

ENCORE RESTAURANT AND CONFERENCE CENTRE

WEDDING INFORMATION

2019

INTRODUCTION

Conveniently situated in the northern suburbs of Cape Town Encore Restaurant and Conference Centre provides an up market, trendy atmosphere with breathtaking views of Table Mountain and Table Bay.

Encore Restaurant and Conference Centre is under proud management of the Northlink College Hotel School. We pride ourselves in the provision of good food and excellent service. Our staff is warm, friendly and always willing to attend to your every need.

Training is our Main Ingredient

A unique experience, Encore Restaurant and Conference Centre is operated by Students under the supervision of seasoned, professional industry staff. Student training and superior customer service is our primary focus. At all times we endeavour to exceed the expectations of both our students and our guests.

With ample parking and breath taking views, it is the ideal venue for that Special Day.

It is our pleasure to provide you with the following information with regards to our facilities and services Encore Restaurant and Conference Centre have to offer. Please do not hesitate to contact any of our personnel members to assist you with your specific requirements:

MEET THE TEAM:

Business Unit Manager	:	Ursula van Willing uvanwilling@northlink.co.za
Banqueting Officer	:	Chuma Putta encore@northlink.co.za / Chuma.Putta@northlink
Executive Chef	:	Kathryn Line kline@northlink.co.za

Encore Restaurant and Conference Centre



Tel: +27 (0) 21 524 2236
Fax: +27 (0) 21 558 1056
E-mail: encore@northlink.co.za
Website: <http://www.encore.co.za>

Rothschild Boulevard
Welgelegen, Panorama
Private Bag X 1
Panorama
7506

MENU OPTIONS AND RATES

Encore Restaurant and Conference Centre caters for Breakfast, Brunch and Dinner Wedding Ceremonies and Receptions

Various Menus are on offer for breakfast, brunch and Dinner receptions.

- Breakfast / Brunch menus, excl Venue fee R120.00 – R220.00 per person
- Dinner menus, excl Venue fee R260.00 – R290.00 per person
- Venue fees :
 - Morning Wedding / Breakfast / Brunch (08h00 – 14h00) R8 700.00
 - Evening Weddings / Dinner receptions (16h00 – 24h00) R10 500.00
- Ceremony venue fee extra R4000.00

Optional charges as per client requests:

- Arrival drinks R45.00 per person
- Arrival canapes / snacks R70.00 per person
- Corkage fees for own wines R25.00 per bottle
- Juice per jug R40.00 per jug

Ceremony venue will include chair, white chair covers, red carpet, podium, register table, lapel microphone and CD player for background music. All other décor will need to be supplied by the client.

All packages include restaurant venue charges, welcome drinks and the menu as per the customer's selection.

The venue offers two separate venues for the ceremony and reception individually.

All ceremonies are hosted in our conference centre situated on the top floor and can accommodate a maximum of 90 guests.

Ceremony Venue with Chairs and Lectern



White drapings and Floral Arrangements



The Reception venue will be hosted on the ground floor level in the Restaurant area.

The restaurant wedding package includes the following:

- Use of the venue for setup 2 hours prior to the starting time of the function.
- The exclusive use of the venue from 08:00 till 14:00 or 16:00 till 24:00.
- Tables (round and rectangular available) and chairs
- All glassware, cutlery and crockery.
- Table linen: Please enquire about available selection
- Assistance to the client for set up and break down
- Professional waiters and bar tenders
- Qualified Chefs and Catering staff
- A fully licensed bar facility
- Use of the standard restaurant equipment (as specified below)

All alternative table linen, center pieces, candles, drapes and all other décor must be supplied by the client. The client is also responsible to arrange for their own music. You are allowed a DJ, Live Band or CD's to be played in Encore's CD player.

STANDARD RESTAURANT EQUIPMENT

The following standard equipment is included in the venue hire:

- PA System with cordless Shure microphone (microphone stand also available)
- Yamaha Traditional upright piano and chair
- 1 Disc CD-player with speakers in restaurant and dance floor area

Should you require any equipment over and above the equipment included in the venue hire, please advise in order that a detailed quotation may be forwarded from our preferred equipment supplier, for your approval.

RESTAURANT CAPACITY

The following amount of guests can be accommodated for weddings in the restaurant area:

- Using Rectangular tables: 90 guests only
 - Max of 84 guests (7T x 12)
 - 1 x Bridal table seating 6 pax on an alleviated stage area
 - Including a dance floor
- Using Round Banquet tables: 86 guests only
 - Max of 80 guests (10T x 8)
 - 1 x Bridal table seating 6 pax on an alleviated stage area
 - Including a dance floor

Restaurant capacities can be negotiated at management's discretion.



MENUS SELECTION

The following menus are available on request:

- Breakfast Brunch Menu
- Set Menu
- Buffet Menus available on Request

Please note that all menus and menu items are negotiable and can be re-quoted according to necessary changes. No food will be allowed to be removed from the premises on the client's requested menu should any be left over. **Encore has a NO "TAKE-AWAY" policy.**



DIETARY REQUIREMENTS

Please note that we do not cater strictly Halaal or Kosher, as we do not have the facilities. Our menus can be prepared Halaal friendly, which means that all pork and alcohol products will be eliminated from the menu. For strictly Halaal and Kosher meals, meals will be purchased from the restaurant's preferred supplier at the cost per person as indicated by the supplier or caterer. Special meal requirements i.e. Halaal, Vegetarian or Kosher are to be indicated five (5) days prior to the function.

Encore also allows for one (1) wedding cake to be brought onto the premises as outside catering. Should the client request this item to be served as part of the menu on the event, (for e.g. wedding cake served for dessert) a **courtesy fee of R20.00pp** will be added to the invoice for the cutting, plating, garnishing and serving of the cake/dessert.

FUNCTION CONTRACT

A detailed function contract for functions will be forwarded to the client on booking the restaurant. This document should be read attentively and a signed copy of the contract will be required in order to confirm any booking in writing. Once the contract has reached Encore, deposit payment schedules will be discussed.

CONFIRMATION AND PAYMENT POLICIES

For a Wedding reservation at Encore Restaurant a minimum of 40 guests are required. Where the guest attendance of 40 is not met, the charge will be made for 40 guests. Confirmation of a booking is required within seven (7) days after the initial enquiry was made. The final number of guests must be confirmed seven (7) days prior to the function as per the maximum room capacity mentioned above. Payment for the function will be according to the number of guests as per the seven (7) days confirmation. Bookings will only be confirmed once the deposit has been paid and a signed copy of the function contract has been received.

On confirming a function reservation, a set quoted **amount of R5000.00 is payable** to secure the booking date and venue, where after a 50% of the total quoted amount is payable to Encore Restaurant and Conference Centre based on the package selected. The paid deposit will be inclusive of the total quoted invoice and will be deducted once paid. The Banqueting Officer will confirm all these amounts. Payments can be made in cash, by cheque, credit card or electronic bank transfer. All cheques to be made out to: **Northlink College**. Deposits paid for functions are refundable should the function be cancelled within three (3) weeks prior to the function date.

Cheques can be posted to Encore Restaurant and Conference Centre or paid directly into the bank account (see details below):

Banking Details:

Bank: Nedbank
Branch: Tygerberg Winelands
Branch Code: 198765
Account name: Northlink College
Account number: 1186101377
Reference: Booking Ref nr

BEVERAGE AND WINE LIST

As per the venue hire a fully licensed bar facility is available. The bar facility includes a wide range of local and imported products. These include soft drinks, beers, ciders, spirits, liqueurs etc. Our wine list has been expertly compiled and boasts a wide selection of sparkling, red and white wines. Guests are encouraged to seek assistance in their wine selection to ensure the wine compliments the food.

A corkage fee of R 25.00 per bottle (750 ml only) will be charged for wines and sparkling wines brought on to the premises. Should the client supply the same wine available on our wine list a corkage fee of R 35.00 will be charged. No other beverages may be brought on to the premises.

All selection of fruit juices and choices of Welcome drinks must be supplied by Encore. Clients are only allowed to provide their own wine and sparkling wine if not purchasing from the Encore Wine List.

Bar operational hours:

Due to our latest Liquor Law, the cash bar facility will only be open until 24:00pm. Last rounds to be called at 23:45pm.



MISCELLANEOUS SUPPLIERS DETAILS

Herewith the names and contact numbers for those extra arrangements:

- **DJ Services:**
 - *Deejays Music; Greg* *021 872 1110*
 - *Southern Sound; U-one and Christelle* *074 472 5791*
 - *Southern.sound.cpt@gmail.com*
 - *2Loud 4 U; Andre* *072 462 3230*
 - *2loud4umusic@gmail.com*
 - *Any Event; Peter Wyness* *084 557 7401*

- **Wedding cakes**
 - *Pierre's Cake Creation; Pierre (www.pierrecakecreations.co.za)* *084 337 1630*
 - *Vanilla House Patisserie; Angie* *083 621 7801*
 - *Fairy Cakes; Sabena* *083 320 7388*

- *Floral and Décor Hire*
 - *De Ville Décor; Delene (www.devilledecor.co.za)* 082 532 5105
 - *Dulce Flora; Carol* 021 939 8499
 - *Exclusive Hire* 021 510 0340
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