

# Belair

pg. 2	about belair pavilion
pg. 3	standard venue rates II what is included
pg. 4	what is excluded II available optional extras II special offers
pg. 5	elopement package
pg. 6	extended event packages for a 2-day or 3-day event celebration
pg. 7	the night before event package
pg. 8	reservations & payment terms II cancellation policy
pg. 9	ceremony areas II dance floor areas II sound II restroom facilities II provisions for disabled guests
pg. 10	bar service information
pg. 11	non-alcoholic events II catering
pg. 12	service staff information
pg. 13	timing & afterhours II event set-up / event preparation II event breakdown
pg. 14	hiring II service providers policy II event coordination
pg. 15	electrical II rigging, construction, sound & lighting set-ups
pg. 16-18	accommodation & on-site prep II room rates & packages II children policy
pg. 18	belair pavilion house rules
pg. 19	indemnity II postponements & cancellations policy

## Contact Us

Site Visits & Viewings - Jason Plumbly: [jason@belair.co.za](mailto:jason@belair.co.za) II 083 987 2264  
Reservations & Accounts: Wilmarè Plumbly: [events@belair.co.za](mailto:events@belair.co.za) II 083 992 8403

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

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

# Belair Pavilion

this exceptional garden estate, nestled on the slopes of paarl mountain, is a hidden treasure in the cape winelands. just 45 minutes from cape town, the contemporary glass pavilion, seating up to 200 guests, is considered to be one of south africa's most captivating garden venues.

set within an exceptional landscape, belair offers panoramic views of the boland mountains. the pavilion itself is a striking steel-and-glass structure wrapped in lush, evergreen star jasmine, which bursts into bloom in late october and november. with its wraparound glass doors, the reception room opens fully to its surroundings, allowing the garden to become part of the celebration.

terraced lawns flow from the front of the pavilion, creating a tiered landscape ideal for outdoor cocktails. flanked by wisteria-draped arches, two stylish outdoor bars invite guests to linger and take in uninterrupted views of the simonsberg mountains. a picture-perfect setting for a pre-drinks experience that feels both relaxed and refined.

a dramatic water feature forms the aisle to belair's signature greenhouse ceremony space: a charming, jasmine- and ivy-covered garden chapel that seats up to 180 guests. enveloped by flowering arches, this space peaks in beauty during wisteria season in mid-september.

for larger celebrations (for up to 200 guests) belair offers two additional outdoor ceremony areas, each as thoughtfully designed as the next. the water pear tree garden is nestled beneath mature trees, offering natural shade and a sense of intimacy. a bold black-and-white tiled aisle leads the way, beautifully framed by white rose covered arches. white marble pathways guide guests onward to the simonsberg lookout. a magnificent open-air setting set within a rolling field, with stunning views stretching across the simonsberg mountain range. this space flows seamlessly into a formal grass garden and is anchored by a striking reflection pool, creating a breathtaking backdrop for a ceremony of scale.

even as the sun sets, belair continues to enchant. the back patio, strung with festoon and fairy lights, includes a cozy fire pit, stunning granite water wall, ambient satellite bar, and an open-air dance floor. a magical setting for al fresco celebrations.

for families, a thoughtfully designed outdoor play park allows small children to explore and enjoy under the watchful eye of parents or childminders.

on-site accommodation is provided at the belair country house, which can host up to 43 guests (36 adults and 7 children) in 20 charming guest rooms. should there be no event booked for the following day, an additional 4 single guests may be accommodated in the orchid room, adjacent to the ladies glam room. a hearty farm breakfast is included for all overnight guests and served at the beloved goatshed restaurant on the neighboring fairview wine estate.

with sculpted gardens, two stunning reflection pools, a full-scale labyrinth, and architectural beauty at every turn, belair offers more than a venue, it promises a one-of-a-kind experience. here, against a backdrop of awe-inspiring scenery, your event will be effortlessly elegant and truly unforgettable.

belair, a boutique estate where refined design and natural beauty exist in perfect harmony.

# Standard Rates

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

## 2026 Venue Package

R74,000.00 including 15% VAT

## 2027 Venue Package

R79,000.00 including 15% VAT

## 2028 Venue Package

R84,000.00 including 15% VAT

### **the venue package includes the following:**

- use / option of 3 on-site ceremony areas: the greenhouse, the water pear tree garden or the simonsberg lookout. 34x 6-seater timber & steel benches are available for both the water pear tree garden and the greenhouse. the set-up includes 1 podium (for the marriage officiant) & a table for your sound technician. clients are to hire garden chairs for the lookout ceremony area since the benches are not suited to the terrain.
- use of arrival and/or pre-drinks areas. front lawn terrace and / or back patio bars.
- the main reception room inclusive of 20x 2,4mx1.1m timber & steel dinner tables & up to 200 of belair's signature "alice" dining chairs. the pavilion package includes 1 dj booth and 3 plinths / podiums for speeches, the wedding cake and / or gift box.
- tableware
  - st. tropez stainless steel cutlery for up to 200 guests.
  - starter knives & forks, dinner knives & forks, dessert spoons & cake forks. soup spoons are not included.
  - continental china dinnerware for up to 200 guests.
  - side plates, starters or 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. additional wine and / or water glasses are available at a nominal fee should clients prefer a three- or four-glass 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, waste bins, 3x 1/2 wine barrels (outdoor coolers) and 4 bar drinks fridges.
  - \*belair offers 3 bar areas. 2 outdoor bars - front terrace, back patio & venue interior bar.
- standard kitchen facilities
  - 12 plating tables, 1x double door fridge, 2 double warming ovens, freezer, 3 plate boiler table, 2 braai drums, microwave, airfryer, 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 / sculler & 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, stationery & 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. 34  
2026-2028 R30 each - including 15% vat.
- outdoor lounge packages \*non-vatable  
2026-2027 R8,000 R8,500 - medium  
2026-2027 R10,00 R10,500 - large
- lawn game package: select any 6. teebox, putting green, kubb, lawn dominos, ring toss, giant pick-up-sticks, lawn dice, tic-tac-toe, boules & croquet. R800 incl. vat.
- armless ghost chairs - available qty. 200  
2026-2027 R45 each - including 15% vat.  
2028 R50 each - including 15% vat.
- upgrade to white costa nova dinnerware  
R500 upgrade fee for the set - including vat.  
available qty: 150 side plates & 150 main plates
- 3-panel interior gas heaters including gas.  
available qty: 6. R500 each - including 15% vat.  
*\*subject to gas rates increases, if any*
- bedouin tents - pending availability  
2x 15x15m "all weather" tents  
2026: R25,000 R28,000 R30,000  
rate includes 15% vat, delivery, collection, set-up and breakdown costs. the rate is subject to change pending supplier rate increases.

## Special Offers

### Last Minute Reservations

2026 R62,000 including 15% VAT  
2027 R65,000 including 15% VAT  
2028 R69,000 including 15% VAT

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

### Mid-Week Reservations

2026 R58,000 including 15% VAT  
2027 R62,000 including 15% VAT  
2028 R66,000 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.

### Winter Event Reservations

2026 R58,000 including 15% VAT  
2027 R62,000 including 15% VAT  
2028 R66,000 including 15% VAT

events hosted in june, july & august.

### Halaal / Muslim Events

2026 R62,000 including 15% VAT  
2027 R65,000 including 15% VAT  
2028 R69,000 including 15% VAT

sunday events only. reservations made within 6 months of the date of the event. excludes sundays in december. a R6000 surcharge is applicable for numbers exceeding 200 guests.  
halaal events are limited to 250 pax.

# Belair

## An Intimate Celebration Elopement Package

2026: R55,000.00 || 2027: R58,000.00 || 2028: R62,000.00

rates are inclusive of 15% VAT

- available dates in january, february, march, april, may, june, september & october - excluding public holidays.
- available for day events only. january to march: 15:00-20:00 || april, may, june, september & october: 13:00-18:00
- vendors set-up time: january to march: 11:00-14:00 || april, may, june, september & october: 08:00-11:00
- the package it is only available for "last minute reservations" ie: reservations made withing 3 months from the event date.
- limited to 50 guests - inclusive of children.
- the package includes the use of one of the 3 outdoor ceremony areas - client to select.  
benches & green velvet cushions are included in the greenhouse & water pear tree garden ceremony areas.  
clients are to hire garden chairs for the simonsberg lookout should they wish to make use of this space.
- the package includes standard venue tables & venue chairs for up to 50 guests.
- costa nova dinner plates, cutlery & table glassware for up to 50 guests is included.
- bar glassware for up to 50 guests is included.
- the package included corkage fees for 24x 750ml bottles of wine.
- the package includes our medium outdoor furniture package.
- belair will arrange for the set-up of tables & chairs as per your selected floor plan layout.
- belair will see to serviced rest room facilities & consumables during the course of the event.
- the use of the kitchen facilities are included for belair approved caterers.
- the services of our in-house "on the day" co-coordinator is included in our elopement package.
- service staff for up to 50 guests: 1 event supervisor, 2 barmen, 5 waiters, 1 sculler,  
1 restroom cleaner, 1 security guard is included in our elopement package.

belair service staff will lay the dining tables & tend to the fire (fire-pit) during the course of the evening.  
(fire wood will be provided by belair)

please take note of the following

- the special offer is limited to no more than 50 guests (inclusive of children)
- strictly no self catering will be permitted.
- no beverages are included in the package. client can select one of the bar options mentioned on page 10.
- accommodation & on-site prep room facilities are available, but not included in the package. please see pages 16-18.
- the special offer excludes event planning, catering, florals, decor & linen. clients are to make use of approved belair service providers for the above mentioned, if required.
- for larger gatherings, standard venue terms and rates apply. the minimum bar spend is required, and staffing will be quoted separately.

# Extended Event Packages

the rates below include venue hire and accommodation as detailed and exclude all other event-related expenses. event planning, catering, florals, décor, lighting, service staff, bar orders, and any optional extras are not included. please take note that rates are subject to change.

**Package A**  
2026: R355,000.00  
2027: R366,000.00  
2028: R390,000.00

thursday full day set-up 08:00-16:00  
friday pre-event day 08:00-00:00  
saturday wedding day 08:00-02:00  
sunday post event day 09:00-22:00  
monday strike / wrap 08:00-13:00

includes the garden pavilion for stay at belair guests  
friday 14:00-01:00 and saturday 09:00-03:00.

includes the ladies prep room 08:30-16:00  
and gents prep room: 10:30-16:00 for the day of the  
wedding.

includes 2-nights accommodation for up to 42 adults,  
and 5 children for both friday & saturday night,  
including a 4pm late check-out on sunday for all  
stay at belair guests.

breakfast at fairview wine estate is included for all stay  
at belair guests the morning of the wedding (saturday)  
and the morning after the wedding (sunday).

*add R25,000 for a 3rd night stay - including breakfast for  
stay at belair guests on monday*

**Package C**  
2026: R200,000.00  
2027: R205,000.00  
2028: R224,000.00

thursday set-up 08:00-14:00  
thursday "night before" event 16:00-22:00  
friday wedding day 08:00-00:00

includes the garden pavilion for stay at belair guests  
thursday 14:00-00:00 and friday 09:00-03:00.

includes the ladies prep room 08:30-16:00  
and gents prep room: 10:30-16:00 for the day of the  
wedding.

includes 2-nights accommodation for up to 36 adults,  
and 7 children for both thursday and friday night.

breakfast at fairview wine estate is included for all  
stay at belair guests the morning of the wedding (friday)  
and the morning after the wedding (saturday).

the thursday pre-event included in this package is set  
out on page 7 of this information pdf.

note: standard venue wrap time on saturday.

*packages A, B, C, and D are not available for bookings during december or the first week of january. these packages are also unavailable for any date where the thursday (preparation day) falls on a public holiday. in addition, package D is not available on any date that falls on a public holiday.*

**Package B**  
2026: R250,000.00  
2027: R260,000.00  
2028: R279,000.00

thursday full day set-up 08:00-13:00  
friday pre-event day 08:00-00:00  
saturday wedding day 08:00-00:00

includes the garden pavilion for stay at belair guests  
friday 14:00-01:00 and saturday 09:00-03:00.

includes the ladies prep room 08:30-16:00  
and gents prep room: 10:30-16:00 for the day of the  
wedding.

includes 2-nights accommodation for up to 36 adults,  
and 7 children for both friday & saturday night. please  
note standard check-out time sunday morning: 10am

breakfast at fairview wine estate is included for all  
stay at belair guests the morning of the wedding  
and the morning after the wedding.

please note standard wrap time:  
sunday 06:30-08:00 or monday 08:00-10:00  
pending the pavilion event schedule.

standard venue overtime is applicable after 00:00.

**Package D**  
2026: R184,000.00  
2027: R188,000.00  
2028: R206,000.00

tuesday set-up day 08:00-14:00  
tuesday "night before" event 16:00-22:00  
wednesday wedding day 08:00-00:00

includes the garden pavilion for stay at belair guests  
tuesday till 00:00 and wednesday till 02:00.

includes the ladies prep room 08:30-16:00  
and gents prep room: 10:30-16:00 for the day of the  
wedding.

includes 2-nights accommodation for up to 36 adults,  
and 7 children for both tuesday and wednesday night.

breakfast at fairview wine estate is included for all  
stay at belair guests the morning of the wedding  
(wednesday) and the morning after the wedding  
(thursday).

the tuesday pre-event included in this package is set  
out on page 7 of this information pdf.

note: standard venue wrap time on thursday

# Belair

## "The Night Before" Event Special Offer

2026-2027 R30,000.00 || 2028: R35,000.00  
rates are inclusive of 15% VAT

- available for Mondays, Tuesdays or Thursdays nights only, **excluding public holidays, dates in December and the first week in January.**
- only available to clients that have booked a full house accommodation package.
- limited to 50 guests. pavilion back patio, pavilion interior / reception room or the greenhouse.
- event timing 16:00-22:00. standard venue & staff overtime is applicable after 22:00
- standard venue tables & venue chairs for up to 50 guests.
- set-up of 2 buffet tables on the back patio.
- Costa Nova dinner plates, cutlery & table glassware for up to 50 guests.
- bar glassware for up to 50 guests, inclusive of 40kg of ice.
- clients are welcome to bring their own wine, beer, ciders, soft drinks, and water for their event, or these can be supplied by the venue on either a cash bar or bar tab basis. please note that all spirits will be supplied exclusively through the venue bar. clients may choose whether spirits are offered on a cash bar basis or placed on a bar tab.
- outdoor / patio furniture: 4 bistro tables & 16 bistro chairs - back patio only.
- set-up of tables & chairs - floor plan layout including the set-up of the buffet station on the back patio.
- standard lighting on the back patio: fairy lights & festoon lights.
- serviced rest room facilities & consumables.
- kitchen facilities - only available to a Belair approved caterer.
- service staff for up to 50 guests: 1 event supervisor, 2 barmen, 5 waiters, 1 sculler, 1 restroom cleaner, 1 security guard.

Belair service staff will lay the dining tables & tend to the fire (fire-pit) during the course of the evening.  
(fire wood will be provided by Belair)

please take note of the following

- the special offer is limited to no more than 50 guests (inclusive of children)
- the special offer excludes catering. please allow for R600: 2026-2027 & R660: 2028 - per person.
- strictly no self catering will be permitted.
- the special offer excludes event planning, florals, decor & linen. clients are to make use of approved Belair service providers for the above mentioned, if required.
- for larger gatherings, standard venue terms and rates apply. the minimum bar spend is required, and staffing will be quoted separately.

# Reservations & Payment Terms

if you'd like to book your event at belair, simply send us an email with your preferred date and an estimate of your guest numbers. we will respond with a provisional cost estimate and a copy of our venue agreement for you to review. you will have 7 days to go over the contract and ask any questions before confirming your reservation. if you decide to go ahead, just return the signed contract along with proof of payment for the first 50% of the venue fee. once we've received both, we'll send a formal confirmation and update your invoice accordingly. please note that provisional (pencil) reservations will be released after 7 days if we haven't received both the contract and proof of payment. your reservation documents can be sent to: [events@belair.co.za](mailto: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. if the 2nd 50% payment is not received on time, your reservation may be released and the first 50% received, will be forfeited, thus we kindly ask that all payments are made on or before the date indicated on your pro-forma invoice. 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. all forex / international payment fees are for the clients own account. forex fees charged to belair will be billed back to client.

a refundable security deposit of R6,000 (pending any damages), along with any remaining payments, such as optional extras, staffing, and bar orders, must be settled at least 7 days before your event. all payments must clear in belair pavilion's account no later than 5 days prior to your event date. please note: events cannot proceed if the full balance hasn't cleared by the day of the event. if your payment is last-minute, please select immediate clearance when doing an eft, or settle directly with the venue manager via cash or card by 09:00 on the morning of your event. all reconciliations and refunds will be processed within 10 working days after your event.

kindly email all proof of payments for belair pavilion and/or stay at belair to [events@belair.co.za](mailto:events@belair.co.za), so that we can correctly allocate them to your pro-forma invoice. when making payments, please use the reference number (your event date, as indicated in red on your invoice) to ensure accurate tracking for both venue and accommodation bookings.

please note that cash deposit fees will be applicable for all cash deposits made to belair. credit card payments will incur a 3% card transaction fee. credit card fees are subject to change pending bank fee increases. when making an international payment, please ensure you select the option to cover all transfer fees.

# Cancellation Policy

we understand that life sometimes takes unexpected turns, and while we hope you won't need to cancel your special day, here's what you need to know if it does come up. if you decide to cancel within 30 days of confirming your event (that's from when you've paid the first 50%), a R5,000 cancellation fee will apply.

by making your first 50% venue payment to secure your event date, you confirm that they have read, understood, and agree to belair pavilion's cancellation policy as set out in our contract, which will be sent to you via e-mail, along with your pro-forma invoice. cancellation fees will apply irrespective of whether a signed contract has been returned. the first 50% venue payment received will be regarded as the event confirmation.

if the signed contract is not returned within 7 days from the date the reservation was made / the first 50% payment was received, the event date may be cancelled, and the R5,000 cancellation / administration fee will be applicable and deducted from your payment received. in the event that we are unable to reach you, or if you are unresponsive to our communication efforts within 30-days from when the reservation was made / from when we have received your 1<sup>st</sup> 50% payment (without a signed agreement), cancellation fees, as set out below, will apply. the balance (if any) will be refunded to you within 10 working days from the date on which we have received your banking details.

If you wish to cancel your event after 30 days from the date of confirmation, cancellation fees will apply as set out below. all cancellation fees are calculated as a percentage of the total venue package rate (inclusive of VAT), and not as a percentage of the first 50% payment received.

- 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.

while your confirmed event date is fixed and generally can't be changed, we understand sometimes things do happen that are out of your control, such as hospitalisation, a medical emergency, or a traumatic event that makes it impossible to go ahead. we will try and do our best to accommodate a postponement.

you can find more detail on how postponements work in our postponement terms on page 19.

## Ceremony Areas

clients have the option to choose from 3 ceremony areas.

*the greenhouse* (seating for up to 180 guests)

this lush, ivy-covered garden structure is a beautiful choice for a romantic garden ceremony.

it provides lovely shade on warm days, and the roof offers cover in the event of light rain.

if your guest list exceeds 180 people, additional guests can be comfortably seated on the adjacent lawn or stand beneath the arches just behind the structure.

*the water pear tree garden* (seats up to 200 guests)

a serene and shaded garden setting, where guests are seated beneath the canopy of graceful water pear trees. this romantic outdoor space features a striking black-and-white tiled aisle framed by white rose-covered arches, a timeless choice for a summer wedding.

*the simonsberg lookout* (up to 200 guests)

set in an open field with breathtaking views of the simonsberg mountains and surrounded by a beautifully manicured grass garden and tranquil reflection pool. it is an unforgettable location for a magical celebration.

*ceremony seating:* the greenhouse and water pear tree garden includes 34 timber-and-steel benches (each seating up to 6 guests), already factored into the venue package. if you'd prefer chairs or need extra seating or shade, feel free to make arrangements with one of our approved vendors (cost to client). if you'd like to use the venue's steel "alice" dining chairs for your ceremony in either of these areas, a R1,500 custom ceremony setup and strike fee (including 15% vat) will apply. this set up is only possible if there are enough chairs for both ceremony and reception. seating at the simonsberg lookout: please take note that the venue benches, steel "alice" dining chairs and venue ghost chairs are not suited to the terrain of the simonsberg lookout, thus clients will need to make arrangements (with the help of their planner) for the hire and set-up of garden chairs in this space (cost to client).

*power supply:* all three ceremony areas are equipped with access to power, allowing for a small sound set-up for your ceremony.

all 3 ceremony areas are outdoors spaces. while the greenhouse is roofed and offers some cover in the event of rain, the front remains open, so it's not fully protected from the elements. we recommend discussing weather contingency plans with our team and/ or your planner during your final meeting.

## Dance Floor Areas

the pavilion can comfortably accommodate up to 180 guests with an interior dance floor. for events of 150 guests or fewer, clients may make use of the exterior dance floor area on the back patio, weather permitting. to ensure guest safety and avoid potential injuries, the exterior patio dance floor may not be available when dew is expected, as this can create a slippery surface or during rainy months, when ground moisture may result in wet patches.

for weddings exceeding 180 guests, clients are required to hire an exterior dance floor, which may be installed on the top right lawn terrace (weather permitting). the dance floor must measure 7m x 9m. dance floors are not permitted on the left top terrace in front of the bar. the dj / band may only set-up on the paved section adjacent to the wisteria arches. all arrangements must be discussed and approved with the venue manager upfront. please note that municipal sound restrictions apply to all exterior areas and must be adhered to at all times.

*kosher / jewish weddings:* we absolutely love the energy and joy of traditional israeli dancing. however, due to previous damage to the back patio garden, and in order to preserve the surrounding hedges and planting, the horas may not take place on the back patio. we kindly request that the horas be accommodated either inside the pavilion (space permitting) or on a 7x9 hired dance floor set up on the front lawn (at the client's cost). your planner will be able to assist in coordinating the most suitable setup to ensure a seamless event.

## Sound

belair does not provide sound equipment, thus please arrange this directly with your dj or planner.

if you're planning speeches or music outdoors, do keep in mind that municipal sound restrictions apply.

to ensure everything runs smoothly, we recommend discussing your technical and sound requirements with our team well in advance. due to the pavilion's glass design, equipment may not be left overnight as it is deemed a security risk. if needed, extra security for larger set-ups can be arranged with prior approval (cost to client).

## Restroom Facilities on Site

the pavilion offers 9 fully serviced restrooms, and we take care of all the consumables.

- inside the pavilion: 5 unisex restrooms, including one that's wheelchair accessible.
- outside: 1 gents' room with 3 urinals and 3 unisex restrooms, of which 1 is wheelchair accessible.

if you'd like to allocate restrooms specifically for men and women, feel free to ask your MC to mention it during the welcome speech. a common arrangement is ladies inside, gents outside.

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

there's a dedicated parking bay and easy access to the ceremony spaces, reception area, and restrooms for anyone who may be frail or use a wheelchair. if you have guests with special mobility needs, just let us know during your final planning meeting, and we'll make sure our team is prepared to assist wherever needed.

# Bar Service

belair is a fully licensed establishment (licence no. WCP/041626) and all beverage service is managed by the venue. our full bar menu is available on request and all pricing include 15% vat. please note: bar prices may be adjusted from time to time, depending on supplier rates.

a minimum bar spend of R120 per guest (billed to the client) applies. this will mostly cover your pre-drinks experience which we will quote for upfront, and the remaining balance (if any) can go toward your reception bar.

bar staff are charged separately (1 barman per 35 guests, with at least 2 barmen per bar station). for full details, please refer to the service staff section on page 10.

unless expressly approved by the venue in writing, no alcohol may be brought onto the premises by the client, guests, or external suppliers. should the venue permit the client to supply their own beverages, a non-refundable bar buy-out / corkage fee of R30,000.00 (including 15% vat) per day, will apply. this fee covers the use of the venue's bar facilities, glassware, and the loss of bar revenue. no outside alcohol may be brought onto the premises unless this arrangement has been approved in writing by the venue and the applicable fee has been paid. should assistance be required with bar planning, the venue manager can provide clients with a recommended stock breakdown based on the venue's typical bar consumption for events of a similar size. in accordance with western cape liquor licensing regulations, clients, guests and/or external vendors may not sell alcohol on the premises, including charging for drinks, collecting contributions, or operating a cash bar. where the bar buy-out option applies, client-supplied alcohol may only be served at no charge to guests and must be distributed by the venue's bar staff. all alcohol service remains under the control of the venue. clients are required to appoint an independent bar auditor to manage and control bar stock in conjunction with the venue bar staff.

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 are subject to government regulations. venue and staff overtime charges are applicable after midnight. to ensure the safety of guests, no drinking/after parties are allowed on the property after the event has come to an end. this policy also extends to the guest rooms & 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.

## Available Bar Options

belair offers a range of bar options designed to accommodate both your preferences and budget. all bar options include access to our complete bar menu, unless otherwise specified. to ensure a smooth and enjoyable experience for everyone, a "single servings only" bar option is not available. apart from premium brands, spirits may not be removed from the standard bar menu. we are, however, happy to accommodate special requests, such as excluding shooters, until after all formalities have been completed.

please note: service staff will only take drink orders for items included within your tab. for any additional or personal orders outside of this selection, guests are kindly asked to place their orders directly at the venue bar.

**cash bar**  
guests pay for their own drinks. available at the interior bar only.  
card facilities are available, but to avoid delays during peak times, a minimum card transaction of R50 applies.

**soft drinks tab**  
the client covers all soft drinks, mixers, and water.  
guests pay for wine, beer, cider, and spirits.

**limited soft bar tab**  
the client covers beer, cider, soft drinks, mixers, and water.  
guests pay for wine and spirits.

**full soft bar tab**  
the client covers house wine, beer, cider, soft drinks, mixers, and water.  
guests pay only for premium wine and spirits.

**standard brands tab**  
the client covers house wine, beer, cider, soft drinks, mixers, and R30 spirits.  
guests pay for premium wine, R35+ spirits, and shooters.

**limited open bar**  
the client covers all drinks except shooters and premium spirits.  
guests pay for shooters & premium spirits only.

**full open bar**  
the client covers the entire bar menu.

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 and 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: 2026: R55 | 2027-2028 R60 (including 15% vat) per 750ml bottle of wine. this allowance includes mcc/champagne. alternatively, clients can opt for a non-refundable bar surcharge of R9000 (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).

for fully halaal events held on a sunday, no bar surcharge applies. clients are most welcome to supply their own non-alcoholic beverages, and we're happy to assist with ice at R70.00 per 10kg bag, if required. in most cases, halaal caterers provide their own service staff and tableware. if you choose to go this route, please note that venue tableware and bar glassware may not be used, as we are unable to allow outsourced staff to handle belair's items. kindly understand that no discounts will be applied should you opt not to use the venue's tableware. if you'd like to use belair's tableware but still prefer your caterer's staff, we simply ask that you book the following support staff through us to ensure everything runs smoothly:

- 1 venue sculler per 25 guests (to assist with washing and handling of venue items).
- 2 porters per 80 guests (to assist with clearing and back-of-house management).

for events with over 200 guests, please note: mixing of venue and hired-in cutlery, crockery, and glassware is not permitted. in these cases, we kindly ask that you hire a full set of tableware through your caterer or a hiring company (at your own cost). also please take note of our additional guest surcharge of R6000 for numbers exceeding 200 pax.

# Catering

to ensure all health, safety, and insurance requirements are met, belair has carefully selected a list of trusted, professional caterers who align with our standards and are familiar with our venue operations. as a general rule, only caterers listed on our approved service providers document may provide catering services at belair. this policy is applied consistently to ensure smooth operations and compliance. kindly note that we are unable to approve catering requests from private individuals, including family members and/or friends, in exceptional cases only, and at the sole discretion of the venue, belair may consider a request to appoint a caterer not currently listed on our approved service providers document. any such caterer must meet the following minimum mandatory requirements: 1. a valid certificate of acceptability (coa), 2. company registration documents, 3. vat registration documents, where applicable and 4. public & product liability insurance. all documentation must be current, valid, and issued in the catering company's registered business name. documentation issued in an individual's name or under a different entity will not be accepted. approval of a non-listed caterer is not guaranteed, must be obtained in writing prior to confirmation, and remains entirely at the discretion of the venue.

belair offers caterers access to a basic plating kitchen, equipped with standard equipment as outlined in our rates & information brochure, page 3. the kitchen space is provided at no additional cost to either the client or the caterer. clients are kindly requested to confirm with their planners that the catering quotation includes all equipment the caterer may require for the event. while some caterers are fully self-contained and require no additional equipment, others may require supplementary items. it is therefore essential that all equipment requirements and associated costs are confirmed during the quoting process, to avoid any unforeseen charges or logistical challenges closer to the event date.

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. event planners are to submit a dinner service plan to the venue, 7 days prior to the event.

to comply with safety regulations, food stations may not be placed on any walkways. caterers may set up on the paved section adjacent to the wisteria arches on the top right lawn terrace, under the wisteria arches, inside the greenhouse, or on the back patio as designated by the venue manager. the placement of exterior food stations remains at the sole discretion of belair management. to protect our greenery and structures no open-flame cooking is permitted under the arches, inside the greenhouse or under roof.

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: 2026-2027 || R30.00: 2028 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 all service staff for your event according to the staffing structure and rates below. should you wish to bring in external staff, this must be discussed and approved prior to confirming your reservation. 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 prefer 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 or per single table.
- 1 barman per 30 guests.
- 1 set-up staff member per 80 guests, or less.

for events where numbers are less than 80 guests, a minimum staffing requirement of 1 floor supervisor, 8 waiters, 2-3 barmen & 1 set-up staff member will be applicable. please note that a minimum of 2 barmen are required per bar station. in the event that clients wish to hire additional outdoor furniture or alternative reception chairs, additional set-up staff will be quoted for accordingly.

## Service Staff Rates

- 2026-2027: R150 || 2028: R160 per hour for the head waiter / floor supervisor. [shift: minimum of 9.5 hrs]
- 2026-2027: R130 || 2028: R140 per hour per barman. [shift: minimum of 10 hours]
- 2026-2027: R125 || 2028: R130 per hour per waiter. [shift: minimum of 8.5 hours]
- set-up staff: set fee 08:00-14:00 2026: R700 || 2027: R750 || 2028: R800
- optional scullers: 2026-2027: R100 || 2028: R115 per hour per staff member. [minimum of 9 hours]
- duty manager's after hours fee: 2026-2027: R280 || 2028: R300 per hour after 00:00.
- all other service staff after hours fees: 2026-2027: R150 || 2028: R160 per hour, per staff member after 00:00.
- please note that new years eve and new years day incur time and a half on staff costs.
- service staff are required for the duration of your event. bar staff will start their shift 1 hour prior to guest arrival, and at least 40% of the waiting staff will start their shift 30 minutes prior to guest arrival. the service staff will end their shift 30 minutes to 1 hour (depending on the breakdown brief & when guests depart) after the event has come to an end.

weather consideration: generally 40% of your waiters will be scheduled to start their shift 1 hour prior to the ceremony (guest arrival) should rain be predicted for your event, it is mandatory for 60% of the waiters to start their shift earlier as to assist with guest arrival / 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.*

## Timings and Afterhours

belair is available to you from 08:00 to midnight on your event day. service providers may begin setup at 08:00 and must be finished 1 hour before guest arrival, which is scheduled for 1 hour prior to the ceremony.

pending government regulations, or unless overtime was booked, last rounds at the bar will be called at 23:30, and all guests are to depart by 00:00 / midnight. suppliers (including technical) need to conclude their evening wrap by latest 00:30. standard venue & staff 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.

It is possible to book overtime (00:00-02:00) provided clients book the full house accommodation package. please discuss your overtime requirements with management during the final meeting. a venue afterhours / standard overtime fee of R4000.00 2026 II R5000 2027-2028 (including 15% vat) per hour for every hour after midnight will be applicable. in addition to the venue overtime, service staff overtime (as set out on page 12 of this document) will apply. fees are payable in advance (7 days prior to the event date) and are refundable, should your event wrap before, or at midnight.

## Event Set Up / Event Preparation

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 than 1pm, you will be required to book additional set-up time the morning of your event, or additional 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 the prep day on your pro-forma invoice. we will require a detailed brief of the set-up day, before approval will be given. written approval must be given for all temporary installations and/or structures.

no exterior work / set-ups (cabanas, tents, outdoor dancefloor and exterior furniture) can take place the day before your event. all exterior work is to take place on the day of the event.

a set-up day is only possible if the date is available. availability can be confirmed 8 weeks prior to your event date. should you wish to set-up the day before, please take note of the prep day fees as set out in belair's contract.

clients supplying their own beverages for their event (bar buy-out / corkage) are required to arrange for bar stock to be delivered on the morning of the event, no later than 08:30, to allow sufficient time for drinks to be chilled prior to service. the appointed bar auditor must be present at delivery to verify and sign for all stock received.

kindly take note of the following when planning your event set-up: no metal objects or carpets may be placed directly on the lawns. should you wish to host an exterior reception, dining tables and chairs may not be positioned directly on the grass, and a protective floor must be installed to prevent damage to the lawns. dj equipment, food stations, and similar installations may not be placed on any walkways. entertainment and/or food stations may be set up on the paved section adjacent to the wisteria arches on the top right lawn terrace. food stations may also be positioned under the arches and inside the greenhouse. the placement of exterior entertainment set-ups, event bars, or food stations remains at the sole discretion of belair management. to protect our greenery no open-flame cooking is permitted under the arches or inside the greenhouse. in order to comply with health and safety regulations, djs, bands, tables, or equipment may not be set up at the main entry or exit doors, nor in front of the bar, kitchen, or restrooms. these guidelines are in place to ensure guest safety, protect venue infrastructure, and allow for smooth and efficient event operations.

## Breakdown / 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 at no extra cost. personal items should please be removed from the premises by latest 8am.

clients supplying their own beverages for their event must ensure that any remaining bar stock is collected between 08:00 and 09:00 on the next business morning. it is not possible for belair to secure or store leftover stock, and belair accepts no responsibility for any bar stock left unattended on the premises.

unless the pavilion is hosting an event on a sunday or public holiday, the venue will be closed, and the event wrap will be scheduled (at no cost to client) for the following business day 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, stationery, 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. the event planner and / or client should please brief the venue manager and florist the morning of the wedding, should they wish to collect flowers from the venue the morning after the event.

# Hiring

clients are welcome to hire alternative tables, chairs, and/or outdoor furniture at their own cost and arrangement. please note that "drop-and-go" deliveries are not permitted. event planners must ensure that the set-up of all hired outdoor furniture, reception and/or ceremony chairs are included in the relevant supplier invoices. no discounts apply should alternative furniture be used. belair management must be notified at least 3 months prior to the event date if alternative outdoor and / or reception furniture is planned. furniture removal fees will apply as outlined 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 "alice" 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 "alice" chairs in the ceremony area a fee of R2500 (including 15% vat) will be applicable. limited to the greenhouse and water pear tree garden only.
- if you wish to replace the "alice" chairs with the venue ghost chairs for your reception, a reduced removal and set up fee of R1500 will be applicable. this fee excludes the hire fee of the ghost chairs.
- 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).

## Vendors / Service Providers

to help ensure a smooth, stress-free experience, we've put together a list of trusted and reputable professionals who know our venue well and can assist you with every aspect of your event.

you are welcome to choose your own photographer, videographer, hair & makeup stylist, wedding cake baker, and marriage officer, you don't need to select these vendors from our approved vendors list.

however, for catering, floral, décor, lighting, dj and event planning services, we require that you select vendors from our approved service providers document. these services directly impact our operations, and we've built strong relationships with these vendors based on experience, reliability, and mutual understanding of belair's setup and service standards. unfortunately, family members and friends will not be considered for any of the services listed above.

## Mandatory Event Planning / Event Coordination

while your family and friends are welcome to support you on the day, planning and coordination may only be handled by a registered events company. unfortunately, we're not able to approve informal planners, other vendors (like your caterer, DJ, or florist), a family member, or guests in this role.

belair's venue manager is responsible for venue operations only and won't be able to manage timelines or planning duties. for that reason, we require all clients to appoint a professional planner or events company to manage the planning process. this policy ensures continuity and consistency for every celebration at belair. for budget planning purposes, clients should please take note that this requirement is non-negotiable.

If you're only looking for on-the-day coordination, this service is exclusively offered by on the day events at:

**R 9,000 for 2026 || R10,000 for 2027 || R11,000 for 2028**

*no other events company can offer "on-the-day" event planning services at belair. approved event planners may only offer full event planning services.*

should clients wish to receive the "on-the day" event planning package / information, please enquire with us directly: [events@belair.co.za](mailto:events@belair.co.za).

clients requiring full planning services are welcome to appoint any planner from our approved vendors list. should you secure a full-service planner from our list, there is no need to also book our in-house coordinator, as your planner and their team will manage the planning process and oversee the event on the day.

clients are welcome to enquire about appointing an event planner (full planning services only) who is not listed on our approved service providers document. this request must be raised at the time of the initial enquiry to allow us to assess suitability and alignment from the outset. unfortunately, requests submitted after an agreement has been entered into with belair cannot be considered. belair will review the request and confirm approval or otherwise prior to your site visit. if approved, the inclusion of our in-house coordinator is required at a reduced fee of R3,000, payable directly to her. she will work collaboratively with your planner, providing venue-specific guidance, assisting with approved vendor appointments where required, and ensuring compliance with belair's terms and operational requirements allowing for a smooth, well-coordinated, and stress-free planning experience.

*this requirement is only applicable when using an event planner not listed on our approved vendors document.*

# Electrical

belair is equipped with a 60kva generator, available at no rental cost, to keep your event powered during load shedding or municipal power outages, however, a fuel surcharge will apply as set out below:

load shedding stage 1-2 or 1-2 hour power outage: R1500

load shedding stage 3-4 or 3-4 hour power outage: R3000

load shedding stage 5-6 or 5-6 hour power outage: R4500

load shedding exceeding stage 6 or power outages exceeding 6 hours: fuel surcharge to be confirmed.

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

as load shedding and/or municipal power outages cannot be confirmed in advance, the fuel surcharge will not be billed upfront. should the generator be used on the day of your event, the fuel cost will be deducted from your security deposit.

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

guests' safety is a high priority. for events involving major technical or structural builds (such as concerts, large rigging, or extensive outdoor lighting set-ups), a registered safety officer is required. 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. this requirement is not necessary for a standard tech set-ups for weddings and small scale events.

the safety officer will:

- conduct a site inspection and safety briefing with the relevant teams at least 30 days prior to your event.
- be present for the full duration of setup and wrap.
- ensure all electrical and structural work is signed off as safe before the event begins.

safety requirements include:

- all cables must be properly secured using cable ramps and safety tape.
- a representative from your event company must be on-site during prep and breakdown to supervise the work.
- your rigging, sound, or lighting companies must submit proof of third-party liability insurance before any work begins.
- additional security and night guards will be required during large-scale prep or wrap days (cost to client).
- belair reserves the right to request an increased security deposit for large-scale installations. this amount will be discussed and confirmed in writing.

# In-Site Prep Rooms

## Ladies - In Site Prep Room

### The Glam Room

included in accommodation package 1 & package 2 the glam room is a beautifully appointed standalone space, conveniently situated near both the pavilion and the guest house. it is available for hair and makeup preparation from 08:30 to 15:30 on the day of your event.

this intimate space comfortably accommodates up to 12 guests, including your hair and makeup team. should your party exceed this number, we kindly ask that alternative arrangements be made for additional prep space.

for larger bridal parties, the guest house conservatory may be reserved as an additional prep suite between 10:30 and 14:00, at a booking fee of R2,000.

to help us prepare accordingly, please confirm the number of guests with the venue manager ahead of time.

both the glam room and conservatory are thoughtfully appointed with everything needed for a smooth and stylish start to the day. each space includes bluetooth speakers, mirrors, makeup tables, highchairs, garment rails, and steamers for final wardrobe touches. for added convenience, glassware, ice, and side plates are also provided.

to make your morning as effortless as possible, we also provide a dedicated in-house service assistant, affectionately known as the "belair bridesmaid." she will assist with steaming dresses, refreshing your drinks, helping with small tasks, and ensuring the space remains tidy and calm throughout the morning.

a light morning beverage service is included, featuring coffee, tea, fruit juice, and water, served from 08:30 to 12:00.

the glam room rate is R3,800 and is offered at a reduced rate (already included in the package rate) if clients book a full house, package 1 or package 2.

### The Orchid Room

located adjacent to the glam room, the orchid room is a chic overnight suite designed to comfortably accommodate up to four ladies, in individual single beds.

just steps away from the prep area, it's the ideal space to enjoy a calm and convenient stay the night before the wedding.

overnight rate: R3,200.00 (including 15% vat), including breakfast at fairview for all four guests.

day use option: R1,600.00 (including 15% vat) for use between 08:30 and 18:00.

kindly note that day rooms can only be reserved as part of a glam room booking.

please note:

- the orchid room is only included in our extended event package a.
- for all other packages, it is available the night before the wedding only if accommodation package 1 has been booked for the same night.
- use of the orchid room on the night of the wedding is subject to availability and may only be reserved if belair is not hosting an event the following day.

to confirm availability or to make a reservation, please contact [events@belair.co.za](mailto:events@belair.co.za)

## Gentlemen - In Site Prep Room

### The Pool Room

included in package 2 or building 3. tucked beside the guest house swimming pool, the pool room offers a relaxed and private space for the groom and his groomsmen to prepare and unwind before the celebrations begin.

available from 10:30 to 15:30, the space comfortably accommodates up to 8 guests. should you wish to begin preparations earlier than 10:30, or if your group is larger than 8 guests, we kindly suggest making alternative off-site preparation arrangements at your own cost.

thoughtfully appointed for comfort and convenience, the room features a built-in braai, small bar, vintage pool table, television, sound bar, nespresso machine, a dressing area, and restrooms with shower facilities.

fresh towels are provided, along with glassware, small plates, ice, and firewood. a garment steamer is also available for final wardrobe touches.

our dedicated in-house valet (male waiter) will be on hand throughout, to assist with light tasks; steaming suits, serving drinks, managing luggage, and keeping the space tidy so the morning feels effortless.

to make the experience even more enjoyable, a complimentary morning beverage service including: coffee, tea, fruit juice, and water, is served from 08:30 to 12:00.

to ensure everything is perfectly prepared, please confirm your guest numbers with the venue manager ahead of time.

the pool room rate is R3,800, and is offered at a reduced rate, already included in the full house package and package 2.

clients that wish not to book accommodation on site should please take note that the pool room can only be made available as a stand alone prep room at a fee of R3800, if belair is not hosting other guests on site.

# The Full House Package

Full House Rate: 2026-2027 R 48.000 / 2028 R53.000

the full house includes both package 1 & building 3

package 1 - the luxury villa, country house & glam room  
building 3 - the country barn, pool room & garden pavilion

*the full house package excludes the use of the orchid room.  
the orchid room is only included in extended event package a.*

## Accommodation Package 1

Rate per Night: 2026-2027 R 20.000 / 2028 R22.000

7 guest rooms / 14 adults - including breakfast.

building 1 - the luxury villa: 2 rooms || 4 guests.  
building 2 - the country house: 5 rooms || 10 guests.

includes the glam room: R3,000 - 08:30-15:30

free stay for children under 8 - limitations noted below.

## Accommodation Package 2

Rate per Night: 2026-2027 R 35.000 / 2028 R38.000

15 guest rooms / 26 adults & 7 children under 12.  
including breakfast.

building 1 - the luxury villa: 2 rooms.  
building 3 - the country barn: 13 rooms.

includes the glam room: R3,000 - 08:30-15:30

includes the pool room: R3,000 - 10:30-15:30

*package 2 excludes the use of the garden pavilion*

## Building 1 - Luxury Villa

Rate per Night: 2026-2027 R 7.000 / 2028 R 7.500

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

room 1: R3,600 || R3800 king bed only  
*children / babies cannot be accommodated in room 1*

room 2: R3,400 || R3700 king bed only king or 2 singles  
*children: room share with parents possible in room 2.  
no more than 2 children age 4-8 years of age.  
child mattresses available upon request.*

## Building 2 - Country House

Rate per Night: 2026-2027 R11.000 / 2028 R12.000

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

room 3: R2,600 || R2750 - king bed or 2 single beds  
*children: room share with parents possible in room 3.  
no more than 2 children age 4-8 years of age  
camp cots & child mattresses available upon request.*

room 4: R2,600 || R2750 - queen bed only  
*children: room share with parents possible in room 4.  
no more than 2 children age 0-8 years of age  
camp cots & child mattresses available upon request.*

room 5: R2,400 || R2550 - king or 2 single beds  
*children: room share with parents possible in room 5.  
1 baby age 0-2years only. camp cot available upon request.*

room 6: R2,300 || R2450 - queen bed only  
*children / babies cannot be accommodated in room 6*

room 20: R2,300 || R2450 - queen bed only  
*children / babies cannot be accommodated in room 20*

# Building 3 - Country House

Rate per Night: 2026-2027 R 28.000 / 2028 R31.000

includes the pool room: R3,000 - 10:30-15:30  
includes the garden pavilion: R3,000 - 14:00-03:00

the barn consists of 8 standard rooms & 3 family rooms.  
*the country barn sleeps a total of 22-24 adults.  
room 8 can sleep up to 3 children age 2-12 years  
and room 19 can sleep 2 children 4-12 years.  
babies can only be accommodated in rooms 7 & 9 at  
no cost to client. camp cots are available upon request.*

### family unit 1.

unit rate: R3200,00, including breakfast - 2026-2027

unit rate: R3400,00, including breakfast - 2028

room 7 & room 8 - interleading rooms

room 7 sleeps 2 guests: king bed or 2 single beds.

room 8 sleeps 3 children: 1 3/4 bed & 1 bunk bed

*room 8 is strictly for children under 12 years of age.*

*room 7 can accommodate one baby age 0-2 years of age.*

*a camp cot is available upon request.*

*if no children attend the event, room 8 will be locked and room 7*

*will be a private room for 2 people sharing. R2100 / R2300*

### family unit 2.

room rate: R3000,00, including breakfast - 2026-2027

room rate: R3200,00, including breakfast - 2028

room 9 sleeps 4 guests.

2 king beds, 1 king bed & 2 single beds or 4 single beds

*room 9 can accommodate one baby age 0-2 years of age.*

*a camp cot is available upon request.*

room 10 sleeps 2 guests: queen bed only

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 10*

room 11 sleeps 2 guests: king bed or 2 singles beds

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 11*

room 12 sleeps 2: king bed or 2 singles beds

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 12*

room 13 sleeps 2: king bed or 2 singles beds

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 13*

room 14 sleeps 2: king bed or 2 singles beds

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 14*

family unit 3. room 15 & room 16 - interleading rooms

room 15 sleeps 2 guests: queen bed only

room 16 sleeps 2 guests: king bed or 2 singles beds

*rooms 15 & 16 can be private individual rooms.*

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*unit 3 is not suitable for small children.*

*this unit is suitable for a family with teens.*

room 17 sleeps 2 guests: king bed only

room rate: R1850,00, including breakfast - 2026-2027

room rate: R2000,00, including breakfast - 2028

*children / babies cannot be accommodated in room 17*

### family unit 4

unit rate: R2850,00, including breakfast - 2026-2027

unit rate: R3000,00, including breakfast - 2028

room 18 sleeps 2 guests: king bed or 2 single beds

room 19 sleeps 2 children: 1 bunk bed

*room 19 is strictly for children 4-12 years of age*

*if no children attend the event, room 19 will be locked and room*

*18 will be a private room for 2 people sharing. R1850 / R2000*

## 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.

## Accommodation Cancellation Fees

5-6 months 25% cancellation fee.  
3-4 months 50% cancellation fee.  
1-2 months 90% cancellation fee.

our accommodation payment & cancellation terms above are specifically for the main event date. please see our cancellation terms pertaining to the night before stay, noted in red below. an accommodation reservation of either package 1 or package 2 is required when booking fridays, saturdays, public holidays and any dates in december. clients that wish to stay on site, should please take note of the minimum booking requirement of either package 1 or package 2. should you wish to only book package 1, the barn rooms (building 3) can be made available to your guests on a first come first serve basis. clients are responsible for the R4000 refundable (pending damages) accommodation security deposit. please take note that the venue & guest house operates independently from one another. they are 2 separate businesses, and as such any guest rooms not booked by the client or their guests, can be made available to outside guests on a first come first serve basis. clients have 1<sup>st</sup> option on all the rooms on site up until 6 months from the date of their event, whereafter the 1<sup>st</sup> option expires, and the rooms will be released to other guests. please take note of the banking details listed on each respective invoice, as the two businesses do not share a bank account. please do not make pavilion payments into the stay account, or vice versa as an administration fee of R350 is applicable for payments made into the wrong bank account.

## 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**

## Wedding Groups: Night Before Stays & Early Check-Ins

while we'd love to welcome you the night before your wedding, accommodation the evening prior is only available if the venue is not hosting another event. availability for this can only be confirmed 2 months ahead of your date. if you are planning a wednesday or friday wedding, it may be possible to book a 2-night stay in advance (i.e. tuesday & wednesday or thursday & friday). this excludes public holidays, december dates, and the first week of january. full payment will be required upfront, within 7 days from the date of the reservation, in order to secure accommodation for the night before your main event. should you wish to cancel your night before stay, please be advised that full cancellation will be applicable if cancelled within 8 months from the check-in date. cancellations made prior to the 8 month mark, will only incur an administration fee of R500 to process the cancellation. international refunds will be subject to international payment / forex fees. for wednesday weddings october-march, a night-before (tuesday night) stay is only available when booking the entire guesthouse. please share your requirements with us upfront, as this will allow us to best advise you on your accommodation options.

since check-out for guests is at 10:00 am, early check-ins on the day of your wedding cannot be guaranteed. if you provide us with a list of rooms where early access is essential, we'll do our best to prioritize these during turnaround. while we may not be able to assist with all rooms, we can usually accommodate up to 6 rooms for early check-in, subject to availability. both early check-in and late check-out are available at an additional fee, as set out in our contract. payments for early check-ins can be made via eft, or by cash or card upon arrival. any late check-ins and late check-outs will be deducted from the accommodation security deposit.

## Children Policy

if you, a member of your family, or friends wish to accommodate children, please discuss your requirements with us, since it might not be possible to accommodate the desired amount of children. please take note that room capacity is limited. other than our family units, we can only accommodate children (sharing rooms with parents) in rooms 2, 3 & 4. 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 15 & 16.

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 our team can make the necessary arrangements to ensure that your guests are comfortable.

# Indemnity & Force Majeure

for the purposes of this agreement, a "force majeure" event shall include, but not be limited to, acts of god, natural disasters, pandemics, government-imposed restrictions or regulations (including lockdowns or bans on public gatherings), fire, flood, civil unrest, war, terrorism, or any other circumstances beyond the reasonable control of either party that renders the performance of this agreement temporarily impossible.

suspension of obligations, in the event of a force majeure, the obligations of both parties under this agreement shall be temporarily suspended for the duration of the force majeure event. neither party shall be held liable for any loss, damage, or financial consequence arising from the suspension of obligations during this period.

once the force majeure event has come to an end, the parties agree that the agreement shall resume.

the event may be rebooked for a new date within 120 (one hundred and twenty) calendar days from the date on which the force majeure event ceases, subject to availability. should the client request to postpone the event to a date outside of this 120-day period, belair pavilion will endeavour to assist, but such postponement shall be limited to available weekdays (monday & tuesdays only) and shall exclude public holidays, the month of december, and the first week of january. should the client elect to cancel the event during a force majeure period, belair pavilion and stay at belair's standard cancellation policy, as set out in the venue contract, shall remain in full force and effect and shall apply in all respects.

# Postponements

we understand that life happens, and not every situation can be handled with a blanket policy. each request for postponement will be reviewed individually, with compassion and fairness. we'll work with you, and your vendors, to find a workable solution for all.

postponements will be considered under the following conditions:

1. a national lockdown prohibiting social gatherings.
2. government restrictions limiting guest numbers to fewer than 50.
3. a national curfew that starts before 9 pm.
4. a government ban on alcohol sales or bar operations before 7 pm.
5. if the client or immediate family are abroad and cannot travel due to government restrictions.
6. in the case of serious illness or hospitalisation involving the client or immediate family confirmed by medical documentation.

infectious diseases postponements specifically, will only be approved if these restrictions 1-5 are still in place within 3 months of your event. should this apply, the agreement will resume within 120 days of restrictions lifting, with clients selecting from available dates. postponements beyond this period may be accommodated on available weekdays (mondays-wednesdays) only, excluding public holidays, dates in december and the first week in january.

please note: postponements will not be granted for the following:

- travel visa issues of a personal nature.
- clients choosing to emigrate, apply for residency, or obtain work visas after booking.
- general travel inconveniences or guest travel delays.
- delays related to lobola negotiations. please ensure such matters are resolved before confirming your booking.

special consideration: we understand that life can be unpredictable. belair may consider date changes due to:

- unexpected work commitments.
- unplanned pregnancies.
- international guest travel complications (for destination weddings).

in such cases, we will offer available non-premium weekday dates (monday-wednesday) within 4 months of the original event date, subject to availability.

should you request a date change for reasons not related to points 1-6 above, a R5,000.00 administrative date change fee will apply. in addition, any venue rate increase for your new event date will also be charged.

if you choose to cancel your event, for any reason, including a change in relationship status / separation, standard cancellation policies will apply as outlined in your agreement.

if you have any concerns or questions, our team is here to assist you. we're committed to helping you navigate any changes with empathy and care.