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28 van der Westhuizen avenue, Durbanville  
CAPE TOWN, SOUTH AFRICA  

## Your Passport to a Great Experience

**Dear Bride and Groom,**

Thank you for your enquiry and for considering Villa Pascal Guest House and Wedding Venue to host your forthcoming **Wedding Reception**. I would like to take this opportunity to congratulate you and your fiancé on your recent engagement.

Villa Pascal is an award winning upmarket Bed & Breakfast Guest House, Conference and Events venue in Durbanville and also the residence of acclaimed actor and French chanteuse Dr Daniele Pascal.

Perfectly situated in the heart of Durbanville, Villa Pascal captures the vibrant spirit of France, and offers a delightful city escape. *French flair, cosmopolitan atmosphere and warm hospitality is what you will experience*, and we are sure that you and your guests will like it too.

At Villa Pascal we specialize in creating truly unique and unforgettable experiences. Theme functions from Great Gatsby, Murder Mysteries, Victorian or French, will enjoy the intimate setting and vintage decor, which make Villa Pascal ideally suited for small functions up to 40 guests.

I am delighted to enclose our Functions Package. Should you have any queries, please do not hesitate to contact myself directly. I will be happy to assist wherever I can.

We pride ourselves on our excellence and professionalism and will ensure that your function will be the best day of your life.

We are open for viewing by appointment only.

Warm regards

**Eugene Lebreton**

**General Manager & Owner**



## Venue Information

General Information to help make your experience enjoyable:

### Venue Hire:

#### Summer Rates – September- March

Mon-Sun (public holidays included) R15000

#### Winter Rates- April-August

Mon-Sun (public holidays included) R13000

**Seating** - We seat 40 x guests maximum

#### Venue hire include:

Set up, function co-ordinator, tables, basic table cloths (white damask) napkins (white), crockery, cutlery.

#### Please Note:

Prices, packages and menus are subject to change without prior notice.

#### Catering and Meals

The Villa Pascal in-house chef can prepare an exciting range of menu options ranging from finger snacks, breakfast, high tea (morning or afternoon) or a three-course buffet lunch or plated service. Please feel free to discuss your menu requirements.

### Package 1 | Cocktail Reception

**Option 1 | R430 p.p – small menu with 7 finger food items**

**Option 2 | R450 p.p – medium menu with 9 finger food items**

**Option 3 | R495 p.p – large menu with 13 finger food items**

Include:

finger food, service personnel, set-up & strike, cleaning, background music, cutlery, crockery, glassware & white linen

Exclude:

Décor, all beverages, entertainment, agents' commissions

### Package 2 | Dinner or Lunch | R565 p.p



Include:

Three course meal with a choice of main courses, welcome drink, service personnel, set-up & strike, cleaning, background music, standard table set-up with crockery, cutlery, glassware and white linen.

Exclude:

Décor, all beverages, entertainment, agents' commissions

We do not allow outside catering. Should you wish to tailor make your menu to your individual needs, please feel free to contact us.

### **Package 3 | Informal Dinner or Lunch | R475 p.p**

Include:

Two course meal, welcome drink, service personnel, set-up & strike, cleaning, background music, standard table set-up with crockery, cutlery, glassware and white linen.

Exclude:

A starter course, décor, all beverages, entertainment, agents' commissions.

### **Package 4 | French Tea (Morning or Afternoon) | R450 p.p**

**Seating times - 9:30-12 pm/ 2:00 pm-5:00 pm**

Include

sweet and savoury delights, welcome drink, coffee, teas, service personnel, set-up & strike, cleaning, background music, standard table set-up with crockery, cutlery, glassware and white linen.

Exclude:

Speciality coffees (cappuccino's etc), all beverages, décor, entertainment, agents' commissions.

## **General Terms and Conditions:**

### **Set-up, breakdown, and operations**

Villa Pascal is available from 7:30-24:00 For evening functions, the venue must be vacated by 24h00

Depending on the event or function, set-up times must be arranged with the Co-ordinator.  
No deliveries will be accepted without prior arrangements.

All contractors and suppliers to an evening event must remove their equipment on the same night or by 09:00 am latest the following morning after event. Should decorations not be removed, Villa Pascal will not accept any responsibility for damage to items, should this have to be removed by Villa Pascal employees. Villa Pascal does not provide storage space, as space is limited.

### **Damages, Breakages and Loss of property**

The Client is liable for all damages or breakages or the loss of items caused by their guests during the event.

For more information contact us

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Villa Pascal does not accept responsibility or liability for any damage or loss to hired property including linen, serviettes, cutlery, crockery, candle holders, draping, etc, or items left overnight at the venue.

## **Dietary Requirements**

Villa Pascal does not provide certified Halaal catering. All food provided during events at Villa Pascal is Halaal friendly.

Should a client require Halaal meals, we will order from a certified Halaal caterer. A minimum of 6 meals are required for this service and must be ordered 7 days in advance. A surcharge of R295 p.p will be charged for each meal ordered.

Only vegetarian meals will be offered as meat free alternatives. Any other requirement, lifestyle, medical or religious, will be subject to this surcharge.

## **Wine and Beverages**

At Villa Pascal you can supply your own bar service with barman, alcohol, soft drinks and glassware. **We do not charge corkage.** Please note that No alcohol may be sold on the premises by the Client. Alternatively we can arrange a bar service for your account.

It remains the sole responsibility of the client to ensure that no persons under the age of 18 may enter the bar area, or consume any alcoholic beverages on the premises.

The client also indemnifies Villa Pascal from any claims that might arise due to consumption of alcohol by minors; or from any claims arising from the consumption of alcohol and the effects it might have on the client,

The Event Organiser shall under no circumstances serve or permit the use of drugs or any harmful substances.

The Event Organiser will not conduct any Event or provide any entertainment that will result in drunken and disorderly guests.

## **Decor: Flowers, invitations, accessories**

The client is responsible to provide own table decor, centre pieces etc, flower arrangements, seat covers and tie backs, organza runners, name cards, table plans, coloured overlays and any other extras that are required.

All decorations that the client is planning to use for the event must be discussed with the Events Co-ordinator prior to the event, to ensure that no damages are caused to the venue.

No candles are allowed to be placed directly on the table linen or tables. Candle holders must be wide enough to prevent the wax from dripping onto any table linen (including linen napkins). The replacement cost for any damage to linen in this regard will be the responsibility of the client. No glitter, rice is allowed, or nails or presstik on the walls and wooden beams.

Paintings on the walls in the venue may not be removed.



## **Live Entertainment:**

### **Musicians**

We also have a list of preferred entertainers that we work with, and who are familiar with our venue. We will contact them on your behalf. However Client can also provide own entertainment, but it is subject to our approval.

No fireworks, open flame, acrobatic or aerial displays are permitted.

### **Professional Sound System and DJ**

The venue is equipped with it's own resident sound and resident engineer and dj. DJ Leo is one of SA's top party DJ's. We do not allow the use of any outside sound engineers or equipment providers or DJ's on the premises All you have to do is to discuss your preferred songs and requirements with DJ Leo. A service fee of R3500 will be charged for the use of the venue sound system, cordless mics and resident DJ . More info at [http://www.villapascal.co.za/dj\\_leo.html](http://www.villapascal.co.za/dj_leo.html).

### **Noise Levels**

**As we are situated in a residential area, noise levels must be contained as not to disturb residents.**

For evening functions music has to be turned down by 11h30 pm.

### **Right of Admission Reserved**

Children attending the event must at all times have an adult childminder present.

Villa Pascal Management reserves that right to remove unwanted guests and can also insist on the early departure of parents with unruly children at any given time.

### **Smoking Policy**

Villa Pascal is a Non Smoking Venue. We have however allocated smoking areas outside.

### **Payment Policy**

1. All quotes and provisional enquiries are valid for 7 days.
2. A 50% non- refundable deposit is required to secure the booking. This deposit is payable within 7 days, and your event will only be confirmed on the receipt of your deposit.
3. All deposits not paid within 7 days of the invoice date will result in the automatic cancellation of the booking. Villa Pascal reserves the right to accept another booking in the place of yours.
4. All outstanding balances must be settled 14 days prior the event.
5. Only payments via EFT or credit cards are accepted. We accept Visa and Mastercard.
6. Final guest numbers (including service providers) must be confirmed 72 hours prior to the function. The client will then be billed for this number of guests.

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7. No-shows will be billed in full.

## **Cancellation Policy**

1. Any Cancellation 24hours before event to 7 days before event-100% cancellation fee
2. Cancellations 10 days -30 days prior event - 50% cancellation fee
3. Should you postpone your event for whatever reason to another date, Villa Pascal may rebook another date if available and move your booking at a 25% admin fee to the new date.
4. All refunds are subject to the discretionary deduction of any credit card charges and/or commissions incurred by the establishment.
5. Waiver of this cancellation policy is at the discretion of the owners
6. Please note: All prices are subject to change without prior notification.

We look forward hearing from you soon

Warm regards

**Eugene Lebreton**  
**General Manager**

