

ACCOMMODATION

Who can book accommodation? / Can we reserve rooms for specific guests?

The accommodation bookings can be made as follows:

Bookings can be managed on a first come first serve basis. Any guest who contacts us, will be able to book a room for the weekend of your wedding.

Prebook all the accommodation for your wedding (Bookings can be made as early as the Tuesday before your wedding) .

Dudu (Receptionist) will be in touch with you

Please complete the register from Dudu, with your preferred guests names. Send this to Dudu stay@haycroftfarm.com

Ask your guests to email Dudu directly, who will then invoice them and manage the booking process for you.

Is the venue accommodation for our guests only?

Yes – once your wedding is on the go, the farm is totally yours. We won't allow any other visitors / guests onto the farm during your setup, and of course your bid day.

Is there accommodation nearby?

Please refer to website www.haycroftfarm.com/stay/nearbystay

How much do you charge for Children?

If they use a bed – it's the same rate.

	If they sleep on the floor - mattresses can be supplied for children - the rooms aren't spacious enough for a mattress on the floor – but that's for the parents to decide.
What are your room rates:	
	Standard Rooms: R980 per room
	Luxury Suite: R1400 per night
	Mattress for children only with linen – R350 per night
	Camp cot – R350 with mattress, linen, towel & baby bath
	Mattress only – no linen – R50 per night
Where does the bridal party sleep the night before the wedding ?	
	the Grooms Quarter's & the Bridle Barn. Please refer to our website for photos and more info on each unit / cottage
Are dogs allowed?	
	Yes - we are pet friendly. BUt these little animals need to be taken care of once reception starts and the loud music begins.
The contract says no drinking/eating outside of the reception – We would like to have a braai with everyone the Friday night before the wedding and would like to have a few drinks, is this allowed?	
	Yes – this is allowed. The clause refers to the venue & the evening of your wedding.
Are we allowed to bring our own drinks for Friday night when we want to braai?	

	Yes - The accommodation is self-catering.
Are we allowed loud music for Friday night?	
	Unfortunately not – we have a “no noise” policy at the accommodation area, as this is within close proximity to other residents & neighbours. Soft background music can be played, but if we have any complaints, we will ask you to turn it off.
Is the honeymoon suite available the Friday night as well? And what is the cost of that?	
	Yes it is. R1400 per night
WEDDING	
Ceremony – is there a price difference if you use chapel or forest?	
	You may choose between the forest or farm chapel. There is no cost difference
Can we change our mind if the weather looks bad?	
	You need to make the call the day before your wedding, and setup accordingly. A late setup fee will be charged should Haycroft Farm / Hamblin’s staff need to move any décor / DJ / flowers on the day of your wedding.
What is included in the setup for the forest chapel?	
	Wooden directional signage, wooden archway, wooden school desk for signing register, white wooden doors at entrance to aisle, podium / lecturn, wooden benches. Trestle table for DJ & white table cloth
Can we light a unity candle in the forest Chapel?	

	No fire/ flame whatsoever permitted
How does a DJ play music in the forest?	
	There is a Power point in forest
What is the seating capacity of the forest chapel ?	
	180 guests
What is the maximum capacity of the farm chapel ?	
	160 guests
What does the archway look like in the chapel?	
	There are 2 options: You may choose between the wooden beam hanging above the window or the steel frame surrounding the window
What is included in the setup for the farm chapel?	
	wooden school desk for signing register, wooden podium / lectern, white wimbledon chairs, persian carpets down the aisle and at the alter
	Trestle table for DJ & white table cloth
Do you have sound equipment for us to use?	
	Haycroft Farm does not supply any sound equipment – this is supplied by the DJ / sound technician
	We do supply a table and table cloth for the DJ / sound technician
Can we bring our dog to our wedding?	

	Yes - we are pet friendly. But the dogs cannot stay for the reception where there will be loud music.
Do you supply baby sitters / au pairs?	
	You can contact Abbey Martin abbey260794martin@yahoo.com for baby sitting / au pair services. Please remember that they need to be catered for – so Hamblin’s will need to add in an extra meal. (They usually eat the same as what you are serving the kiddies?)
What time would we have the venue from and until?	
	You have access to the venue for a maximum of 10 hours
There is a surcharge of R2,000 per hour after midnight.	
What is included at the deck for canapes	
	Haycroft setup picnic table’s and umbrellas, lounges, umbrellas and scatter cushions, wooden tree stump seating
	Lawn games can be hired through Hamblin’s / brought in by the couple
	Tables required by the Thistle / Hamblins supplied by Haycroft Farm
	Marquee / stretch tent can be brought in by couple
	No lighting at the deck
	3 x power points at the deck
	Haycroft Farm can supply a cake stand & cake knife.
	Gas Patio heaters can be hired at R750 each

IF it rains, on the day, (hopefully NOT!), where are 'welcome celebrations snacks served', as the deck will not be suitable

We move this inside the venue, and use the veranda section, the bar, the tea & coffee lounge and portico

Alternatively, you can hire a stretch tent if the budget allows for it. Some couples hire this in for shade as well – as it tends to be quite warm down near the water in summer.

VENUE

How big are the tables?

Lengths of all the brown / white naked tables in the reception area please 2,5 long x 1,3m wide

What is the length of that wall behind the main table?

6m long

Is the fire wood extra during the reception?

Fire wood is supplied by Haycroft Farm for the internal fire place only

Gas heaters can be hired at R750 each

Is there an option to personalize the menu according to preference and budget ?

Yes

What is the corkage fee?

R30 per bottle opened

Are the waitors included on the menu price?	
	Yes
How does the clean up work the day after?	
	Haycroft Farm staff will clean the venue on the night of your wedding.
	Bride and groom are responsible to remove / take away all their own décor items the day after the wedding.
	Any items found which belong to the bride and groom will be placed in the bride store room
	Should you bring in our own cake stand / knife / topper, please leave a box in the storeroom for us to safely store for you after cake cutting
	Any cake that is wanted to be kept and frozen – please supply a tupperware / box for caterer to pack away.
	Venue opening times the day after the wedding 8:00 – 12:00
	If a décor company have been hired, they are welcome to collect their goods on the Monday during business hours. (7:00 – 16:30)
What are the suggested ceremony times:	
	January 4:00pm
	February 4:00pm
	March 3:30pm
	April 3:00 / 3:30pm
	May 2:30 / 3:00pm

	June 2:00 / 2:30pm
	July 2:00pm
	August 2:30pm
	September 3:00pm
	October 3:00 / 3:30pm
	November 3:30 / 4:00pm
	December 4pm
Is there a price difference for public holidays?	
	Not on the venue hire – but there will be on the menu price
When do we have to confirm guest number?	
	Final numbers are needed at least 14 days before your wedding.
	Once booked, please confirm your estimated number of guests to ensure items which are hired in by Haycroft Farm can be secured.
Can I bring in my own table / chairs?	
	Yes, you are welcome to choose your own tables / chairs, but these will be for your own account.
When can we start the décor and flowers?	
	You will have access to the farm the whole week leading up to your wedding. Any suppliers are welcome to do deliveries etc during this time, and we would be happy to store it at the venue for you.

	We do ask that the setup of your décor (if you are adding anything to the venue) to be done by 4:30pm on Friday / day before your wedding. The reason for this, is you get to see the finished setup, and you can go away on Friday evening and relax knowing that all you need to do when you wake up is get ready for the best day of your life!
	We (myself, my staff and the catering crew) will do a final clean and polish of the venue on your wedding day.
When do Haycroft Farm do the setup?	
	We will have the tables and chairs laid out according to your setup (which I will assist you with) by Wednesday. Therefore you have enough time to add your flowers / additional table décor etc.
	The forest ceremony area is only setup on the Saturday. As we don't want to take any chances with the wildlife munching on your flowers.
	The chapel can be setup beforehand, as this can be closed up and locked. The flowers etc can be done on the day before your wedding.
I know you use a preferred caterer. Could I use someone else if I wanted to?	
	Unfortunately not. Our menus are however very flexible.
Is the kitchen hire included in the price?	
	Yes, the price per person includes all the necessary kitchen equipment to prepare your food, and plate it. I.e. all waitron staff are included in the price per person as well.
	From preparing, to clearing dishes, cleaning and packing up – it's all included.
Could we arrange a tasting ?	

	Yes of course. They have tastings available on request. Unfortunately this can only be done during the week, as the chefs are usually fully booked on weekends.
	Once you have decided on a venue, and if you choose Haycroft Farm – the next step is to meet with our caterer and chat about your ideas for your wedding day. It would be perfect if we could incorporate the two.
What are your bar terms?	
	Thistle Bar Service handle our functions.
Is there any gratuity that has to be paid before hand?	
	No - this is totally at your discretion.
Who will supervise set up on the day?	
	Haycroft Farm and Hamblin's (caterer) supervise the setting up of the tables, chairs, glassware, cutlery crockery etc which is included in the venue hire.
	Heavy furniture: Tables and chairs are done on Wednesday – Haycroft Farm supervise this.
	Plates, knives forks spoons serviettes etc is done on Friday.
	Additional décor / flower centrepieces is done by your selves / service provider.
	On your wedding day, Haycroft Farm & Hamblin's & our staff do a final clean & polish of the venue and ensure its ready for your reception.
Ceremony:	
	Our staff setup the ceremony on Saturday morning.

	The flowers need to be done and stored in the venue on Friday night, and we put these into place on the Saturday morning. UNLESS you have made arrangements for some florist to do your flowers – they would be more than welcome to do this on Saturday themselves.
Who will run logistics on the day?	
	Haycroft Farm & Hamblin’s handle this for you. We will as far as possible discuss the basic outline of how you want your wedding to run, and keep to it. Obviously there are some things out of our control, eg your photographer may need an extra 30 mins to get that perfect shot, so we work together on the day.
	We chat to your MC on the day, and stick closely to his time slots. Hamblin’s ensures that if you are wanting to serve dinner straight after speeches, the dinner is ready at that time etc.
	We open the venue doors before your guests are asked to proceed to the reception, we ensure all the candles and lanterns are lit, as well as the fire place if it is chilly.
	Before speeches, we will open and place the champagne on the table. (should you want champagne)
	The DJ will handle the correct songs for your 1st dance etc.
Is there a payment schedule?	
	Yes. 50% deposit is required within 7 days of booking your wedding date.
	The balance is due 90 days prior to your wedding date.
	Any extra’s & the breakage deposit are due 21 days prior to your wedding date.
	Any unforeseen extra’s are due the day after your wedding.

	Please note that the catering must be settled directly with Hamblin's Catering, as per their terms and conditions.
Is there a refundable breakage deposit?	
	Breakage deposit is R 10,000
What is your cancellation policy?	
Last date for changes?	
	This is usually 1 – 2 weeks before your wedding date. But within reason. If you tell us you have an extra person coming in from overseas who has surprised you, we make a plan.