

2025

# Functions

## *Portfolio*

WE INVITE YOU TO EXPERIENCE THE LUXURY AND CHARM OF  
BLACK EAGLE HOTEL & SPA

OUR BEAUTIFULLY LANDSCAPED GARDENS AND UPMARKET VENUES, BLACK  
EAGLE IS THE PERFECT SETTING FOR YOUR FUNCTION.

## VENUE HIRE

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We have a number of venues available for your function, each with its own unique ambiance. The following venues indicate the number of people it can accommodate in banquet style seating.

### Quatele Venue

R21 500.00 (seats up to 300 pax banquet, 250 pax with dance floor)

-Discounted to R 16 750 when under 120 guests-

### Emoyeni Venue

R12,500 (seats up to 70 pax banquet, 50 pax with a dance floor)

### Thulane Venue

R9,500 (seats up to 50 pax banquet, 30 pax with a dance floor)

### Wine Cellar

R7,500 (seats up to 25)

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### VENUE HIRE

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We have a number of venues available for your function, each with its own unique ambiance. The following venues indicate the number of people it can accommodate in banquet style seating.

#### Pool Terrace

R9,900 (seats up to 100 pax banquet)

#### Lower Pool Terrace

R6,500 (seats up to 50 pax banquet)

#### Boma

R3,900 (seats up to 20 pax around the fire pit)

#### Garden Gazebo Area:

R9500 (seats up to 130 cinema-style)

All Venues Exclusivity: R38,000 (total exclusivity of all venues

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excludes restaurant, accommodation and spa)

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### VENUE HIRE

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Venue hire includes the following:

- Barman and maitre'd for 8 hours – from the time of arrival of your guests until close.
- Setting up of the venue with standard tables, chairs, cutlery and crockery
  - Round banquet tables
  - White or black table linen and white napkins
- Standard chairs with white or black chair covers or upholstered wooden chairs (max 70 pax)
  - Podium for speeches
  - Standard glassware, cutlery and crockery
  - Ice buckets with ice
  - DJ table, cake table, and gift table
  - Standard cake stand, cake knife, and cake lift
  - Easel for seating arrangement
- Gift box for envelopes (own lock to be provided by guest)
  - Buffet set-up
  - Air-conditioning in indoor venues
- Ample secure parking with 24-hour security
  - Back-up generator
- Use of venue for 8 hours from the time of arrival of guests – cut off is strictly 23:00
- A surcharge of R2,800 per hour or part thereof is applicable after the initial 8-hour period, as well as R150 per waiter per hour extra.

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### VENUE HIRE

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Not included in venue hire:

Welcome drinks

Waiters

Accommodation

Flowers and table centrepieces

Additional lighting

Decorations and candles

Additional furniture

Chair tie-backs and table overlays/runners

Champagne for toast

Bar account and beverages

Music/DJ/live band

Data projector, PA system and screen

Photographer/videographer

SPEAK TO OUR PREFERRED 'EVENT STYLIST'  
REGARDING ALL YOUR DÉCOR REQUIREMENTS!

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### MENU OPTIONS & PRICING

Breakfast/ Brunch Buffet	Bronze Buffet	Silver Buffet	Gold Buffet	Braai Menu	Spit Braai
R 320 pp/ R 365 pp	R 375 pp	R 470 pp	R 545 pp	R 525 pp	R 550 pp
Breakfast style buffet including cold and hot items	1 Main 2 Vegetables 2 Starch 1 Dessert	2 Mains 3 Vegetables 2 Starch 2 Desserts	Plated starter 3 Mains 4 Vegetables 2 Starch 2 Desserts	Bread table 2 Mains 3 Vegetables or Salads 2 Starch 2 Desserts	Bread table 2 Mains 4 Vegetables or Salads 2 Starch 2 Desserts
Juice, Tea and Coffee	Tea and Coffee Station included				

Extensive menus will be provided upon request

A full plated menu option is available with a waiter and a plating surcharge applicable ( max 60 guests)

Please note that some menu items carry a surcharge as indicated on the menu selections

Halaal and Kosher meals can be arranged at an additional charge on top of the menu charge

Any special dietary requirement such as Vegan/vegetarian and accommodations for allergies will carry a surcharge of R350 pp additional tot the standard menu cost.

A 10% waiter gratuity will be added to all menu options and bar bills

All menu items and pricing are subject to change and subject to availability at the time of ordering

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### BUDGETING FOR YOUR EVENT

A typical example of a function costing is as follows:

Spit Braai

You have chosen Quatele Venue for your function, the Silver Menu option at R470.00 per person and you wish to invite 150 guests in total.

*Therefore:*

Quatele venue hire	R 21,500.00
R470.00 x 150 people	R 69,000.00
10% waiter gratuity on menu	R 6,900.00
Waiter fee - R100 per waiter per hours (min 8 hours) 15 pax to 1 waiter	
Total cost of function	R97,400.00

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### BAR FACILITIES

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Black Eagle is fully licensed with a well-stocked bar and therefore no beverages may be brought in except for wine and champagne which will carry a corkage of R150.00 per 750ml bottle, payable upfront. Spit Braai

Please note that a 10% waiter gratuity will be added to all bar bills.

### ACCOMODATION

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Black Eagle Hotel & Spa has 9 beautifully appointed rooms with a maximum capacity of 20 people.

Our room rates vary depending on the type of room booked, our rates start at R2350.00 sharing, including breakfast.

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## PAYMENT TERMS

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<p><b>50% DEPOSIT TO SECURE THE BOOKING</b></p>	<p><b>This initial payment will secure your function date with Black Eagle. You may postpone your function by up to 6 months, subject to availability and provided we receive 30 days notice. (Non-refundable in the event that you cancel your function)</b></p>
<p><b>FINAL PAYMENT</b></p>	<p><b>Payable 7 days prior to your function. (Non-refundable in the event that you cancel your function)</b></p>

To book your function with Black Eagle Hotel & Spa  
please contact us on:

011 958 5225

[info@blackeaglehotel.co.za](mailto:info@blackeaglehotel.co.za)

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



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### SPECIAL CONDITIONS

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- Our function coordinators; and or duty managers are available to meet with you but we do ask that you make an appointment. We will endeavor to accommodate any ad-hoc meetings and site visits without an appointment, however, we can not guarantee that it will always be possible.
- Please ensure that once you have made an appointment, you inform Reception of your arrival on the day of your meeting.
- **A surcharge of R2,800 per hour or part thereof is applicable after the initial 8-hour period to cover operational costs. Additional hours need to be arranged and paid for before your event. Cut-off time for functions is no later than 23:00.**
- All service providers (e.g. DJ, Photographer, etc), are to be included in the guest amount for catering purposes.
- Children under the age of 12 are charged at 50%. Children under 5 – no charge. Please advise us how many children will be attending for seating purposes.
  - All menu items/ingredients are subject to availability and season and subject to change without prior notice.
  - No menu course may be substituted for canapés or any other course or excluded to reduce menu cost.
- Any alcoholic gifts brought into the venue or placed on the tables for guests to consume with be charged at R150 per 750ml bottle.
  - Regrettably, food tastings are not accommodated.
- **Please note that Black Eagle's coordinators and waiters are not responsible for assisting with flower arrangements, décor set up, etc.**
- **Please note that no sparkles, Chinese lanterns, confetti, streamers, and glitter will be permitted. Please check with your coordinator what is and is not allowed to avoid disappointment.**
- **All décor, flowers, furniture, draping, etc. brought in from an external supplier must be removed from the venue and property on the day/night of the function and within an hour after the function end time. Should your function take place on a Saturday night, please ensure that your suppliers are made aware of this since all our venues are booked out on Sundays from 06:30 am onwards and our staff need to set up the venues immediately after your function.**
- Please ensure that you receive a copy of our Standard Terms and Conditions document and that you have read and understood the contents thereof. Payment of a 50% deposit confirms your acceptance of the above special Conditions as well as our Standard Terms and Conditions and it is therefore legal and binding. This document supersedes all previous documents and will be considered null and void.

Spit Braai