

RATES & INFORMATION  
2024 - 2026

# Belair

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Belair Pavilion, Suid Agter Paarl Road, Paarl, Western Cape, South Africa

[www.belair.co.za](http://www.belair.co.za)

# About the Venue

belair offers a unique space that is truly one of a kind.... this 200 seater glass pavilion is considered to be one of the most beautiful garden venues in south africa.

the views are exceptional from this small farm on the slopes of paarl mountain.

the boutique estate is in the heart of the cape winelands district, surrounded by several well-known wine-estates. belair is situated in paarl, on the suid agter paarl road, a mere 45min from cape town.

the pavilion is beautifully positioned in an exquisite garden with breath-taking views of the boland mountains. the reception room is a contemporary steel structure with wrap around glass doors, and is virtually alive, covered in evergreen star jasmine that is in bloom late october / november.

the front facade of the reception room offers 6 lawn terraces that create a wonderful landscape for an exceptional outdoor cocktail event. with views of the simonsberg mountains, the front terrace features 2 trendy pink outdoor bars, positioned between wisteria covered arches, for a striking pre-drinks experience.

a dramatic water feature creates an aisle linking the pavilion to a quaint 120 seater ivy-covered ceremony area, all surrounded by glorious wisteria covered arches that bloom in mid-september. for larger gatherings, belair offers a beautiful outdoor ceremony area for up to 200 guests. the outdoor ceremony area features a dramatic black & white tiled aisle with beautiful white rose covered arches. it is positioned under established water pear trees, ensuring wonderful shade in summer months.

one of the many great features of this venue is the fairylight lit outdoor patio, adjacent to the main reception room. it features a popular fire pit area, a granite wall water feature, an intimate outdoor dance floor, festoon lights and a lush green cocktail bar.

children can enjoy the small outdoor play park under supervision of childminders and / or parents.

the charming guest house on site, offers accommodation for up to 43 guests in 20 guest rooms.

the accommodation package includes breakfast for all belair country house guests at the very popular goatshed restaurant, next door at fairview wine estate.

the extraordinary gardens, full-scale labyrinth and exquisite reflection pool are only some of the many highlights that make belair exceptionally different.

this country estate is surrounded by magnificent scenery, where you can create a function that will long be remembered.

the pavilion is not open to the public, ensuring privacy and exclusivity.

# Standard Rates

rates are subject to change. venue package rates are fixed, and are not quoted on a cost per head basis.

## 2024 Venue Package

R66,000.00 including 15% VAT

## 2025 Venue Package

R69,000.00 including 15% VAT

## 2026 Venue Package

R74,000.00 including 15% VAT

the venue package includes the following:

- use / option of 3 on-site ceremony areas: the greenhouse, the water pear tree ceremony area or the lookout. including set-up of 20x 6-seater timber & steel benches and a podium for the marriage officiant. the lookout will be available from 2026.
- use of arrival and/or pre-drinks areas. front lawn terrace (pink bar) or back patio (green bar).
- main reception room inclusive of 20x 2,4mx1.1m stained timber & steel dinner tables & silver steel reception chairs & cushions for up to 200 guests. including 1 podium for speeches, 1 podium for a gift box or wedding cake, & a dj booth.
- tableware
  - st. tropez stainless steel cutlery for up to 200 guests. starter knives & forks, dinner knives & forks, dessert spoons & cake forks.
  - continental china dinnerware for up to 200 guests. side plates, starter / dessert plates & dinner plates.
  - crane crystal bistro champagne flutes & crane bistro wine glasses for up to 200 guests . 1 champagne & 1 wine glass per place setting.
- bar facilities / equipment
  - standard bar glassware: wine glasses, zombie/ tall tumblers, willy/beer glasses, short tumblers/whisky glasses, shot glasses, gin tumblers, ice buckets, water carafes, openers, pourers, ice scoops, serving trays, drip trays, waste bins, 3x 1/2 wine barrels (outdoor coolers) and 4 bar drinks fridges.
  - \*belair offers 3 bar areas. 2 outdoor bars - front terrace : pink bar, back patio: green bar & venue interior bar.
- standard kitchen facilities
  - 20 plating tables, double door fridge, double warming oven, freezer, 5 plate boiler table, microwave, wash-up bay, waste bins and 1 kitchen waste skip / removal of catering waste.
- standard lighting throughout the gardens, including fairy lights & festoon lights on the back patio.
- guests facilities: children's outdoor play park (use at own risk, under adult supervision), guest parking, restroom facilities (including all consumables) and fire pit area (inclusive of firewood).
- limited service staff: 1 parking attendant for guest arrival, 1 venue cleaner & 1 evening security guard and security patrol dog (*on-site security linked to armed response*).
- basic set-up: belair will ensure that all venue tables and chairs are in place as per your floorplan when your vendors arrive for set-up, further to this, belair will ensure that the venue is cleaned before and after your event.

# Exclusions & Optional Extras

## The Venue Package Excludes

- planning & coordination.
- accommodation.
- on-site preparatory rooms.
- catering & additional catering equipment.
- service staff not mentioned.
- sound equipment.
- linen, candles, outdoor structures, floral, table decor & decorative lighting.
- additional chairs and/or shade for the ceremony, over and above what is provided.
- additional tables, chairs, cutlery, crockery & glassware for numbers exceeding 200 pax.
- generator fuel surcharge *in case of loadshedding*
- optional extras listed

## Available Optional Extras

- green velvet 6-seater bench cushions. qty. 20 2024-2026 || R25 each - including 15% vat.
- outdoor lounge packages \*non-vatable 2024-2025 R6500 || 2026 R6800 - medium 2024-2025 R8500 || 2026 R8800 - large
- lawn game package: select any 6. teebox, putting green, kubb, lawn dominos, ring toss giant pick-up-sticks, lawn dice, boules & croquet. R800 including 15% vat..
- armless ghost chairs - available qty. 200 2024 || R40 each - including 15% vat. 2025-2026 || R45 each - including 15% vat.
- white costa nova dinnerware R500 for the set - including vat. available qty: 160 side plates & 160 main plates
- 3-panel interior gas heaters including gas. qty 6 R450 each - including 15% vat. *\*subject to gas rates increases, if any*
- bedouin tents - pending availability 2x 15x15m white shade tents: R22,000 2x 15x15m silver "all weather" tents R25,000 rates include 15% vat, delivery, collection, set-up and breakdown costs.

## Special Offers

### Last Minute Reservations

2024 R52,000 including 15% VAT  
2025 R56,000 including 15% VAT  
2026 R59,000 including 15% VAT

reservations made within 3 months from the date of the event.

### Winter Event Reservations

2025 R56,000 including 15% VAT  
2026 R59,000 including 15% VAT

events hosted in june, july & august.  
winter events are limited to 120 guests.

### Mid-Week Reservations

2024 R52,000 including 15% VAT  
2025 R56,000 including 15% VAT  
2026 R59,000 including 15% VAT

tuesday or wednesday reservations only.  
excluding dates in december till the 1st week of january, and public holidays. limited to 150 guests.

### Halaal / Muslim Events

2024 R55,000 including 15% VAT  
2025 R58,000 including 15% VAT  
2026 R62,000 including 15% VAT

sunday events only. reservations made within 6 months of the date of the event. excludes sundays in december. a R3000 surcharge is applicable for numbers exceeding 200 guests. halaal events are limited to 250 pax.

# Reservations & Payment Terms

should you wish to confirm your event date with belair, please send us an email requesting the date you wish to reserve, along with the number of guests you intend to invite, so that we can prepare a provisional cost estimation (venue related) for you. upon receipt of your email, we will send you a provisional cost estimation / pro-forma invoice, along with a copy of the venue contract. we grant all clients a 7 day period to read through the contract / terms & conditions, consider all costs, and revert with questions (if any), before entering into an agreement with belair. if you are satisfied and wish to proceed, please send us a signed copy of the venue agreement along with the proof of payment (pop) of the 1st 50% venue fee. upon receipt of your contract and 1st 50% pop, we will send you an event confirmation, via e-mail, along with a revised pro-forma invoice reflecting the 1st payment received. please take note that pencil reservations will be released after 7 days if we have not received both the contract and pop confirming your reservation.

please e-mail all documents to: wilmarè plumbly. email: events@belair.co.za.

please note that the balance of the venue fee (2nd 50% payment) is due 4 months prior to your event date. international transfers made via other payment platforms such as wise or exchange 4 free, can take up to 1 month to reflect, thus please keep this in mind when using alternative payment platforms.

a refundable (*pending damages*) security deposit of R6, 000.00, along with any other outstanding payments ie: optional extras, staff and bar orders etc. should be settled no later than 7 days prior to the event.

all payments related to the above need to clear / reflect in belair pavilions account no later than 5 days prior to the event date. all recons & refunds will be settled within 10 working days from the date of the event.

## Cancellation Policy

a R5000.00 cancellation fee is applicable if clients wish to cancel their reservation within 30 days from when the event date was confirmed via email, and the 1st 50% payment received. by making the 1st 50% payment to secure an event date, clients confirm that they have read, understood and they agree to belair pavilion's cancellation policy, irrespective of sending belair management a signed contract or not. ie: the 1st 50% venue payment received, will be treated as an event confirmation. failure to send the signed contract within 30 days from when the reservation was made, will result in the cancellation of the event date, and the balance of the 1st 50% payment received (less the R5000 cancellation fee) will be refunded to the client within 10 working days following the cancellation. if clients wish to cancel their event after 30 days (from when the reservation was confirmed) cancellation fees are applicable as set out below. cancellation fees are based on a percentage of the total venue package rate (inclusive of 15% vat).

10% if cancelled within 2 years or more from the date of your event.

20% if cancelled within 1 year from the date of your event.

30% if cancelled within 10-11 months from the date of your event.

40% if cancelled within 8-9 months from the date of your event.

50% If cancelled within 6-7 months from the date of your event.

80% if cancelled within 4-5 months from the date of your event.

90% if cancelled within 2-3 months from the date of your event.

100% if cancelled within 1 month from the date of your event.

the confirmed event date is not interchangeable. no postponements or date changes are permitted, unless the event is impacted by government regulations, preventing social gatherings from taking place. postponements will be considered in the event of hospitalisation or treatment of a severe illness or a traumatic experience that renders the client unfit to proceed with their scheduled event. please see belair's postponement terms and conditions on page 16 of this document.

## Restroom Facilities on Site

the pavilion offers 9 fully serviced restrooms *\*all restroom consumables are provided*

venue interior: 5 (sit-down) unisex restrooms, including 1 disabled restroom

venue exterior: 3 (sit-down) unisex restrooms, including 1 disabled restroom and 1 male restroom (3 urinals)

should you wish to dedicate restrooms (male & female) please ask your mc to advise guests of the arrangements during the welcome speech. we recommend ladies interior and gentlemen exterior.

## Access & Provisions for Frail and/or Disabled Guests

provisions have been made to accommodate frail and/or disabled guests in term of parking and access to the ceremony areas, main reception room, exterior and interior restrooms. please discuss wheelchair access with the venue manager during the final planning meeting.

## Ceremony Areas

clients have the option to choose from 3 ceremony areas.

the ivy-covered greenhouse: 120 pax max capacity, inclusive of 20x 6-seater timber & steel benches. if your guest list exceeds 120 people, the balance of your guests can be seated outside on the lawn adjacent to the greenhouse.

or... the water pear tree outdoor ceremony area: 200 pax max capacity.

or... the simonsberg lookout ceremony area: 200 pax max capacity - available from 2026 only.

any additional chairs & shade you might require for your ceremony, will need to be arranged by you directly, (with one of the venue approved vendors) for your own account.

the standard set-up of the ceremony area (with timber benches) is included in the event package. should you wish to use the silver venue chairs for your ceremony (limited to the greenhouse & water pear tree ceremony area) a custom ceremony set-up fee of R1500 (including vat) is applicable. please note that this is only possible if there are enough silver chairs for both the ceremony and reception area. if you wish to make use of alternative chairs for your ceremony, please make arrangements with your planner and/or hiring company to facilitate the set-up. (cost to client). a power supply is available at all the ceremony areas.

please note that all 3 the ceremony options are outdoor garden areas, thus we recommend reserving a church or interior venue in the event that rain is predicted. please discuss weather day options with the venue manager during your final meeting.

## Dance Areas

the pavilion can accommodate up to 180 guests with an interior dance floor space. events for 150 guests or less may make use of the exterior dance floor area on the back patio (weather permitting). the exterior dance floor may not be utilised should dew be expected ie: when the floor cools down to the dew point temperature, creating a wet slippery surface. during rainy months the ground water can surface and create wet spots on the dance floor. in such an event, it will not be possible to utilise the outdoor dance floor so as to avoid any slip injuries. for weddings exceeding 180 guests, it is recommended to hire an exterior dance floor that can be placed on the front lawns (weather permitting). please discuss terms with the venue manager upfront. municipal sound restrictions are applicable for all exterior areas. kosher / jewish weddings: to protect the garden / plants surrounding the back patio area, we request that traditional israeli dancing / horas take place either inside the venue (if space allows) or event planners are to make provision for an outdoor dance floor on the front lawns - cost to client.

## Sound

belair does not supply any sound equipment, please make arrangements with your planner and/or dj to make provision for sound equipment. if you plan to have speeches and/or play music outside, please note that standard municipal sound restrictions are applicable. please discuss your technical / sound requirements with belair management upfront. the venue has wrap around glass doors and the interior is visible from outside, thus sound equipment for all small-scale events, may not be left on site overnight, as it is deemed a security risk. pending approval, extra security provisions can be made for all large-scale events (cost to client).

## Bar Service

belair will endeavor to meet all your beverage requirements.  
the bar menu is available on request. bar rates are inclusive of 15% vat.

a minimum bar spend of R100 per person is applicable (for client's account) this allowance will mainly be used towards your pre-drinks experience, the balance (if any) will go towards your reception.

bar staff (1 per 40 guests / minimum of 2 per bar station) will be an extra cost as listed on page 9 under "service staff / event staffing"

belair pavilion is a licensed bar establishment. license number: WCP/041626  
as per the western cape liquor license terms, no drinking on the property is permitted after 2am (pending government regulations) clients and / or their guests will not be permitted to supply their own drinks, or make arrangements with outside service providers or caterers to sell or serve drinks on the property. this pertains to all beverages and is not limited to alcohol.

the venue bar closes at midnight, last rounds will be called at 23:30, if however, you wish to extend the event past midnight, please take note that belair pavilion is licensed to serve drinks until 01:30 (last rounds) with a 02:00 on-consumption cut off time. **bar operation hours: pending government regulations.** venue and staff overtime charges are applicable after midnight. no drinking/after parties are allowed on the property after the event has come to an end. this policy also extends to the guest house & swimming pool area. should you wish to enjoy some quiet drinks with a small group of friends and / or family after the event has come to an end, please enquire about the use of the garden pavilion at the guest house establishment. t's & c's apply.

**please note that bar menu rates are subject to change, pending supplier rate increases.**

## Available Bar Options

- cash bar: full bar menu available for guest's account. interior bar only. card facilities are available at the bar. card transactions can slow down service at the bar, thus to avoid service delays when the bar is busy, a minimum card transaction of R60 is applicable.
- soft drinks tab: full bar menu available. water, mixers & soft drinks for client's account.  
*wine, beer, cider & spirits for guest's account.*
- limited soft bar tab: full bar menu available. beer, cider, soft drinks, mixers & water for client's account.  
*wine & spirits for guest's account.*
- full soft bar tab: full bar menu available. wine, beer, cider, soft drinks, mixers & water for client's account.  
*spirits for guest's account.*
- limited open bar: full bar menu (excluding shooters) for client's account. *shooters for guest's account.*
- full open bar: full bar menu available. for client's account.

belair will supply all bar glassware, basic bar garnish & ice for drinks sold at the bar. standard gin bar garnish (selection of 5 options) is included in all our gin bar offers listed on our bar menu. premium gin bar garnish (special requests, over an above what is included) will be quoted for accordingly.

should you wish to run a bar tab, please discuss your options with the venue manager during the final meeting. the bar tab (limit as nominated by you) is payable in advance, 7 days prior to your event date. our bar operates with a point of sale system, and bar tabs will run on an open ticket so that clients can check in with the bar staff, during the course of the evening, as to where the tab is sitting. no cash or card refunds will be available on the night of the event. the remaining balance of the bar tab (if any) will be refunded to you via eft, along with the balance of your security deposit. clients that wish to run a limited or full open bar tab for their event, will be responsible for a 5% bar staff gratuity levy (on the overall reception bar spend ie: pre-drinks are excluded from the gratuity levy).

standard corkage: we limit the amount of wine clients may supply to 3 x 750ml bottles of wine per 10 guests.  
corkage rate: 2024-2025: R50 || 2026: R55 (including 15% vat) per 750ml bottle of wine. this allowance includes mcc/champagne. alternatively, clients can opt for a non-refundable bar surcharge of R8000 (including 15% vat) that will allow them the opportunity to provide a large quantity of wine for their reception (limited to 120 x 750ml bottles) this bar surcharge does not go towards the minimum bar spend. please do take note that the corkage allowance predominantly extends to your reception. only 10% of the client's wine allowance can be used towards arrival and pre-drinks.

"wine to table" service: bottles of wine will not be placed on dinner tables, unless clients wish for our service staff to do so, or unless a guest orders a bottle for the table. waiters will serve wine to guests (poured) during the course of the evening. please nominate upfront if you wish for servers to leave wine on the dinner tables.

# Non-Alcoholic Events

a bar surcharge of R20,000.00 (including 15% vat) is applicable for all non-alcoholic events taking place on a public holiday, friday or saturday. if clients wish to limit pre-drinks to non-alcoholic drinks only, the event will be treated as a non-alcoholic event, and the bar surcharge of R20,000.00 will be billed to client, thus if you wish to host a non-alcoholic event, please enquire about date availability (mid-week dates & sundays only - excluding public holidays, dates in december and the first week in january).

muslim/halaal events only: no bar surcharge is applicable for halaal events taking place on a sunday. clients are welcome to supply their own non-alcoholic drinks. ice can be arranged at R60.00 per 10kg bag of ice. halaal caterers generally provide all the service staff & tableware required for the event. if you choose to make use of your caterer's service staff, please do take note that you will forfeit the use of the venue tableware & bar glassware, since we do not allow outsourced staff to handle the venue items. no discounts will be given in respect to tableware & glassware, if you choose to make use of your caterer's service staff. alternatively, should you wish to make use of the venue items included in the standard venue package, but would like to make use of your caterer's service staff, then you will be required to book 1 venue sculler per 25 guests & 2 porters per 80 guests to manage the clearing station and general clearing of all venue items. please do take note that no mixing of hired-in and venue cutlery, crockery and glassware is allowed for events exceeding 200 guests. clients will forfeit the use of the venue tableware and need to make alternative hiring arrangements (cost to client) with their caterer or hiring company.

# Catering

we have compiled an extensive list of well-known professional event caterers that you can choose from. approval for catering services will not be given to caterers that are not listed on our approved vendors document, nor family members and/or friends. only belair approved caterers listed on our recommended service providers document, may fulfill event catering services at belair.

meal selections are to be made upfront prior to the wedding day, and a detailed food order list is to be sent to the venue manager no later than 7 days prior to the event date. should you wish for waiters to take food orders on the night, then additional waiters (cost to client) will be required to facilitate this request.

food trucks: for an informal garden / street food experience, rather than a formal sit-down dinner service, clients will be required to book at least 1 food truck (*from our recommended service providers document*) per 50 guests, for the main meal service. ie: dessert trucks are not included in this minimum requirement for dinner. clients are required to book 1 food truck per 50 guests, minimum, for the main meal service. food truck vendors will not be allowed to run a formal dinner service from the venue kitchen. plated meals, food stations, harvest tables, buffets etc. can only be managed by one of our professional event caterers listed on our approved service providers document.

kosher events: kosher catering equipment is generally hired in from a supplier in cape town, thus delivery and collection times are to be communicated and agreed to upfront, in writing with the venue manager. please ensure that your planner & caterer are aware of our terms and conditions related to delivery and collection times. it is not possible to deliver catering equipment on a saturday, if the kosher event is scheduled for a sunday, and as such, catering equipment can only be delivered on the day of the event ie: sunday morning from 8am.

belair offers a standard tea & coffee service (self-service coffee / tea bar on the back patio) at R25.00: 2024-2025 || R30.00: 2026 per cup (including 15% vat) we offer a variety of teas: earl grey, chai tea, ceylon, rooibos, chamomile and green tea. we also offer hot chocolate, instant and filter coffee. we have a minimum order requirement of 60 cups. please discuss your coffee and tea requirements with the venue manager prior to making any arrangements directly. no "own supply" coffee & tea is permitted. for something special, clients can confirm the services of one of the reputable coffee companies listed on our approved vendors document.

## Service Staff / Event Staffing

belair will arrange service staff for your event as per the rates below.

external service staff are not permitted, unless arranged with belair management prior to confirmation of your event. if you wish to make use of outsourced service staff, please discuss the arrangements, including staff times with belair management for approval thereof. only registered, professional event staffing companies will be considered. we do not allow outsourced service staff to handle the venue tableware & bar glassware, thus if you choose to make use of outsourced staff, you forfeit the use of the venue items ie: cutlery, crockery & all glassware and will need to make alternative arrangements (for the hire of these items) with one of our approved service providers (for your own account). no discounts will be given should you wish to proceed with your own arrangements. alternatively, should you wish to make use of the venue items included in the standard venue package, but wish to staff the event yourself (through an approved event staffing company) then you will be required to book 1 venue sculler per 25 guests to assist with the cleaning and management of all venue items used, and 2 porters per 80 guests to manage the clearing station and general clearing of all glassware (exterior areas only). to avoid tableware mix ups and missing items as a result thereof, please do take note that no mixing of hired-in and venue cutlery, crockery and glassware is permitted.

for budget purposes, belair will include a detailed staff cost estimation for your event, on your pro-forma invoice that you will receive with your contract. the following staff will be included in the cost estimation.

- 1 head waiter / floor supervisor per event.
- 1 waiter per 10 guests.
- 1 barman per 40 guests.
- 1 set-up staff member per 100 guests, or less.

for events where numbers are less than 80 guests, a minimum staffing requirement of 1 floor supervisor, 8 waiters, 2 barmen & 1 set-up staff member will be applicable. please note that a minimum of 2 barmen are required per bar station.

## Service Staff Rates

- 2024: R140.00 || 2025-2026: R150 per hour for the head waiter / floor supervisor. [shift: minimum of 9.5 hrs]
- 2024: R115.00 || 2025-2026: R125 per hour per waiter. [shift: minimum of 8.5 hours]
- 2024: R115.00 || 2025-2026: R125 per hour per barman. [shift: minimum of 10 hours]
- set-up staff: set fee 08:00-14:00 2024: R600.00 || 2025-2026: R650
- optional scullers: 2024: R90.00 || 2025-2026: R100 per hour per staff member. [minimum of 9 hours]
- duty manager's after hours fee: 2024: R250 || 2025-2026: R280 per hour after 00:00.
- all other service staff after hours fees: 2024 R140 || 2025-2026: R150 per hour, per staff member after 00:00.
- please note that new years eve and new years day incur double time on staff costs.

weather consideration: should rain be predicted for your event, it is mandatory to confirm at least 3 waiters to start earlier (for guest arrival) to usher your guests from the parking area (with rain umbrellas - provided by belair) to the guest arrival area / or ceremony area. the venue manager will confirm the arrangements and costs (if applicable) with you roughly 5-7 days prior to your event.

### *other staff related notes*

- service staff attire: black trousers, white shirts, black ties, black shoes, & black "belair" branded aprons.
- staff rates are inclusive of staff transport arrangements.
- clients are not responsible for service staff meals.
- clients are not responsible for waiting staff gratuities. clients that wish to tip their waiter may do so entirely at their own discretion.
- if you wish to run a bar tab, please note that a 5% bar staff gratuity will be levied on your overall reception bar tab amount. pre-drinks are excluded from gratuity levy.

\*please note that staff rates are non-vatable.

# Mandatory Event Planning / Event Coordination

clients that require a full event planning service may select an event planner from our list of approved service providers. approval to fulfill event planning and coordination duties, will not be given to clients, their family members, friends and / or guests that attend the event, nor will approval be given to other vendors that are not listed as event planners on our approved service providers document (for example the caterer, florist, or dj etc.) the venue manager is only responsible for venue related duties, and will not be able to facilitate the planning and/or running order of your event. it is therefore mandatory to employ the services of a registered, professional event planner / events company when hosting an event at belair. clients that wish to only make use of an on the day coordination service should note that this service can only be fulfilled in-house, by a belair appointed events coordinator, at a fee of R8000 incl. 15% vat for 2024 & R9000 for (incl. 15% vat) for 2025-2026. clients will not be able to contract any other event planning company to fulfill on the day event coordination services at belair. to ensure consistency and to maintain a good level of standard, belair pavilion have secured the services of a professional events company to fulfill all "on the day" event planning services at the pavilion. should clients wish to receive the "on-the day" event planning package / information, please enquire with wilmare plumbly: events@belair.co.za directly.

## Vendors / Service Providers

to help protect our clients, and ultimately ensure a stress-free event, we have compiled a list of well-known industry professionals, that can assist you with all your requirements for your event.

clients may select photographers, videographers, hair & make-up stylists, dj's, bakers (wedding cakes) and marriage officers of their choice, and do not have to select these vendors from belair's approved vendors document. the following departments however, must be selected from our approved service providers document: catering, floral, decor, lighting and event planning, since these departments impact our operations and logistics. we are familiar with the work of our approved vendors, and likewise, they are familiar with our operations and our terms and conditions, and as such we have good working relationships with them, that have been built over several years, on trust and mutual respect, which ultimately ensures a happy and successful event. approval for event related services, as listed above, will not be given to family members, friends and / or guests that attend the wedding. only approved vendors (as listed above) may fulfill event related duties / services at belair.

should you wish for belair management to consider the services of other professional, registered service providers not listed on our approved service providers document, please send us an email request, prior to confirming your event reservation. vendors, not listed on our approved vendors document, will not be considered after you have entered into an agreement with belair, thus please do enquire about the approval of their services upfront.

## Set-up & Breakdown

belair will make arrangements for set-up staff to lay your reception tables with the venue items included in your event package ie: cutlery, crockery & glassware. set-up staff (one per 100 guests) will be included in your staff estimation, noted on your pro-forma invoice that you will receive at the time of making your reservation. set-up staff rates as noted on page 9. 2024: R600 || 2025 - 2026: R650 per set-up staff member for a minimum 6 hour shift: 08:00-14:00.

the setup / styling for your event is to take place on the event day from 8am, and is to be completed no later than 1 hour prior to guest arrival. breakdown will be scheduled for the next business day 06:30-08:00 (if the pavilion is hosting another event) or 8am-10am, on non-event days. standard setup can be done the day before your event if the date is available. this can only be confirmed 6 weeks prior to your event date. should you wish to set-up the day before, please take note of the standard set-up and breakdown fees below. standard set-up is limited to no more than 8 set-up crew members on site. for large set-up's / breakdowns, please request a quote from belair at the time of making your enquiry.

- half day set-up fee: 08:00-12:00 - R3000 (including 15% vat). R1000 per hour after 1pm will be applicable.
- full day set-up: 08:00-16:00 - R6000 (including 15% vat) R1000 per hour will be applicable after 4pm.
- afterhours set-up will be billed at R2500 (including 15% vat) per hour between 6pm and midnight & 7am-8am
- provided the venue is available, breakdown after 10am will be billed at R1000 (including 15% vat) per hour.
- standard venue overtime of R4000 (including 15% vat) per hour is applicable after midnight and before 7am

we will require a detailed brief of the set-up day, before approval will be given. no exterior work / set-ups (cabanas, tents, outdoor dancefloor & exterior furniture) can take place the day before your event. all exterior work is to take place on the day of the event. if you wish to secure a full set-up and / or wrap day, in advance / at the time of making your reservation, a 3-day venue fee could be applicable in order to secure the dates. reduced rates for prep & wrap are possible, however please discuss your requirements and options with the venue manager prior to making your reservation.

# Hiring

it is possible to hire in alternative tables, chairs and/or outdoor furniture (as per own arrangement / cost) no discounts will be given if you choose to make use of alternative furniture. please advise belair management within 3 months of the date of your event if you plan to hire alternative reception furniture. please take note of the furniture removal fees below.

- if you wish to hire alternative reception furniture from another vendor and wish for belair to remove the venue tables and / or chairs, a fee of R3500 (including 15% vat) will be applicable.
- if you wish to hire alternative reception chairs from another vendor and use the silver venue chairs for your ceremony, a fee of R4000 (including 15% vat) will be applicable.
- if you wish to hire the venue ghost chairs and use the silver chairs in the ceremony area a fee of R2500 (including 15% vat) will be applicable. if you wish to replace the silver chairs with the venue ghost chairs for your reception, a reduced removal and set up fee of R1500 will be applicable. this fee exclude the hire fee of the ghost chairs (2024: R40 per chair || 2025-2026: R45 per chair, inclusive of 15% vat).
- if you wish to hire alternative lighting for your reception, and require the removal of the venue chandeliers, please take note of the venue chandelier removal fee of R400 (incl. 15% vat).

# Timings and Afterhours

the venue is available to service providers (for set-up) from 8am the morning of the event, till 1 hour prior to guest arrival. further to this, a wrap time of 30min will be allocated to your service providers at the end of the event, at no cost to client. any wrap or prep work that needs to happen (sound, construction, lighting, décor, or floral) between 00:30 and 08:00 will be subject to standard venue overtime fees, as noted in this document. please keep this in mind when planning large construction, lighting & floral installations and please communicate our terms to your service providers during the quoting process. service providers will not be able to deliver goods or do any prep of any kind at the venue the day before the event, unless arrangements were made with management, and agreed to in writing. should the venue be able to accommodate prep the day before, venue overtime / afterhours fees are applicable as set out below. standard set-up is limited to no more than 8 set-up crew members on site.

- half day set-up fee: 08:00-12:00 - R3000 (including 15% vat). R1000 per hour after 1pm will be applicable.
- full day set-up: 08:00-16:00 - R6000 (including 15% vat) R1000 per hour will be applicable after 4pm.
- afterhours set-up will be billed at R2500 (including 15% vat) per hour between 6pm and midnight & 7am-8am
- standard venue overtime of R4000 (including 15% vat) per hour is applicable after midnight and before 7am

service providers need enough time on the day to set-up for the event. a fair and realistic timeline is essential, thus considering the amount of work that needs to happen on the day, events may only commence from 1pm (guest arrival) at the earliest. should you wish to start with your event earlier, you will be required to book additional set-up time the morning of your event, or prep the day before. your planner can advise the venue on the amount of time required for setup, and the venue will include the cost of prep on the pro-forma invoice.

pending government regulations, or unless overtime was booked, last rounds at the bar will be called at 23:30, and the last song is to play out no later than 23:45. all guests are to depart by 00:00 / midnight. suppliers (including technical) need to conclude their wrap by latest 00:30. standard venue overtime will be applicable for any wrap work taking place on site (interior and/or exterior) after 00:30 and before 06:30. the standard afterhours rate applies until the last person, including service providers have left the premises.

wrap / strike times: if the pavilion is hosting an event the next day, then wrap will be scheduled for 06:30-08:00 the morning after your event. personal items should be removed from the premises by latest 8am. if no event is taking place the day after your event, wrap can be scheduled 08:00-10:00 for the next business day at no cost to client. breakdown between 10:00 and 16:00 will be billed at R1000 (including 15% vat) per hour. wrap arrangements should be confirmed with the venue manager, in writing, via e-mail, latest 1 week prior to your event. unless the pavilion is hosting an event on a sunday the venue will be closed, and the saturday event wrap will be scheduled for the following monday between 08:00-10:00 (to be confirmed during the final meeting). if the venue is closed on sunday or public holiday following your event, we advise that you make arrangements to remove all personal items ie: flowers, stationary, wedding cake, wedding gifts etc. at the end of the evening, as you will have no access to the venue if the pavilion is closed. clients will only be able to collect personal items the following business day. by special arrangement, flowers can be left on the green bar on the back patio, for clients to collect the morning after their event.

clients should please take note that belair reserves the right to accommodate site visits (limited to the pavilion and surrounding gardens only) on event days, between 9am and 12pm.

# Electrical

a qualified electrician, with a wireman's license is required for all electrical work on site. it is the event company's responsibility to ensure that this rule is adhered to.

lighting & music set-ups need to be discussed in detail to ensure that the venue can accommodate the electrical / power output requirements. additional power requirements for large kitchen, sound and lighting installations is for the client's own account / as per own arrangement. no work on practical lighting ie: greenhouse and venue chandeliers may commence without the venue manager's approval and supervision. please note: it is not possible to remove the greenhouse chandelier, it is a permanent fixture. should you wish to remove the venue interior chandeliers for your event, a chandelier removal fee of R400 (including 15% vat) is applicable.

the pavilion has made provision for a 60kva generator on site, that can power your event in case of load shedding. there is no hiring cost for the generator, however clients will be responsible for a fuel surcharge as set out below.

load shedding stage 1-2: R1000  
load shedding stage 3-4: R1500  
load shedding stage 5-6: R2000  
load shedding exceeding stage 6 - fuel surcharge to be confirmed.

the fuel surcharge is subject to change, pending fuel rate increases (if any).

since there is no way of knowing in advance if load shedding will be scheduled on the day of your event, the fuel surcharge will not be billed for upfront, but rather deducted from your security deposit. please do take note that the venue generator is serviced quarterly (as is required) however machinery can fail at any stage, and in such an event, belair cannot be held liable for mechanical failure. should the generator fail, belair will be able to assist with a stand-by 6kva generator that can power house lights and a standard sound set-up.

should clients wish to have a large stand-by generator on-site, belair will endeavor to assist with any arrangements necessary (cost to client)

## Large Scale Rigging, Construction, Sound & Lighting Set Ups

guests' safety is a high priority. a safety officer is required for all large-scale rigging, construction, sound, and lighting installations. this is not a requirement for a standard wedding dj / sound set-up. it only pertains to big technical set-ups for example: outdoor concerts etc. belair will arrange a safety officer (cost to client) to meet with the respective rigging, construction, sound & lighting teams at belair for a safety briefing, at least 30 days prior to the event.

all work including the placement of all electrical and sound cables is to pass a safety inspection prior to the start of the event. safety tape and cable ramps are essential for large set-ups, please confirm with your service provider, that they will supply all necessary items needed to ensure that all cables are "made-safe" for the event. all work needs to be signed off by a safety officer before the start of the event. events may not proceed if the rigging or construction work is deemed unsafe. the safety officer is to be present for the duration of set-up and wrap (cost to client) until all the work is completed. a representative of the event company needs to be on site for the duration of prep & wrap to manage the work.

lighting & music set-ups need to be discussed in detail to ensure that the venue can accommodate the electrical / power output requirements. additional power requirements for large kitchen, sound and lighting installations is for the clients own account / to be arranged by the events company.

rigging, construction & electric companies are to provide 3rd party insurance liability documents, prior to any work commencing.

additional security / night guards are required on large-scale prep and wrap days. (cost to client)

belair reserves the right to increase the security deposit for all large-scale installation work, an amount to be discussed upfront and agreed to in writing.

# In-Site Prep Rooms

## Ladies - In Site Prep Room

### The Glam Room

the glam room is a stand alone building in close proximity to the venue and guest house. the room is available for hair and make-up prep from 08:30am - 15:00. it is an intimate space that can accommodate up to 12 guests. alternative prep arrangements are to be made (as per own arrangement /cost) if your party exceeds 12 people (inclusive of the hair & make-up team) please confirm guest numbers with management upfront so as to ensure that they set-up / prepare for the right amount of people.

the guest house conservatory can be made available from 10:30-14:00 should clients, with a large retinue, require an additional prep room. a booking fee of R2000 is applicable if you wish to reserve the conservatory for prep. the use of the conservatory is limited to 8 people.

*a booking fee of R2750 is applicable should you wish to reserve the glam room for on site prep from 08:30-15:00*

*the booking fee for both the glam room & conservatory, includes a "bridesmaid" service ie: a service lady that will tend to the bride & her bridal party during prep. a helping hand to steam dresses, top up your bubbly and help with luggage, if need be. the service lady will also ensure that the prep room is tidy and that the wash-up service of all items used, is taken care of. in addition to the bridesmaid service, the booking fee includes a power supply during load shedding and a light beverage service ie: coffee, tea, water and fruit juice.*

*both prep rooms are equipped garment steamers.*

*the use of the glam room is included in the full house accommodation package. the conservatory (if required) will be an extra cost to client.*

***please enquire about the use of our bridesmaids dormitory the night before the wedding. room rate: R2800 for up to 4 ladies, including breakfast (sit down or takeaway) the morning of the event. please do take note that the dormitory is not included in prep room rate and / or the full house package. the room is only available for the night before the wedding. special consideration will be given for reservation enquiries the night of the wedding, provided belair is not hosting an event the day after.***

## Gentlemen - In Site Prep Room

### The Pool Room

the pool room is a relaxed space situated next to the guest house swimming pool. it is available from 10:30-15:00, exclusively for the groom and his groomsmen. the room features a built in braai, a small bar, television, restroom & shower facilities (towels are provided) and a dressing room.

alternative prep arrangements are to be made (as per own arrangement /cost) if the groom's party exceeds 8 guests, or if you wish to start earlier than 10:30am.

please confirm guest numbers with management upfront so as to ensure that they set-up / prepare for the right amount of people.

*a booking fee of R2250 is applicable if you wish to reserve the pool room facility for on site prep.*

*the booking fee includes a valet service ie: a male waiter that will tend to the groom & his groomsmen during prep. a helping hand that can steam a couple of suits, serve drinks and assist with luggage, if need be. the waiter will also ensure that the room is always tidy and that the wash-up service of all items used, is taken care of during the day. in addition to the valet service, the booking fee includes a power supply during load shedding and a light beverage service ie: coffee, tea & water. ice and fire wood will be provided.*

*the pool room is equipped with a garment steamer.*

*the use of the pool room is included in the full house accommodation package.*

# Accommodation Packages & Room Rates

## Full House Package

Package Rate: R 40.000.00

20 guest rooms / 36 adults & 7 children  
package rate includes breakfast for up to 43 guests.

the country house: 5 rooms || 10 guests.

the country barn: 13 rooms || 22-24 adults & 5-7 children

the luxury villa: 2 rooms || 4 guests.

includes the ladies prep room: available from 08:30-15:00

includes the gents prep room: available from 10:30-15:00

## Building 1

### The Luxury Villa

the unit consists of 2 individual suites,  
room capacity: 2 guests per room.  
the luxury villa sleeps a total of 4 guests.

Package Rate: R 5500.00

room 1: honeymoon suite \*king bed only.  
individual room rate: R3000.00

room 2: luxury suite \*king or twin beds.  
individual room rate: R2800.00

## Building 2

### The Country House

the unit consists of 5 individual rooms.  
room capacity: 2 guests per room.  
the country house sleeps a total of 10 guests.

Country House Package Rate: R 9.000.00

room 3: green garden \*king or twin beds

room 4: ming blue \*queen bed only

room 5: silver suede \*king or twin beds

room 6: white linen \*queen bed only

room 20: country breeze \*king or twin beds

**to ensure privacy in the main house,  
no individual room reservations are available  
in the country house. the county house (building 2)  
is a set 5 room / 10 guests reservation.**

## Building 3

### The Country Barn

the unit consists of 8 standard rooms:  
10, 11, 12, 13, 14, 15, 16 & 17, and 3 x family rooms:  
7/8, 9 and 18/19

the country barn sleeps a total of 22 adults & 7 children

Package Rate: R 20.500.00

room 7: sleeps 2 \*queen bed only  
family / interleading room to room 8.  
garden room  
individual room rate: R1750.00

room 8: sleeps 3 kids \*1 single bed & 1 bunk bed  
family / interleading room to room 7.  
individual room rate: R1250.00

*room 8 is strictly for children under 12 only.*

room 9: sleeps 4 \*2 king beds or 4 twin beds  
garden room  
individual room rate: R2850.00

room 10: sleeps 2 \*queen bed only  
garden room  
individual room rate: R1550.00

room 11: sleeps 2 \*king / twin beds  
individual room rate: R1550.00

room 12: sleeps 2 \*king / twin beds  
pool facing room  
individual room rate: R1550.00

room 13: sleeps 2 \*king bed only  
pool facing room  
individual room rate: R1550.00

room 14: sleeps 2 \*king / twin beds  
pool facing room  
individual room rate: R1550.00

room 15: sleeps 2 \*queen bed only  
family / interleading room to barn room 16.  
garden room  
individual room rate: R1550.00

room 16: sleeps 2 \*king / twin beds  
family / interleading room to barn room 16.  
garden room  
individual room rate: R1550.00

room 17: sleeps 2 \*king / twin beds  
garden room  
individual room rate: R1550.00

room 18: sleeps 2 \*king / twin beds  
family / interleading room to barn room 19.  
garden room  
individual room rate: R1550.00

room 19: sleeps 2 kids \*bunk bed  
family / interleading room to barn room 18.  
individual room rate: R1200.00  
*room 19 is strictly for children 4-12 only.*

## Accommodation Payment Terms

1st 50% accommodation payment due:  
6 months prior to the event date.

2nd 50% / full accommodation payment due:  
4 months prior to the event date.

an accommodation reservation is not compulsory, however if you do wish to book rooms on site, please take note of the minimum booking requirements as follow: luxury villa: 2 rooms & country house: all 5 rooms. thereafter, the barn rooms can be made available to your guests on a first come first serve basis - individual room rates are applicable. clients are responsible for the R4000 refundable (pending damages) security deposit.

## Accommodation Cancellation Fees

5-6 months 25% cancellation fee.

3-4 months 50% cancellation fee.

1-2 months 90% cancellation fee.

## Accommodation Check-In & Check-Out Times

**guests check-in time: 14:00-18:00 || guest check-out time: 08:00-10:00 || breakfast service: 09:00-11:00**

## Special Consideration - Weddings

clients will have first option to all the rooms on site, for the night of their wedding. **the first option expires 6 months from the date of the event (if no reservation was made)** whereafter rooms will be made available to other guests on a "first come first serve" basis.

stay the night before: belair is unable to offer accommodation the night before your wedding, since the pavilion might be hosting another event. if the date however is free, you are most welcome to reserve accommodation on site. availability can only be confirmed 2 months prior to your wedding date. for advance reservations, a 2-night stay will be considered for events that are booked for either a tuesday or friday. mondays and thursdays can be made available for a pre-wedding night stay, should it be required. dates offered excludes public holidays, dates in december & the 1st week of january.

it is not possible to guarantee an early check-in on the day of your wedding as guest check-out is only at 10am. if belair is not accommodating other guests the night before your event, an early check-in can be arranged. the following charges are applicable: R350.00 per room for an early check-in from 12pm and/or 50% of the room rate for a 8:30am check-in. belair management will only be able to confirm an early check-in, 7 days prior to your wedding day. please note that late check-outs will be billed at 50% of the room rate. costs will be deducted from your security deposit, if no arrangements were made upfront.

for a rehearsal dinner event, please enquire with belair about the use of the garden pavilion the night before the wedding (t's & c's apply. only available to clients that have booked a full house accommodation package on site the night before their event). location fee: R7000 (including 15% vat) + a R5000 service staff fee. limited to stay at belair guests only / not available to outside guests. the garden pavilion can be made available to clients and a small group of friends and / or family for after hours use (after the event has come to an end) at a reduced fee of R2200, limited to 20 guests and only available till 3am please enquire with belair should you wish to receive more information.

## Children Policy

if you, a member of your family, or friends wish to accommodate children, please discuss your requirements with management prior to making your reservation since it might not be possible to accommodate the desired amount of children. please take note that room capacity is limited. R400.00 per child (limited to 2 children between the ages of 2-8 years) sharing a room with parents, will be levied. this rate is inclusive of breakfast. if children are not sharing beds with parents, a small child mattress and child bedding can be provided. please make arrangements for this special request at the time of your reservation. children older than 8 will require their own room. please enquire about our family room options (rooms 7, 8, 9, 18 & 19. room 9 will be suitable for families with children older than 12, as will our interleading room option: room 16 & 17. please enquire for more information.

children are to be supervised by a dedicated childminder, for the client's account / as per own arrangement. children are not to be left unsupervised as the open ponds and pools on site, are potentially hazardous to children that are unable to swim. children may only play at the venue outdoor park under strict adult supervision. the playpark is for children under 8 and not suited to older children. belair accepts no responsibility for any accidents arising from no child supervision. the play park is a "use at own risk" area. please make all parents aware of the potential dangers. parents are responsible for their childrens' safety.

## Frail and / or Disabled Guests

kindly inform the guest house and/or venue manager if you are hosting any frail or disabled guests, so that management can make the necessary arrangements to ensure that your guests are comfortable.

## Indemnity & Force Majeure

In the event of force majeure, the obligations of both parties under the agreement will be temporarily suspended for the duration of the force majeure event, and will resume after the force majeure event has come to an end. neither parties shall be liable for personal financial implications related to the force majeure event. the contract / agreement between both parties is to resume within 120 days from when the force majeure event has come to an end. clients will only be able to select from available dates within this 120 day period. advance postponements outside of this 120 day period will be considered for available weekdays (mondays to thursday) only, excluding public holidays, dates in december and the first week in january. cancellations made during a force majeure event will be subject to belair pavilion & stay at belair's standard cancellation policies.

if any incident related to the event / function results in legal involvement of a third party, the client indemnifies belair pavilion and its employees from all responsibility and blame. belair pavilion cannot be held responsible for any losses, damages, theft, injury or death of any guest, service provider or employee, working at belair or attending the function. adult supervision of children is crucial. please ask your mc to make a child safety announcement at the start of your event. parents are responsible for the safety of their children at all times.

## Postponement & Cancellation Policy

we understand that there cannot possibly be a "one size fits all" solution, when dealing with postponements. each event will be dealt with independently / on an individual basis, since not one clients circumstances are the same. careful consideration will be given to each client, to best find a suitable resolve that works for all parties involved, including all vendors contracted for the event.

postponements will only be granted if any of the following has an impact on the scheduled event.

1. in the event of a national lock-down situation preventing social gatherings from taking place.
2. if gatherings are restricted to less than 50 people.
3. if the national curfew is set before 9pm.
4. if no alcohol may be sold, or if the bar operating hours are set to end prior to 7pm.
5. if the client or their immediate family (mothers, fathers, and siblings only) are abroad, and unable to travel due to travel restrictions, preventing travel to south africa.
6. in the event of hospitalisation or treatment of a severe illness or a traumatic experience that renders the client unfit to proceed with the scheduled event. this policy also extends to the clients immediate family (children, mothers, fathers, and siblings) a letter from the hospital or medical practitioner is required to confirm authenticity.

covid 19 postponements will only be granted if restrictions (listed 1-5 above) are still in place 3 months from the date of the event. advance postponements outside of this 3-month period will not be granted. the contract / agreement between both parties are to resume within 120 days from when the restrictions are lifted. clients will only be able to select from available dates within this 120 day period. advance postponements outside of this 120 day period will be considered for available weekdays (mondays to thursday) only, excluding public holidays, dates in december and the first week in january.

you are not eligible for a postponement should you deal with inconveniences related to visa applications of a personal nature ie: if clients live abroad and wish to remain in their country of residence, to obtain residency in that country or if clients wish to emigrate or apply for work visas in another country, after they have entered into an agreement with belair pavilion and / or stay at belair. clients may cancel their event, however cancellation will be subject to belair's standard cancellation policies. postponements will not be granted for inconveniences related to travel arrangements and travel expenses, or if guests are unable to travel. belair management will give consideration to couples that run into a work commitment situation that falls on the event date, postponements will also be considered for couples that wish to postpone their wedding due to an unplanned pregnancy. in such an event, clients will only be able to select from available non-premium dates (mondays to wednesdays only), excluding public holidays, dates in december and the 1st week in january) within a 4 month period, from the original event date. this option will also be extended to couples that have booked a destination wedding (where all guests are traveling from abroad) should they run into any problems related to travel restrictions. traditional customs: postponements will not be granted in the event of delays related to lobola negotiations. please settle all negotiations related to lobola, with family, prior to entering into an agreement with belair.

should belair offer a postponement (unrelated to the events listed above numbered 1- 6) a R5000.00 event postponement & administration fee will be levied, and noted on the client's revised pro-forma invoice. in addition, the client will be responsible for the annual venue rate increase, should it be applicable. if the client opts to cancel their event, then the standard cancellation policies, as set out in this agreement will be applicable. please do take note that standard cancellation is applicable, should couples make a decision to separate, for whatever reason.