

# WEDDING & CONFERENCE PACKAGE





When it comes to a truly magical and memorable social experience, the importance of location and setting can hardly be exaggerated. Where better to drink a toast than in the heart of some of the most popular and awarded winelands in the world?

Windmeul Kelder offers an intimate function venue suitable for wedding receptions, private or corporate functions, as well as smaller social gatherings. The backdrop of an authentic working cellar lends a warm, rustic ambience to your memorable occasion, while the convenient location and modern facilities ensure that everything goes off without a hitch on the day.

Our function venue boasts a raw and natural interior that provides the ideal blank canvas for your imagination. Whether you are planning the wedding of your dreams, a festive celebration or simply looking for an inspiring meeting place for you and your colleagues, we look forward to hosting you at Windmeul Kelder.

2025/2026

## Weddings | Special Events

### ❖ Capacity

- Option 1: 60 - 100 guests (with a dancefloor)
- Option 2: 60 - 120 guests (without a dancefloor)

### ❖ What our venue fee includes

- Plastic Chairs
- 10 seater Round Tables (1.8m)
- Cutlery
- Crockery
- Glassware
- Dancefloor (4 piece: 4m x 6m | 6 piece: 6m x 6m )
- Bar counter and Fridges
- Back-up Generator
- Electricity Points (no extension cords)
- Venue Manager (not a coordinator)

### ❖ What our venue fee excludes

- Setup and place settings
- Table linen and chair covers
- Cleaning after event
- Additional hiring, décor and flowers
- Audio equipment and DJ
- Barmen, all other alcoholic beverages
- Waiters (we recommend 1 waiter/ 10 people)
- Caterer/Chef
- Coordinator

## Corporate Functions

### ❖ Capacity

- Venue can be set up as wished
- Sadly we cannot accommodate more than 120 guests

### ❖ What our venue fee includes

- Plastic Chairs
- 10 seater Round Tables (1.8m)
- Cutlery
- Crockery
- Glassware
- Bar counter and Fridges
- Back-up Generator
- Podium
- Projector and Screen
- Electricity Points (no extension cords)
- Venue Manager (not a coordinator)

### ❖ What our venue fee excludes

- Setup and place settings
- Table linen and chair covers
- Additional hiring, décor and flowers
- Barmen, all other alcoholic beverages
- Caterer/Chef
- Cleaning after event



## Pricing

Weddings & Special Functions	Corporate
R130 per person	R65 per person
A minimum fee of R7 800, 00 is charged. However should the amount of guests exceed 60, a fee of R120 per person becomes applicable.	A minimum fee of R1 950, 00 is charged. However should the amount of guests exceed 30, a fee of R60 per person will be charged.

## Terms & Conditions

### 1. Drinks and Bar Facilities

- ❖ Only Windmeul Kelder wines bought at the cellar may be used for functions.
- ❖ All other alcoholic beverages to be arranged and managed by the client – no corkage will be charged.

### 2. Venue Times and Accessibility

- ❖ Access to the venue for decorations, preparations and setting of tables is available from 09h00 – 16h00 on the day prior to the function. All décor items to be removed before 10h00, the day after the function. Please note that Windmeul Kelder takes no responsibility for any lost/damaged items. It is the responsibility of the client to make sure that all hired goods are returned.
- ❖ Evening Functions cut off time is 00h00 and all guests to vacate the premises by 01h00. Windmeul Kelder management reserves the right to discontinue the bar services or music at its sole discretion as and if it is deemed necessary by the time. R1 000.00 per hour will be charged additionally should the premises not be vacated by 01h00.



## Terms & Conditions

### 3. General

- ❖ Appointments and/or viewings can be made:
  - Monday to Friday: 09:00 – 16:00; no viewing or appointments on Saturdays and Sundays; viewings by appointment only
- ❖ Reservations are provisional until a 50% non-refundable deposit is paid. All correspondence must be via email.
- ❖ All outstanding wine bills, breakage fees and venue fee will be payable on the first working day following the event. An invoice will be available.
- ❖ Final number of guests to be confirmed 5 working days before the function.
- ❖ In case of any damage or thievery to Windmeul Kelder, the client will be held responsible for the full replacement fee.
- ❖ Windmeul Kelder, directors and employees do not take any responsibility for any loss or damage to any of the client's or guests belongings (including gifts) or for any injury, damage or loss suffered by any person attending the function. The client accordingly indemnifies Windmeul Kelder against any claim arising from the above mentioned.
- ❖ Please note that Windmeul Kelder is a non-smoking venue.
- ❖ A breakage fee of R1 000.00 is charged and will be refunded in the case of no damages/ losses.
- ❖ No use of streamers/glitter poppers/confetti in the cellar or on the grounds of Windmeul Kelder is allowed. A cleaning fee will be added if at any stage we suspect that it has been used. Please arrange for additional personnel for cleaning during your function to avoid cleaning charges.





## Booking Form

Name and Surname/ Company Name	
Contact Person's Number	
Email Address	
VAT number	
Date of Function	
Time of Function	
Type of Function	
Number of guests	
Caterer Name	
Décor Company	
Special instructions	

---

Signature

---

Date signed

**Banking Details**

Windmeul Koöperatiewe Wynkelder Bpk  
ABSA, Paarl  
Account Nr: 400 970 149  
Branch: 33 42 10

The signed agreement together with proof of payment to be emailed for confirmation to  
021 869 8614 or [cindy@windmeul.com](mailto:cindy@windmeul.com)

## Preferred Suppliers List

### Catering

- ❖ Kings Catering  
Erlo & Randill: 021 873 2587  
goodfood@kingscatering.co.za
- ❖ Linda Bryns  
linka@telkomsa.net  
082 647 8131/021 873 2350
- ❖ Pauline Schreuder Catering  
0837277887 / 0824946307  
lolandri@gmail.com  
paulineschreuder@vodamail.co.za  
Facebook: Pauline Schreuder Catering  
Instagram: @paulineschreudercatering

### Décor

- ❖ Basson& Basson Verhuringsdienste  
bassonorders@gmail.com  
021 862 0614
- ❖ Goeters  
hello@baiegoeters.co.za  
063 773 2551





❖ OHRR Candle Collective

[info@ohrr.co.za](mailto:info@ohrr.co.za)

082 970 8751

❖ Wilgenhof Estate

[functions@wilgenhofestate.co.za](mailto:functions@wilgenhofestate.co.za)

071 896 5321