#### The Restaurant

15m x 10m Indoor venue  
100 guests seated at tables without a dancefloor  
80 guests seated at tables with a dancefloor  
200 guests seated ceremony style  
250 guests standing

#### The Sunken Garden

19.2m x 17.5m Outdoor venue  
150 guests seated at tables without a dancefloor  
300 guests seated ceremony style  
400 guests standing

#### The Lawn

32m x 8m Outdoor venue  
300 guests seated ceremony style  
250 guests standing

### **What does the venue hire include?**

#### The Main Function Venue

Included in the Main Function Venue hire is 1 in-house barman, 300 imported white Arper chairs, 30 10-seater tables, cutlery, and crockery for your guests.  
No glassware and staffing are included in the venue hire.

#### The Conservatory

Included in the Conservatory Venue hire is 1 in-house barman, 300 imported white Arper chairs, 30 10-seater tables, cutlery, and crockery for your guests.  
No glassware and staffing are included in the venue hire.

#### The Restaurant

Included in the Restaurant Venue hire is 1 in-house barman, 300 imported white Arper chairs, 30 10-seater tables, cutlery, and crockery for your guests.  
No glassware and staffing are included in the venue hire.



## **BOOKING PROCEDURES**

### **What is a provisional booking?**

A provisional booking is a 7-day period whereby a chosen date is secured by the Banqueting Manager, upon your request, to allow you first option to secure your preferred date. This allows time for signing the quote and contract as well as making the deposit payment.

### **Do you need to have a coordinator for your function?**

A coordinator is mandatory at all Cavalli functions.

### **Does Cavalli Estate offer in-house coordination?**

Cavalli Estate does not offer internal coordination. We work closely with several coordination industry partners and can share these contact details upon request.

### **What are the Venue Manager's responsibilities?**

The Venue Manager assigned to the event is responsible for the Cavalli venue as well as liaising with your coordinator to ensure the function runs smoothly. The Venue Manager is in direct contact with the kitchen and service staff to ensure the timings of each meal course are controlled. The Venue Manager also oversees the parking, security, and cleaning staff throughout the event. The cost of this essential service is R350 per hour and is billed for two hours before guest arrival to ensure the setup is completed in accordance with Cavalli regulations, throughout the function, and two hours after guest departure to ensure breakdown is completed in accordance with Cavalli regulations.

### **What does the service staff and glassware charge entail?**

Cavalli does not have in-house banqueting staff or glassware. For this reason, we sub-contract these services to our industry partners, Diens and Hire Level. We can either liaise with them on your behalf whereby we organise quote for their services two months prior to your function date or you are welcome to liaise with them directly to request a quote ahead of time. We usually estimate the glassware at R45 and staffing cost at R210 per guest attending the function. This estimation includes the required service staff for two hours before the guest arrival, for the duration of the function and for two hours after the guest departure. This estimation includes 1 service staff manager, 1 waiter per 10 guests and 1 barman per 50 guests.

### **Why is there an additional previous day set up fee?**

Due to high demand of the Main Function Venue, the day before setup is billed at 50% of the venue hire to ensure that no event is booked the day prior to your function date. This is only required if you have an extensive setup that will take longer than the function day to complete.

### **Are you permitted to eat or drink in the Gallery?**

Food and beverages are not permitted in the Gallery.

### **Does Cavalli allow external beverages?**

If your preferred wine or sparkling wine is not offered on our wine list, you are welcome to provide these wines at a corkage of R110 per 750ml bottle. All other beverages, including beers and spirits, will be internally supplied by Cavalli Estate.

### **Does Cavalli allow external catering?**

Cavalli provides in house catering for all events except for functions which require strictly Halal or Kosher catering. You would be welcome to contact and confirm one of our preferred suppliers for outsourced catering:



Should you wish to make use of an outsourced catering company for your Halal or Kosher function, an additional outsourced catering fee of R100 per guest (minimum of 70 guests) will be charged. Our kitchen is suitable for food preparation for up to 250 guests. In the event the number of guests exceed 250, and the chosen outsourced catering company is unable to cater the event within the kitchen space, the catering company is welcome to erect a satellite kitchen in the pre-designated area. The outsourced catering fee will still be billed regardless if the Cavalli kitchen is used and the cost for erecting and equipping the additional satellite kitchen will be for your account.

**Are guests welcome to take photographs around the farm?**

Guests are permitted to take photographs within the venue they are being hosted and in the gardens within immediate proximity of the Main Function Venue. A photography shoot with the horses is available upon request at an additional fee.

**Is branding permitted for a function at Cavalli?**

Branding is permitted within the venue space you have reserved. Further branding is permitted outside the venue you are utilising. Branding is prohibited at the entrance of the estate, along the road leading up to the Function Venue and in front of the Restaurant.

**What is the backup plan in case of inclement weather?**

If inclement weather is expected, a Bedouin tent can be erected over the Sunken Garden or you can utilise one of the indoor Cavalli venues, the Conservatory, or the Art Gallery. When booking a Bedouin tent, please utilise one of our preferred suppliers, Cape Tents or Stretch Inc. Should you wish to utilise the Conservatory, this is a complementary venue included when reserving the Main Venue space. Should you wish to utilise the Art Gallery, this would be at the discretion of the Venue Manager based on the Art Gallery availability and be billed at an additional fee of R12 000.

**How far in advance should you confirm your guest numbers?**

The number of guests attending your function must be confirmed in writing no later than 21 days prior to your function.

**What documentation does the Venue Manager require from your Event Coordinator 21 days prior to the function?**

The Final Programme detailing delivery times, arrival time of the guests, mealtimes, menu choices and which beverages are to be served during each phase of the function. We also required a detailed floorplan ahead of time.

**What is a Refundable Breakage Deposit?**

The refundable breakage deposit is R10,000.00. This is required no later than 14 days prior to the event date. Pending no damages to the venue itself or the venue property, the refundable deposit will be processed within fourteen days after the final tax invoice is sent.

**When is the final payment due?**

Final payment is due 10 days prior to the function. Proof of Payment is to be emailed to the Banqueting Manager at [events@cavalliestate.com](mailto:events@cavalliestate.com).



## **TECHNICAL DETAILS**

### **Does Cavalli Estate have any noise restrictions?**

Cavalli reserves the right to turn down or turn off any music which it deems in its sole discretion to be in breach of any regulation or which may cause a nuisance.

No loud music is allowed in the Sunken Garden, Grass Area, or Banqueting Deck.

Music played within these areas is permitted as loud as 35 dB.

Music played within the Main Function Venue may only exceed 80dB after 22h00.

### **Does Cavalli have a generator?**

Cavalli Estate has an on-site generator which automatically supplies back-up power in the event of a power failure. The diesel cost for running the generator for the duration of the function will be for your account at R750 per hour.

### **Does Cavalli offer three-phase power?**

Cavalli offers three-phase power within the Main Function Venue. Your technician is welcome to access the three-phase power outlet which is situated in the kitchen prior to the function day. Should your service provider not be familiar with the venue, they are welcome to make an appointment to view the venue and the electrical points available ahead of time.

### **Does Cavalli have air-conditioning and/or a heating system within each venue?**

The Main Function Venue, Conservatory and Gallery all have temperature control options including heating and cooling.

### **Does Cavalli have security measures in place?**

Cavalli Estate has 24-hour on-site guarding, CCTV, and armed response on call.

### **What is the duration of the venue hire?**

The venue hire is from 09h00 – 00h00. Should you require an early setup before 09h00, this is at the discretion of the Venue Manager and based on the venue availability. Should you wish to extend your function after 00h00, this would be invoiced ahead of time and billed at a rate of R4000 per hour. The function venue can be booked no later than 04h00.

The bar can be operational no later than 02h00 regardless of the extended function period.

### **Are there time restrictions as to when truck deliveries can take place?**

Cavalli Estate has strict delivery times as the restaurant is operational from 12h00 – 15h30.

Truck deliveries to the function venue can therefore take place between 08h00 - 11h00.

### **Do large scale vehicles use the main entrance? (Trucks)**

Delivery vehicles are asked to use the service entrance which is at the back of the estate.

The front gate security officer on duty will re-direct the driver to the service entrance of Cavalli Estate.