



Day Planner V23

Date of Wedding:	
Quote number:	
Bride & Groom Name:	
Bride Mobile Number:	
Groom Mobile Number:	

Note: I would require this **11 days before your wedding** to finalize your quote
 Please note that as soon as the invoice is sent no changes can be made. **You can set up from 10am the day before your wedding.**

Check List (Please ensure you have covered all the points)

- Pre-Snacks Menu
- Final Menu (Starters, Mains & Desserts)
- Drinks List (And serving instructions)
- Pre-Drinks & Snack Setup Area
- Hall map (Table layout and no of guests placing per table)
- Chapel Map
- Printed all the speeches?
- Final payment advice forwarded to estate@blackhorse.co.za **5 days** before wedding.

Nuschka
072 589 4663

Black Horse Estate Administrative Hours:
 Wednesday - Friday: 08:00 - 17:00

Your wedding

Thank you for choosing Black Horse Country Estate to celebrate your special day. As your wedding day approaches we need to finalize a few details. Please assist us by answering or completing the following questions to initiate the invoicing process.

We will be dealing with various aspects of your wedding. Please indicate sections that are not applicable as N/A.

How many guests will you have at your reception?		Amount
1	Bride & Groom	2
	Adults Guests (Excluding Kids, Photographers, Videographers, DJ, etc.)	
	Staff (Photographers, Videographers, DJ) Note: It is recommended that you do not work these staff into your seating plan, we will ensure they have dinner at the restaurant, unless they are friends)	
	Children (2-6 years) Please do note that we serve kiddies pizzas to kids.	
Total Number of guests		

Now we are going to take a closer look at your guest list now.

Do any of your guests require special attention?		Amount
	Do you have any Halal guests?	
	Any Kosher guests?	
	Do you have any Vegetarians?	
	Do you have any Vegans?	
	Do any of your guests have specific allergies?	
If YES, please provide details here:		

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Getting ready

It takes a while getting ready, from the most amazing hairdo to fabulous makeup. We are here for you.

Getting ready			
3	Let us know where you are getting ready, we have a few snacks ready to get you going, Baskets for the groom & bride. Each basket feed 4 pax, additional baskets at R500 each	Number of Baskets	Location (Bridal Suite, Ivy Cottage, Guest House)
	Time required		
	Groom's party		
	Brides Party		

Please let us know if there are any vegetarians or vegans.

What time does your ceremony start? (It is recommended that the Bride be 10 minutes late, as there are always a few late guests)	
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Guests' arrival:

Please inform guests that they should enter at Gate D. A Security guard will regulate traffic to the wedding and will patrol the gate and parking area during the evening.

The Chapel

Now we are going to have a look at your wedding ceremony.

Chapel information		
4	Where would you like your ceremony to be held?	
	Grass area by the horses	
	Chapel	

Please do note that the grass area may be off limits if we had rain and it is too wet. Also do note that the restaurant may be busy and noisy on the grass area.

Refreshments at Ceremony		
5	Would you require specific refreshments for guests before or during the wedding reception?	
	Water with mint & Lemon	(Included at no charge)
	Beer tent to be set-up outside Chapel	
	Other	

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Please specify other here:

Now we are going to have a look at the sound during your ceremony.

Sound	
6	Would you be using a Band or A DJ or Both?
	Band
	DJ
6.1	What song would the Bridesmaids be entering on?
6.2	What song would the Bride be entering on?
6.3	What song would the Bride and Groom exit on?

Do note that the sound equipment is already set up at the chapel and the DJ just connects there.

Confetti	
7	Note: Only plant leaves, popcorn or Sparklers may be used, also please do not spray paint the popcorn or leaves.

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Pre- Snacks or Canapés

Now that you are married it is good to mingle a bit with your guests before heading off to the dreadfully long photo session. You may now leave your guests in our capable hands to ensure that they have a good snack and a bit of beer before the reception.

Note: We recommend that you keep your photo session to less than 90 minutes.

What time does your pre-snacks start? Try and keep your ceremony short	
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Wedding cake	
8	Would you like to cut your wedding cake during pre-snacks?
	Yes
	No

Pre-snacks questions	
9	Where would you like your pre-snacks to be done?
	Lawn Circle Note: we provide benches, wine barrels, chairs and umbrellas
	Lawn in front of Chapel Note: we provide benches, wine barrels, chairs and umbrellas I
	Patio on South side of banquet all Note: we provide benches, wine barrels, chairs and umbrellas
	Large steel doors by banquet hall Note: we provide benches, wine barrels, chairs and umbrellas
9.1	Pre snacks drinks? These guests are now thirsty, we have a few options to assist you in quenching that thirst.
	Black Horse Beer (We recommend a maximum of 2 beers during pre-snacks, we setup the Black Horse Tap booth and dispense directly from Kegs)
	Black Horse
	Would you like the Gin Cart?
	Black Horse

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Your reception

It is time, guests will now start moving up to the reception hall, this is a job for your Emcee to usher them on. Our waiters will stand ready to assist and give direction.

What time does your reception start?	
What time are you planning on arriving at your reception?	

Reception Hall	
12	Would you like your reception hall to be open to guests? Depending on where your pre-snacks are, some guests might like to hang their Jackets, old people might like to go inside, etc.
	Yes
	No

Sound at Reception	
13	Would you be using a Band or A DJ or Both?
	Band
	DJ
13.1	What song would you be entering on?
13.2	What song would you like for your first dance?

Please note: DJ's are not allowed to bring their own speakers or Base units, they can plug in directly into our sound system. Microphones are already setup. 2 XLR's are available for the DJ to hookup their Sound Board.

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Reception Hall – Arrival drink		
14	On arrival at the Reception hall would you like to serve a pre-drink?	
	Yes	
Details here: (Old Brown Sherry, Gluwhein, Tequila, etc.)		
	No	

Now your guests are starting to warm up and are ready to drink fiercely. So let us have a look at your Champagne, Wines, Beers and Bar.

Reception Drinks		
15	Champagne or Sparkling wine (Recommended 1 and a ¼ bottle per 10 guests)	
		Bottles
	1.	
	2.	
15.1	How would you like us to serve these?	
	Guests can pour themselves, put it in the ice buckets	
	Waiters must please serve the guests	
	Please can you pour at the back and bring it out (Note you will then not have Flute glasses on your table)	
15.2	Wine (We have a great selection on the web, choose a few and write them in here, remember you purchase these from us, and any left over wine is yours.)	
	1.	
	2.	

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	3.	
	4.	
	5.	
15.3	I would like to bring in my own wine!	
Please note that our corkage price for wine is R100 per bottle, R200 on Champagne per bottle. We do not allow corkage on Spirits.		
	How many bottles will you bring in?	
15.4	How would you like your wine placed/served?	
	Place the bottles on the table guests can help themselves!	
	Please place it on a wine station, then guests are welcome to help themselves to a bottle or a glass.	
	Hide the wine behind the bar and let waiters walk around and pour for the guests.	
15.5	The Bar	
	We would like a tab of	R
For (e.g. Cold drinks, waters, mixers, everything except shooters)		

Bar notes & Rules:

- Outside spirits/drinks are not allowed and will incur a hefty fine.
- Bar closes at 11:45
- We accept VISA, MASTER and Zapper (No Cash)

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- For bar tabs we require your Car keys.
- **Only Black Horse beers are allowed at Black Horse**
- Our Right of Admission is reserved

Reception food

Now we are going to have a look at your food.

What time are starters served? Buffet () Plated ()	
What time is Mains served? Buffet () Plated ()	
What time is Dessert served? Buffet () Plated ()	

Please note that the kitchen will be preparing the food according to this timeline and any deviation could affect the quality of the food. Please ensure you are on time for food.

Food	
16	Yes, we are having starters!
Our starters are	

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	Main course	
	Dessert	
Our desserts are:		

Please alert us to the guests with allergies, Vegetarians, kids etc.

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Order of events

What happens when?			
1	What time will the guests start arriving?		
2	What time will the ceremony start?		Estimated Length
3	What time will guest be moving to the Pre-Drinks section?		
4	What time must the candles be lit?		
5	What time will the hall be opened to guests?		
6	What time will the bride and groom arrive?		
7	What time will the toasts begin? Do you require the waiters to charge the glasses or will the guests do it themselves?		
8	If orders needs to be taken? Starters & Mains together 30 min before starters, 1 hour before mains -Plated		
9	What time will the starter course be served?		
Notes:			
10	What time is the main course served?		
Notes:			
11	What time is the desert served, if necessary?		
Notes:			
12	Last rounds is called at 23:30, Bar closes at 23:45, Last Song at 11:55		

Apologies for asking the same questions again, it helps us getting your day perfect!

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Accommodation

We do not have a lot of accommodation at Back Horse, below is a list of our accommodation and a few answers we require. (Minimum 2 nights)

Staying at Black Horse			
	Black Horse View (Guest House) This is where the Groom gets ready	Number of nights	2
	Lily Room	2 Guests	
	Lavender Room	2 Guests	
	Daisy Room	2 Guests	
	Lobelia Room	2 Guests	
	Clevia Room	2 Guests	
Guests 2	Firefly Suite Queen bed, This is where the bride gets ready and the couple spends their 1 st night	Number of nights	2

- Check in is at 2pm
- Check Out is at 11am
- Breakfast not included
- Please lock and return keys to Restaurant at checkout.

Please note that the guesthouse is self-catering; please bring coffee, milk, firelighters, charcoal, etc. Please note each room has linen & 1 set of towels available; please bring additional set if required. Please bring additional blankets for wintertime.

Cutlery and crockery at the guest house are limited to the guest staying there. If you require additional cutlery and crockery please let us know.

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Breakfast

Breakfast is not included.

Family

Seeing that we will be spending a lot of time working with your family we would really appreciate it if your could share their names with us

Family	
Grooms Mom	
Grooms Dad	
Brides Mom	
Brides Dad	

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Contractors

Photographer	
Name	
Contact number	
E-mail address	

Decor & Flowers	
Name	
Contact number	
E-mail address	

Band	
Name	
Contact number	
E-mail address	
Note: Please note that the Balcony doors will be closed form 10pm to curb noise in the valley.	

Wedding cake supplier	
Name	
Contact number	
E-mail address:	

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Wedding day coordinator (If not Black Horse)	
Name	
Contact number	
E-mail address	

Wedding Planner	
Name	
Contact number	
E-mail address	

MC (emcee)	
Name & Surname	
Important Information for the MC	<p>There is strictly No Smoking allowed under any roofs as well as on the Balcony side of the venue, even down the stairs, the shrubs are very dry and burns easily. Please feel free to smoke under the veranda on the right side; there are fires and seating available.</p> <ul style="list-style-type: none"> ○ Toilets are to the right of the bar area. ○ Please do not feed the fire pots.

We contact them when they are late!

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Black Horse Decor

Are you doing draping?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:
<p>Please ensure you check and verify qualities online before your wedding. It gets updated weekly. Then add them in this list so we can get them ready for you.</p>		

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Special requests

Please provide any special requests or important details in the space provided below, the following is important for us to know.

- Elderly guests or guests with walking difficulties.
- Guests that require special seating (elderly, oversized guests).
- Specially reserved parking at the top parking section.
- Have the horses available for the photo shoot.

Important information you should be aware of:

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Confetti – Please note that we only allow flower petals or leaves that are 100% degradable. We do not allow synthetic biodegradable confetti. (Rose petals are recommended). **Please note that confetti poppers are not allowed during the reception.**

Accommodation – Kudzi is your helping hands at the accommodation please leave her a gratuity when you check out.

Payment - Payment for your wedding must be fully paid and reflected in the Black Horse account **5 days before your wedding**. Please note you will not be allowed to start setup the day before you wedding until full payment has been received

Corkage - We do recommend that you give us the opportunity to quote on all your alcohol selections. If you want to bring your own please note our corkage fees below:

Wine: R60 per bottle

Fortified wine: Not allowed

Champagne –R100 per bottle

Spirits (Whiskey, Gin, Vodka, Brandy, etc.): Not allowed

Bottled water – Not allowed

Tabs: Any bar accounts settled after the event will be subject to a 20% gratuity

Deposit refund

In order for us to process your deposit please complete the form below. Please note it will take up to 30 days for your refund to be processed. Note that any items missing from Black Horse in your possession will not be refunded if received by Black Horse after a 7-day period.

Account Name	
Bank	
Account Type	
Branch Name	
Branch Code	
Account number	

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Rules & Regulations

To ensure that your event runs smoothly and without any incident read and accept the venue rules & conditions.

Drunk or disorderly conduct of guests: The right of admission is reserved. In particular, Black Horse and its staff reserve the right to refuse entry to, or to remove from, the Venue any persons who are drunk or disorderly or whose conduct is unlawful or offensive.

Any person who causes a disturbance (Including the harassment of any of our staff members) or who refuses to comply with reasonable requests from the Black Horse Staff may be removed from the Venue. Black Horse staff also reserves the right to refuse alcohol to any person that acts disorderly or are deemed intoxicated.

Strictly No Smoking areas: Please note that no guests are allowed to smoke under any roofs at Black Horse. Smoking under any roofs contravenes the South African Law of 2009. Guests are only allowed to smoke in clearly designated areas.



The South African smoking laws of 2009 banned smoking in partially enclosed public places such as covered patios, verandas, balconies, walkways and parking areas. Black Horse can be fined up to R50,000 if our premises breach the smoking laws.

Alcoholic beverages: Alcoholic beverages may not be taken into or out of the Venue or Black Horse Premises. It is an offense for minors to purchase or consume alcohol or for persons to supply alcohol to minors.

External food or beverages: Guests are not permitted to bring food or beverage products purchased at commercial outlets outside the Venue's licensed area into the Venue. Decisions about whether such products will be permitted are at the discretion of Black Horse.

Closing times: The Black Horse Venue closing times are as follows: Please note that no exceptions will be made.

Last Rounds Call	23:30 , please note only one last drink per person.
Bar Closed	23:45
Venue close and music off	24:00
Premises must be vacated at	00:30

Accommodation: Any guests staying at the Black Horse accommodation must vacate the accommodation premises by 11:00 and the keys must be handed over to a Black Horse staff member at the Restaurant. Failure to comply will lead to an additional days accommodation hire being charged to the Hirer.

Restaurant: Please note that all bills at the Black Horse restaurant must be settled immediately with the particular waiter at the restaurant. Please note that the liability deposit cannot be used for this purpose.

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Liability deposit: Please note that your liability deposit can not be used for your bar bill, please settle your bill at the end of the evening. Any outstanding guest tabs will be billed to the hirer's account in the evening. Liability deposit is refundable within 30 days.

Please note our standard liability charges; please do note that any items broken during your wedding will be charged (by Guests or staff):

- Glass breakages: R50 per glass
- Plate breakages: R150 per plate
- Salt and pepper pots: R290 per set
- Cutlery: R 50 per item
- Cake lifter and knife: R500
- Table cloths: R500
- Runners: R250
- Napkins: R50
- Other, as invoiced

Confetti & Sparklers: Only approved biodegradable confetti is allowed at the venue. No sparklers are allowed at the venue. No confetti are allowed to be used during reception.

Contravention of rules and conditions: Contravening any of these rules and laws, Black Horse reserves the right to immediately suspend sales of any liquor (close the bar) and shut down any music. Contravening any of these rules and laws will also lead to the forfeiture of the hire's liability deposit.

Hirer will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Black Horse may incur as a consequence of the actions of Hirer's or any of Hirer's guests while Hirer's is in control of the venue, and shall indemnify and hold harmless Black Horse against any and all legal actions which may arise from Hirer's use of the venue.

I/We the hirer hereby accept the conditions and rules as stated above

Name & Surname
Hirer

Date of Event

Signature

Please attach: **Table Layout**

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