



BUTLER SERVICE

QUOTATION

for

V & A Event

Linkway Trading Pty. Ltd.

22 February 2013



Tel: 021 790 2776 | Cell: 072 840 9148
Email: info@heilbronshospitality.co.za | Web: www.heilbronshospitality.co.za



SERVICE REQUIREMENTS:

EVENT : V & A Event

GUESTS : 60 - 70 VIP Families

DATE : 30TH April; 1st and 2nd May 2013

TRAINING : 29TH April 2013

VENUE : The Palace, Sun City – JHB

HOURS : 12 – 14 hours per day

STAFF : 1 x Head Butler / Trainer
10 x Butlers
45 x Waiters

STAFF:	UNIT COST:	HOURS:	PER DAY:	TOTAL:
40 x Waiters	R35.00/person/hour	12 hrs / day	R16 800	R50 400
10 x Butlers	R220.00/person/hour	14 hrs / day	R30 800	R92 400
1 x Head Butler / Trainer	R325.00/hour	14 hrs / day	R4 550	R13 650
1 x Training Day	R350.00/hour	12 hours	R4 200	R4 200
TOTAL				R160 650



FLIGHTS:	UNIT COST:	TOTAL:
Kulula Cape Town – JHB JHB – Cape Town	R820 x 8 pax R820 x 8 pax	R 13 120
Mango Cape Town – JHB JHB – Cape Town	R950 x 8 pax R950 x 8 pax	R15 200

- Bookings will depend on availability at time of booking
- Provision made for max of 8 pax. Should we book for less, a refund will be forthcoming

ACCOMMODATION:	UNIT COST:	TOTAL:
45 Waiters + 2 Butlers for supervision: Manyane Camp site 29/04 – 03/05	R2 000 x 4 nights	R8 000.00
8 x Butlers: 2 x Manyane Chalet 28/04 – 03/05	R2 200 x 2 chalets x 5 nights	R22 000
Management x 2 pax: at Kwenas Sun City 28/04 – 03/05	1 chalet x 5 nights	R8 500
TOTAL		R38 500

- Accommodation at Manyane Resort (15 mins from Sun City): 2 x Chalets plus Camp site
- Management (2 pax) would prefer to be close to or in the Palace.

TRANSPORT:	UNIT COST:	TOTAL:
Waiters: 29/04 JHB – Sun City 03/05 Sun City – JHB	R6 500 R6 500	R13 000
Mini Bus Hire x 6 days	R950 / day	R5 700
Petrol	R4 500	R4 500
TOTAL		R23 200

- Mini-Van hired at the airport
- Vehicle will be utilized for transport of staff from accommodation to venue and back daily

MEALS:	UNIT COST:	PER DAY:	TOTAL:
X 56 pax per day Breakfast, Lunch, Dinner Incl tea, coffee & juice	R150 / pax / day	R8 400 x 4	R33 600

OTHER:	UNIT COST:	TOTAL:
45 x waistcoats	R150 ea	R6 750
45 x waistcoats	R150 ea	Complimentary
45 x black ties	R 65 ea	Complimentary
TOTAL		R6 750



ACCOMMODATION:

Accommodation at Menyane Camp site close to Sun City. As they will be closer, we have booked 45 waiters, with 5 on standby.

TRAINING:

At The Palace on 29th April 2013, all venues should be available for site inspection. One venue available for training purposes.

MEALS:

Includes beverages & utensils.

Lunch & Dinner delivered to venue

- 29th: lunch & dinner
- 30th: breakfast, lunch & dinner
- 1st: breakfast, lunch & dinner
- 2nd: breakfast, lunch & dinner
- 3rd: breakfast

DRESS CODE:

Butlers:

- Black trousers
- White shirt
- Black tie
- Black Jacket

Waiters:

- Black trousers
- White shirt
- Black tie
- Black waistcoat

MEETING:

Our Director, Marc van Bergen and Ronell Davids will be in JHB between the 26th – 28th March 2013. During this time a meeting with all parties is welcomed to discuss finer details.



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TOTAL COSTS (Maximun):

STAFF	: R160 650.00
FLIGHTS	: R 15 200.00
ACCOMMODATION	: R 38 500.00
TRANSPORT	: R 23 200.00
MEALS	: R 33 600.00
OTHER	: R 6 750.00

R277 900.00

TERMS & CONDITIONS:

- Confirmation of Butler Service kindly required by 1st March 2013
- The planning and execution will be the responsibility of Heilbron Hospitality. Any other partners who may be required will render services under Heilbron Hospitality's umbrella
- Heilbron Hospitality confirms the provision of all Caucasian staff, with the majority of the waiters and a few of the butlers being female staff.
- A 50 % deposit will be required upon invoicing after acceptance of the above
- A revised invoice, making provisions of costs at time of bookings, will be submitted
- The balance in full, as per the revised invoice, will be required by 26th April 2013
- We do not charge VAT

