

Wedding Rates & Information 2018

VENUE HIRE

9.00 am to 8.00 pm	(11 hours)	R22 000
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Please note that we are a 'daytime' wedding venue. Our hours are until 8pm latest. Don't let guests drive off in the dark – whisk yourselves away straight after sunset 😊

Weekdays: (Tues, Wed, Thurs – **not public holidays or December**) 8 hours between 9am – 7.30pm R 10 000

WINTER RATES (June/July/August)

9.00 am to 8.00pm	(11 hours)	R19 000
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Weekdays: (Tuesday, Wed, Thurs – not public holidays or December) 8 hours between 9am – 7.30pm R 8 000

Additional costs

Set-up, break-down co-ordinator, floor manager – day prior and day of the wedding	R3000 (compulsory)	R 3 000
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A booking deposit of 30% and completed booking documents will be required to 'save the date'. Booking deposit will be forfeited on cancellation. Deposit deducted from final amount due. Final payment due 4 weeks prior to the wedding. A R3000 refundable breakage deposit will be charged – refunded the Tuesday following the wedding.

All prices above max 100 guests – please ask for a quote for bigger weddings

VENUE HIRE INCLUDES:

- Twelve rectangular tables with white cloths & white plastic chairs with white chair covers – **total seating 100**
- Six white wooden picnic benches (seat up to 6 each)
- 3 rectangular tables with white cloths & 3 smaller wooden tables for food service
- Small white wooden cake table
- 3.5m rustic wooden table for food service or main table
- **Exclusivity** – we are not open to the public and do not book more than one function at a time
- Thatched reception hall, a covered veranda and a bar area – seats up to 80 comfortably with a dance floor – and 100 comfortably with dance floor on the veranda. For larger functions we recommend setting up outdoors or hiring in a marquee or stretch tent to add onto the veranda
- Nice, spotless toilets with baby changing area, nursing chair, hand-soaps, creams and flowers
- A whole forest and all the venue grounds for ceremonies, outdoor receptions, meandering, treasure hunts for the guests and the best wedding photo backdrop in Gauteng.
- Green lawns and open areas for stretch tents, marquees and lawn games (strictly no inflatables or jumping castles)
- Standard set-up of venue items (tables, chairs, glassware etc) and cleaning (**does not include self-catering clean up**)

VENUE HIRE EXCLUDES

- Menu cost
- Crockery & cutlery (your caterers will arrange this)
- Set-up, break-down co-ordinator, floor manager – day prior and day of the wedding R3000 (compulsory) •
- Flowers, décor, draping
- Welcoming beverages & guest lawn games
- Cakes, canapes, candy stations, coffee stations and additional food or drink items

- Items for forest ceremonies such as hay-bales, red carpets, aisle petals and other optional décor items

Catering & Menu Selection

- We're a venue with a difference. A food truck or picnic venue. Please choose a food truck with a mobile kitchen or picnic company of your choice to cater for your wedding. Negotiate the best price with them and have something bohemian and casual or even fine, plated dining. There are food trucks that do it all. We will give you a list if you require one.
- Please note that food trucks requiring power must bring in their own generators as our electricity supply is not sufficient for grillers and fryers. Try and get food trucks that work with gas, most of them do 😊
- Self-Catering - outside companies welcome – the venue provides an empty, white, clean marquee for outside catering companies at an additional cost of R3000. Caterers must bring in their mobile kitchen and all gas, tables etc for food preparation
- Self-catering - should you wish to bring in specialised caterers of your choice, there are stringent self-catering rules that will need to be adhered to regarding litter and clean-up.
- **A self-catering refundable breakage deposit of R2000 to R5000** will be payable (depending on number of guests) and will be forfeited if any of the self-catering terms and conditions are not met.

Bar Service

- Bar service is compulsory for all functions. All glasses, ice, garnishes & 1 barman are included.
- We offer a reasonably priced bar service - if your party does not drink alcohol we provide non-alcoholic beverages of your choice • We require clients to brief us regarding their bar requirements
- Bar items are subject to availability & prices are subject to change without prior notice
- Clients may provide 2 bottles of wine and champagne per table (will be placed on tables) with a **corkage of R60 per bottle**. Wine and Champagne must be delivered to the venue the day before the wedding and the corkage must be paid upfront.
- Any complimentary tab offered by the hosts must be paid up front. **Champagne & Table wine payable up-front.**
- Additional Barmen R100 p/h - min 1 barman recommended per 50 guests
- Runners R50 p/h. Cocktail Barmen R150 p/h. Flair Barmen R250 p/h. Min 5 hours.

Décor, Flowers, Vendors & Set-up

- Clients & vendors will have access to the venue from **1pm to 5pm** the day prior to the wedding for set-up of your additional décor and from 5am the morning of the wedding.
- We offer additional extras such as aisle set up with haybales and petals, flowers, sweet bar, tea & coffee station and ice cream cones.
- All décor, flowers, sound & lighting must be set-up and complete a minimum of 2 hours prior to the arrival of guests. It is the responsibility of the client to ensure that our coordinator has all vendor details to ensure that they arrive timeously to set up. No sound/lighting valuable goods may be left overnight.
- All boxes, containers, papers, plastics and leftover décor must be removed (placed in the vehicles before guests arrive and taken away at the end of the function) by the vendor or decorator before the wedding takes place
- Flowers arrangements must be brought in ready prepared – no flower arrangements may be done in the bar area or reception hall – flower arrangements cannot be done after staff have completed set up and clean up (finishing touches only)
- Marquees and other décor may be delivered and set up after 12pm the day prior to the wedding and must be collected by 11am on the day following the wedding or an additional day's venue hire will be charged
- No plastic, tinsel, balloons or any other non bio-biodegradable items may be used that can scatter on the lawns or can blow into the forest, or over the fence into the nature reserve

- Our buildings are thatched and we are part of a nature conservancy - no fireworks, floating lanterns or any hazardous items allowed.

Additional Notes

- OUTDOOR/FOREST WEDDINGS REQUIRE WALKING
- THERE ARE LARGE STRETCHES OF LAWNS BETWEEN THE PARKING AREA/RECEPTION HALL/TOILETS & THE FOREST- GUESTS & SUPPLIERS WILL NEED TO WALK IN THE OUTDOORS TO THE CEREMONY & RECEPTION & TOILET AREAS please take this into consideration when considering your forest wedding
- DJ'S, photographers and other vendors & suppliers will need to carry their equipment to the forested areas – there is no vehicle access, please take this in to consideration when choosing your vendors & make sure they understand
- DJ's must bring sufficient cabling, extensions and double adaptors for all their equipment and all cables must be covered with tape in accordance with safety standards
- The domestic animals (dogs, rabbits & Charlie the pig) and other wildlife at In The Forest may not be chased or antagonised
- In The Forest Venue is an **eco-friendly venue** and we work hard keep our grounds & forest beautiful & protect the environment.
- We have **stringent parking and littering rules** – we don't want the plants, animals and birds to suffer from littering, excess rubbish, sweet papers, cigarette butts, popped balloons, sticky sweets etc – we prefer clients who understand this and are conscientious about their carbon footprint
- **Strictly no sticky sweets in wrappers, strictly no plastic knives, fork, cocktail sticks, etc (wood or bamboo only)**
- **Strictly no jumping castles or slip & slides allowed**
- No flowers, plants or rocks may be moved or removed at any time
- No motorised vehicles allowed on the lawns or into any forested areas at all
- **Anyone driving their vehicles into the forest areas at any time will be asked to leave the property & will not be permitted to reenter**
- There are drop off and pick up zones for deliveries next to the main reception hall
- Delivery vehicles must return to the parking area at least 2 hours before guests arrive on the day of the wedding
- **Anyone refusing to move their vehicle to the parking area will be asked to leave the property by security & will not be permitted to re-enter**
- No loud music or drinking is permitted in the parking areas
- Handicapped parking areas and bridal party parking bays are available next to the reception hall

www.intheforest.co.za

www.facebook.com/intheforestvenue



VIEWINGS & APPOINTMENTS

Viewings are strictly by appointment only. Tel Erin 076 575 8003.

Should you be running more than half an hour late, please contact us to confirm whether we will still be able to meet with you