



NEWMARK HOTELS

Dock House Boutique Hotel & Spa



“The ultimate Exclusive Wedding Venue in Cape Town”

Dock House Boutique Hotel & Spa is a unique and opulent jewel in the crown of Cape Town's glamorous, world-famous Victoria & Alfred Waterfront, offering discerning guests, visiting dignitaries and celebrity's exclusive accommodation and personalised yet unobtrusive butler-style service in an excellent world-class setting.

Originally built as the Harbour Master's private residence in the 1800's, this grand architectural gem has been transformed into one of Cape Town's most exclusive and elegant boutique hotels.

Understated grace meets contemporary-classical glamour; from the groomed gardens surrounding the slick outdoor swimming pool and bar area, to the well-appointed interior, which boasts five plush bedrooms, a spacious suite, an elegant Morning room and a private library.

DOCK HOUSE WEDDING PACKAGE AND INFORMATION

1. Reasons why you should consider Dock House Boutique Hotel & Spa for your Exclusive wedding
2. Location and relevant information
3. Wedding Packages available
4. Terms and Conditions
5. Catering
Menus and Wine List
6. Absolute Weddings & Events – Wedding Coordinator
List of services
Wedding Questionnaires
7. Additional Services offered at Dock House Boutique Hotel & Spa
Elements Wellness Centre – treat yourself!
OYO Restaurant & Cocktail Bar – V & A Hotel – enjoy canapés and cocktails the night before your wedding
Salt Restaurant – perfect setting for your rehearsal dinner – *“Beautiful location for a gorgeous Cape Town sunset”*





NEWMARK HOTELS

1. DOCK HOUSE BOUTIQUE HOTEL & SPA – REASONS WHY YOU SHOULD CONSIDER US FOR YOUR SPECIAL DAY

- Exclusive use of Dock House Boutique Hotel & Spa for a minimum of 4 days – Make this your own home
- The most spectacular lawn with majestic views of Table Mountain and Cape Town Waterfront
- In the heart of the Waterfront
- A unique venue – Dock House Boutique Hotel & Spa only host 6 weddings a year – maximum of one wedding a month, depending on availability
- Silver Service – our staff and team believes in outstanding quality, providing the best service at all times
- A professional team – Absolute Weddings and Events to co-ordinate all your special requirements and requests for your special wedding day

We have created a package that enables you to plan for the perfect wedding, to help organize your big day and make sure that all goes off without a hitch.

2. LOCATION

Built as the grand residence and offices to the harbour engineer in the mid-1800's, Dock House Boutique Hotel & Spa boasts a proud heritage. Dock House Boutique Hotel & spa is located alongside Time ball Tower in the V&A Waterfront's Portswood Precinct and now, under the guidance of distinguished hotel specialists, **Newmark Hotels**, this heritage property has undergone a transformation to be recognized as one of Cape Town's most elite luxury boutique hotels.

2.1 ACCOMMODATION

Intimate and private, the villa-styled hotel offers five spacious individually decorated rooms – four of which have balconies overlooking the Waterfront's vibrant harbour area – and one glamorous suite. The suite boasts a private garden and each room is equipped with a stylish private bar and state-of-the-art designer bathroom.

2.2 ROOM AMENITIES

- Individually controlled air conditioning and under floor heating
- En-suite bathrooms with separate bath, toilet, shower and heated towel rail
- Luxury bathroom amenities
- Bathrobes and slippers
- Plasma and LCD screen televisions with individual satellite decoders providing 75 channels of viewing pleasure
- High speed wired and wireless internet connectivity
- Electronic safes
- International plugs
- Serviced twice daily
- Luxurious cotton linen, duck feather and down pillows
- Fully stocked private bar
- Daily newspapers
- 24 hour, personalised, unobtrusive butler-style service





NEWMARK HOTELS

2.3 SPECIAL SERVICES AND FACILITIES

- Complimentary parking available
- ONE Wellness state-of-the-art spa and supervised gym facilities operating from 06:00 – 22:00
- In room hairstylist upon request
- Private gentlemen's study
- Business services
- Travel services
- Golf booking and excursion facilities
- Heated outdoor swimming pool with bar and al fresco dining
- Luxury air-conditioned limousine service for airport, city and restaurant transfers
- For absolute exclusivity, the entire Dock House villa may be booked for personal and private use at an additional charge
- The sun-filled morning room will cater for breakfast, private lunches and dinners for residents only
- Half an acre of uninterrupted lawn, in a garden setting providing views of Table Mountain and the Waterfront's vibrant harbour, making it the ideal venue to host your wedding

2.4 NEARBY ATTRACTIONS

With its prime location within the Victoria & Alfred Waterfront, guests at Dock House Boutique Hotel & Spa will not be short of easily accessible entertainment options.

A host of world-class restaurants, cinemas, craft markets, Nobel Peace Square, Two Oceans Aquarium and Platinum Mile Shopping are all within walking distance of Dock House Boutique Hotel & Spa. The port's Jetty 2 is also within walking distance, which makes it easily accessible for passengers on board luxury cruise liners.

Other nearby attractions includes:

Museums – Boat Cruises – Beaches – Table Mountain
Kirstenbosch Botanical Gardens – Cape Point – Robben Island
The Winelands – Township Tours

2.5 GENERAL INFORMATION

Distances:

Cape Town International Airport 25 km
Cape Town ICC ≤ 2.1 km
Cape Town CBD ≤ 2.3 km

Currency:

South African Rand (ZAR)

Climate & Temperatures:

Average day temperatures
December to March ± 26°C
April to May ± 21°C
June to September ± 19°C
October to November ± 22°C

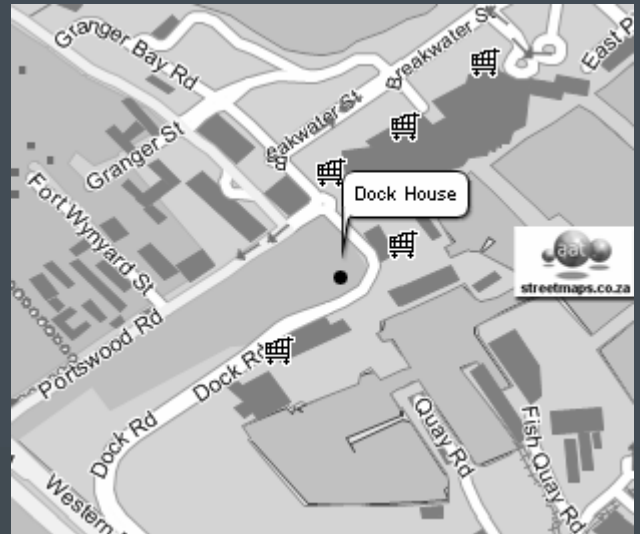




NEWMARK HOTELS

2.6 DIRECTIONS AND MAP TO DOCK HOUSE BOUTIQUE HOTEL & SPA

Exit the Airport and continue for approx 3 km – merge onto the N2 HIGHWAY. Follow N2 STAD/CITY signs. Continue for approx 18 km and follow the M6/SEA POINT / WATERFRONT SIGN. Continue over the first set of traffic lights into LOWER BUITENGRACHT. At the 2nd set of traffic lights, turn right into HANS STRYDOM AVENUE. Follow the PORTSWOOD ROAD / V&A WATERFRONT lane and turn right at the first set of traffic lights into PORTSWOOD ROAD. Turn right at the entrance of the COMMODORE HOTEL – keep left and continue driving till you reach a security boom. Continue straight ahead (Dock House Boutique Hotel & Spa is approximately 100 m away). Alternatively go to the Victoria & Alfred Hotel in the heart of the Waterfront and you'll be directed to Dock House Boutique Hotel & Spa.



3. WEDDING PACKAGES – DOCKHOUSE BOUTIQUE HOTEL & SPA

Inclusive in the package – Accommodation Only and use of premises

- 4 Day exclusive use of Dock House Boutique Hotel & Spa including breakfast and personal bar
- 8 Complimentary guest parking bays (arranged by the Hotel)
- One Wellness Spa treatment for the bride and groom – the day prior to your wedding

Package excludes:

- Bar requirements /beverages on the wedding day –all beverages will be supplied by Dock House Boutique Hotel & Spa, and charged to the Main Master account. Please find attached the Dock House Boutique Hotel & Spa Bar Beverage Menu and Price List. If you have any queries in regards to the catering or beverage facility, please discuss this with your wedding coordinator or with Clinton Du Toit at the Victoria & Alfred Hotel.
- Menu price per person (3 or 4 course meal – set menu). Please note that ALL catering will be done by Dock House Boutique Hotel & Spa. Find attached the menu for your perusal. Menu and wine tastings will be arranged by your Wedding Coordinator.
- Floral arrangements and décor for all areas and tables – please note that we have preferred service providers and will advise on your requirements accordingly
- Entertainment (Ceremony and Pre-dinner drinks)
- Wedding Cake
- Photography and Videographer
- Make up and hair stylist





NEWMARK HOTELS

Number of guests to be accommodated (max)

VENUE	CINEMA	COCKTAIL	BANQUET
Restaurant – BRK Room	30	40	-
Lawn Area – Reception Marquee	-	-	50
Lawn Area – Ceremony	50	-	-

We are pleased to offer you the following facilities at Dock House Boutique Hotel & Spa

VENUE HIRE FOR YOUR EVENT

Accommodation Rates applicable to Private/Exclusive Weddings – Dock House Boutique Hotel & Spa

May to October 2009 R45 000.00 per day
November 2009 to April 2010 R49 000.00 per day

The above rates:

- are quoted per night for the entire house (6 rooms)
- include a full English breakfast
- include 14% Value added Tax and Tourism Levy
- are subject to availability and seasonal occupancy

4. TERMS AND CONDITIONS

4.1 TIME OF ARRIVAL & DEPARTURE

Kindly note that check-in time is from 14h00 and we request that all guests vacate their rooms by 11h00 on check-out day. Unless otherwise agreed with the hotel, these times should be strictly adhered to.

In order that the hotel may be best prepared for the group, kindly supply the following information and notify the hotel immediately of any changes:

- Flight number and time of arrival
- Carrier (coach, train, etc) name and number
- Estimated time of arrival at hotel
- Indicate VIPs in the group in order of priority
- Any special requests including special dietary requirements

4.2 MEALS

Breakfast could be served in the morning room or in the privacy of your room. All other meals should be booked and confirmed in advance.

4.3 ROOMING LIST

A Rooming List confirming the name of each member of the wedding party and the room occupation for each member (single, double, etc), must be received by the hotel not later than 30 days prior to the scheduled arrival date. If pre-registration is required, the Rooming List should also contain each member's home address and passport details. Registration cards must be signed upon arrival.





NEWMARK HOTELS

20 to 0 working days prior to arrival

Final number of delegates has been confirmed. This is the number the hotel will cater for and charge for accordingly. Numbers cancelled during this period will be subject to 100 % of the contracted value.

4.4 ESTIMATED TOTAL ACCOMMODATION AND EVENT VALUE:

Option One: 3 Nights Accommodation

May to October 2009: R45 000 per night x 3 nights: Total of R135 000

November 2009 to April 2010: R49 000 per night x 3 nights: Total of R147 000

Checking in on the Friday at 14h00 and checking out on the Monday morning at 11h00. Please note with 4 day packages, full Marquee structures will have to be installed on the Thursday, a set-up fee of R25 000.00 will be charged for all set up purposes on the Thursday from 08h00 to 17h00 .

Option Two: 4 Nights Accommodation

May to October 2009: R45 000 per night x 4 nights: Total of R180 000

November 2009 to April 2010: R49 000 per night x 4 nights: Total of R196 000

Checking in on the Thursday at 14h00 and checking out on the Monday morning at 11h00.

4.5 ACCOUNTING INSTRUCTIONS

The client shall accept full liability for all charges incurred during the wedding party's tenure at the hotel, unless otherwise specified in writing.

It is the client's full responsibility to verify all charges that may or may not pertain to the invoice.

Authorization of the acceptance to charges must be in signature form on the pro forma invoice, verified before departing the hotel by an authorized member of the wedding party.

Should the client wish to have the accounts presented in a specific format, he should inform the hotel prior to arrival.

4.6 ADVANCE PAYMENTS

- 10% of the total amount to be received by the hotel fourteen days after confirmation of your reservation
- 50% of the total estimated contracted value is to be received by the hotel 60 days prior to your wedding date
- The outstanding balance of the estimated contracted value to be received by the hotel 30 days prior to your wedding date

4.7 CANCELLATION POLICY

All bookings must be cancelled at least 60 days prior to arrival. The deposit will be refunded, however a 10% administration fee will be charged. Any booking not cancelled within 60 days prior to arrival, shall be subject to the following conditions:

- 60-31 days prior to arrival: 15% of the rooms may be released at no charge. Any additional rooms cancelled in this period shall be subject to a 10% cancellation fee of the contract value
- 30-14 days prior to arrival: subject to a 50% cancellation fee of the contract value
- 13 days or less prior to arrival: subject to 100% cancellation fee of the contract value
- Full pre payment of function value is required. Any additional outstanding amounts on the account must be settled on the last day of function, prior to hotel departure.





NEWMARK HOTELS

5. CATERING AT DOCK HOUSE BOUTIQUE HOTEL & SPA



DOCKHOUSE MENU'S

Executive Chef Sanel Esterhuysen is looking forward to meeting you and designing a menu to your specific requirements. She has previously worked under some of South Africa's most renowned chefs and also has a wealth of international experience. The focus of the food is on simplicity and sophistication, using seasonal ingredients with in an innovative way. See below the menu options to be used as a guideline in designing a menu for your special day.

The canapé menus are available on requests and a menu price will be calculated once the client has selected the canapés to be served.

Please select one dish from each course, all items are priced individually.

The intermediate course, tea and coffee are included

First Starter

Mediterranean vegetable and goats cheese terrine, basil pesto and balsamic dressing	R50
Melon and crab cannelloni, mint dressing and petit herb salad	R55
Springbok carpaccio, rocket, nectarines and truffle oil	R55
Chilled vichyssoise, cucumber spaghetti, scallops and caviar	R55
Teriyaki glazed duck breast crispy vegetable and noodle salad	R60
Tandoori spiced seared tuna, with pineapple and cucumber samoosa	R70

Second Starter

Wild mushroom risotto with truffle mascarpone cream	R50
Twice baked Gorgonzola soufflé, port macerated cherries	R50
Mussel and saffron veloute, sweet corn and cilantro spring roll	R55
Asparagus wrapped in Parma ham, sauce vierge and herb salad	R65
Steamed West Coast crayfish tail, avocado and mango salad, sweet chili dressing	R120

Intermediate Course

Red Wine Granita
Grape fruit & Campari Sorbet
Peach & Verjuice Sorbet
Chilled Tomato and Basil Consommé
Cap Classique jelly with raspberry sorbet
Apple mignonettes with lemon and mint sorbet

Main Course

Parma Ham wrapped chicken breast, herbed feta stuffing, potato rosti and basil cream	R135
Herb crusted line fish ratatouille vegetables and tomato and prawn risotto	R160
Wild mushroom dusted veal loin mushroom duxelle, parsnip puree and masala jus	R185
Roast Karoo lamb loin celeriac dauphinoise and a pea and mint puree	R185
Springbok loin, colcannon potato, pancetta crisp and rosemary jus	R185
Chermoula spiced ostrich fillet, sweet potato tart tatin and red wine jus	R185

Dessert

Apple and frangipane tart fin, cinnamon ice cream and butterscotch sauce	R50
--	-----



Vanilla panna cotta, with raspberry jelly and souli R50

NEWMARK HOTELS

Chilled Lemon Soufflé, strawberry and basil salad	R50
Frangelico crème Catalan, randy snap biscuit and hazelnut ice cream	R55
Chocolate Nemesis, crème fraiche and pistachio crème anglaise	R55
Brie crème Brule, caramelized walnuts, poached pear and black pepper biscotti	R55
White chocolate parfait with passion fruit sorbet and tuile biscuit	R60
 Cheese platter, with selection of South African artisan cheese Biscuits, grapes and preserves (Per table of 10)	R380

Special Dietary requirements

All special dietary requirements need to be discussed with the executive chef in order to make arrangements.

Kosher & Halaal Catering:

Please note that our kitchen is not kosher and any special kosher meals will be outsourced at additional costs.

Dock house wine list

Please find attached a selection of all beverages, sparkling wines and wines

6. SPECIALIZED WEDDING SERVICES:

SERVICES PROVIDED BY ABSOLUTE WEDDINGS AND EVENTS

“No two celebrations are the same, nor should they be”

Your wedding should speak of its own style and elegance, creating an individual statement with attention to detail, where quality outshines quantity... turning personal wishes into real life celebration.

- Assistance and guidance in selection of your venue, according to your own unique ideas, needs, style and taste.
- Arranging all pre - and post accommodation and leisure / tour bookings for you and your family, friends and guests.
- Liaising with all service providers on your behalf, obtaining quotations to suit your budget and to assist you in achieving your perfect wedding experience.

Assistance with the selection and booking of the following service providers:

- Wedding Stationery Consultants
- The Minister
- Photographer
- Videographer
- Chefs & Caterers
- Specialized Wedding Cake Caterers
- Bar Service Providers
- Bridal Wear Designers / Dress makers
- Make Up Artists & Hair stylists
- Transport Companies/Shuttle services
- Entertainment & Music
- Decor, Lighting & Florists
- Aroma Therapists
- Any other special requests... fireworks, African Drumming etc.





NEWMARK HOTELS

- Assisting you with your menu compilation, food styling and the selection of suitable wines.
- Setting and implementing a comprehensive action plan and time schedule to ensure all deadlines are met and to provide you with a stress free wedding day.
- Meeting and briefing all the parties involved in your special day, providing guidance, giving instructions and setting tasks, prior to your wedding.
- Conceptualizing, designing and creating an overall ambience (decor, lighting), using modern trends and new inspirational ideas.
- Attending and personally overseeing all arrangements on your wedding day, orchestrating the complete event, so you and your guests can enjoy your special day.
- Post wedding feedback, in order to ensure that you are 100% satisfied with all services delivered.
- Design and assist with wedding information web site (if required)
- Should you request a pre-wedding cocktail function at Salt Restaurant - to enjoy one of Cape Town's most spectacular sunsets - a special evening can be arranged for you and your guests.
- Providing a service with passion, personal touch, consistency and creativeness - being always one step ahead - visualizing the picture, keeping up with the trends, and setting a trend...

WEDDING QUESTIONNAIRE – ABSOLUTE WEDDINGS AND EVENTS

Please find attached the wedding questionnaire for your perusal. Please complete this form and mail to info@absolutewe.co.za, and we will provide you with a detailed quotation for your special day

THE ABSOLUTE PROCESS IN BOOKING/CONFIRMING YOUR WEDDING



Absolute Style & Philosophy

A festive mood and stunning personal touch, takes an event from ordinary to extra-ordinary, creating a casual elegance with the perfect ambience and atmosphere, setting a different trend with each event. Whether you are planning an elaborate, large or intimate, traditional or non-traditional event, I firmly believe that this needs to reflect your personality and style, making it yours uniquely.

The ABSOLUTE Process

Consultation:

After our first initial contact, detailed questionnaires will be forwarded to you which needs to be completed and returned to Absolute Weddings & Events. A personal consulting session or conference call will be scheduled in order to meet in person and establish your specific requirements, preferences, style and trend for your special day. As each couple is unique, I strongly believe that adding personal touch and the “wow” factor to your wedding is of utmost importance, this is what makes your wedding day not only memorable, but unforgettable!!





NEWMARK HOTELS

Absolute Proposal

After studying your completed questionnaires, a detailed proposal will be drafted by Absolute Wedding & Event Coordination – including all recommendations, preferred service providers, preliminary fees, estimated cost structures (based on your amount of guests attending) and providing you with the latest cutting edge trends and ultimate guidance. Should you accept and confirm this proposal, we will commence planning your wedding day in close collaboration with you, ensuring attention to detail at absolute all times and personally overseeing and managing all arrangements of your special day.

Please note that all the estimated amounts provided in the Budget Proposal are market related prices/charges, and actual figures can only be confirmed once formal quotes have been received from all vendors.

Contract & Deposit Payment:

The quotation presented by Absolute Weddings and Events will only be valid for seven days, after which the reservation will be released without notification. Should you wish to confirm your booking, the quotation needs to be signed off by the client and confirmation of acceptance of service will have to be given in formal writing to Absolute Weddings and Events. A customized contract as well as deposit invoice will be drafted and sent to you – your booking will be confirmed once the signed contract and proof of deposit payment has been received by Absolute Weddings & Events.

Action and Process:

An action plan and time frame for your event will be drafted – guiding you through the entire process of planning your event in exceptional excellence. I will personally liaise with all venues and service providers on your behalf, scheduling regular briefings, site inspections and follow-up meetings, giving you peace of mind and keeping all relative parties involved updated.

In order to ensure 100% ABSOLUTE satisfaction on the day of your event, I will also arrange mock-ups of the floral decor, food styling and menu tastings. Every aspect of your special day will be discussed and planned in detail, from pre- to post event arrangements and requirements.

Personally overseeing and managing your event on the day, coordinating and orchestrating all detailed arrangements with all vendors and ensuring a smooth-flowing and enjoyable celebration to all attending.

I look forward in hearing from you and planning this special day with both of you; I can ensure you of an experience which is not only memorable but unforgettable, turning your dream into a reality!

7. ADDITIONAL SERVICES OFFERED AT DOCK HOUSE BOUTIQUE HOTEL & SPA

Elements Wellness - Spoil yourself at our beautiful Spa

The Elements wellness brand evolved out of our strong philosophical focus and commitment to provide an exclusive environment where our guests will receive professional, personal attention in a non-threatening and convivial atmosphere. We see wellness as a process where we provide the opportunities, encouragement and support for the individual to accept responsibility for consistently making healthy choices. Elements wellness represents a unique integration between the worlds of Fitness, Beauty and Spa.

Please find attached a detailed menu of all our services and treatments we offer - customized and personal packages can also be arranged, please contact us directly should you wish to make a booking.

Elements Wellness Boutique - Dock House Boutique Hotel & Spa
V&A Hotel, Waterfront, Cape Town, 8000
Tel +27 21 421 9334 | Fax +27 21 419 7881





NEWMARK HOTELS



OYO Restaurant & Cocktail Bar, Victoria and Alfred Hotel

Allow us to indulge you in OYO Restaurant & Cocktail Bar or relax alfresco on the quayside terrace and enjoy the unique setting and atmosphere with Table Mountain in the background. As special wedding couple you will be able to host your pre-wedding drinks the night before your special day at OYO bar and restaurant. Please find attached a detailed canapé and cocktail menu. We look forward in celebrating this special evening with you, giving all your guests the opportunity to mingle and get to know each other before the big day!



Salt Restaurant

Perfect for your rehearsal dinner - Salt restaurant is the latest innovation of the Ambassador Hotel. It has floor-to-ceiling windows commanding 180 degree views over the Atlantic Ocean, making it reason enough to visit the restaurant, but it is largely for the food that loyal diners return again and again. Simplicity, fresh ingredients which allow the food to speak for itself as well as an innovative menu is the recipe to this chic restaurant's success.

Offering simple yet cosmopolitan design and décor, the stunning location is enhanced with the most subtle of colors and furnishings. The menu places the emphasis on procuring the best produce - from using sustainable fish to ensuring a regular supply of the best beef and fruits and vegetables. And while the key is simplicity, dishes all speak of exciting flavor combinations.

Elements Wellness - Spoil yourself!

The Elements wellness brand evolved out of our strong philosophical focus and commitment to provide an exclusive environment where our guests will receive professional, personal attention in a non-threatening and convivial atmosphere. We see wellness as a process where we provide the opportunities, encouragement and support for the individual to accept responsibility for consistently making healthy choices. Elements wellness represents a unique integration between the worlds of .Fitness, Beauty and Spa.

Please find attached a detailed menu of all our services and treatments we offer - customized and personal packages can also be arranged, please contact us directly should you wish to make a booking.

Elements wellness boutique - Dock House
V&A Hotel, Waterfront, Cape Town, 8000
Tel +27 21 421 9334 | Fax +27 21 419 7881





NEWMARK HOTELS

For bookings please contact Karla Oettler on 083 4401 583 or email info@absoluteweddings.co.za

We look forward in making the most special day in your life the most memorable, exceeding all expectations and making your day unique

Many thanks and Kindest Regards

Karla Oettler
Absolute Weddings and Events Coordination
Contact Number: +27 83 4401 583
Email: info@absoluteweddings.co.za
Website: info@absoluteweddings.co.za
Website: www.dockhouse.co.za

