



Wedding Information Pack





Dear future bride & groom

On behalf of Kloofzicht Lodge we would like to congratulate you on your engagement, and thank you for considering Kloofzicht Lodge as a venue for your Big Day. We at Kloofzicht Lodge understand the dreams and wishes of every bride and groom, and will go the extra mile to make sure that all your requirements are met.

Kloofzicht Lodge is the perfect venue for adding a touch of "Magic and Style" to your Wedding Day. Tranquil, serene and picturesque, providing a natural but very romantic atmosphere. The lodge is located a mere 30 minutes from both Johannesburg and Pretoria and offers the ideal location for a wedding with a difference. We are sure, that once you have had the opportunity to view our facilities, you will agree that Kloofzicht Lodge is the perfect setting to host your Wedding.

Our Wedding Package is designed to assist you in planning a perfect Wedding Ceremony and Reception. We will work hand in hand with you to ensure that all the arrangements are done in accordance to your wishes. Planning your reception can be a daunting prospect – but here we can help ease the workload. As the reception is a major part of your wedding day, it is the quality of the food and drink, its presentation and the overall standard of service that helps to make the day memorable. At Kloofzicht Lodge we fully appreciate this, and employ our wealth of experience, matched with personal service, to ensure you enjoy a day to remember.

At your initial visit to view our facilities we will discuss with you, over tea or coffee, the general details of your day. By the end of your second visit we will have covered all the arrangements for the day, from the approximate time of arrival through to the colour of the napkins. If you feel that further meetings are needed to resolve any uncertainties or problems, we will be happy to see you. This means that if you decide to use Kloofzicht Lodge you are safe in the knowledge that your reception is in the best hands, and that you are free to deal with all those other important wedding-day matters. And when the day arrives you'll be free to enjoy the experience – not worrying about the details.

It would be our pleasure to show you our facilities and supply you with more information regarding our Wedding Packages, which are enclosed herewith. We trust you will find the contents herewith acceptable and we look forward to having the pleasure and privilege of hosting your Wedding at Kloofzicht Lodge. Also visit our website - www.kloofzicht.co.za

Best wishes

The Banqueting Team
Kloofzicht Lodge
Tel: 011 317 0600
Fax: 011 317 0665
E-mail: weddings@kloofzicht.co.za

**BREAKING NEWS: Kloofzicht Lodge Spa - Opening May 2011
IDEAL FOR BRIDAL PAMPERING AND COUPLES RETREATS**



www.guvonhotels.co.za
Updated Oct 2010 (2011)



Facilities and Tariffs

Venue Hire

1 January 2011 – 31 December 2011

Venue hire for the Gazebo & Reception. Monday – Sunday and Public Holidays	January to April & September to December	May, June, July & August
	R 20 000.00	R 10 000.00
Please note that a R 5 000.00 non refundable bar deposit is included in the venue hire. This deposit is not permitted for use towards Arrival drinks or Post-Ceremonial drinks, wine or sparkling wine		

Venue Capacity

Emerald & Jade	
Separate	Combined
40 pax minimum – 50 pax maximum	60 pax minimum – 120 pax maximum

Included in the venue hire:

- A Garden Chapel with plastic garden chairs with white chair covers and stretch tent for shade. Podium and arch, as well as a red carpet for the aisle.
- Our Function Rooms have the capacity of seating 120 guests around round tables with a maximum of 10 guests per round table.
- The following facilities are included in the charge:
 - Full Bar Service
 - Buffet area
 - Tables and Chairs
 - Crockery and a full setting of Cutlery
 - Wine & champagne glasses, and ice buckets
 - Our standard range of white Table Linen
 - Cake Table
 - The presence of a Coordinator or Duty Manager



- Waiters and Barman for a period of **eight** hours, but not beyond 24h00, from the scheduled time of the reception.
- We provide one waiter per every **eight** guests for **plated menus** and one waiter per every **twelve** guests for **buffet menus**.
- Extra waiters requested will be available at a minimum fee of R 95 per waiter per hour.
- The Terrace is available for welcoming drinks
- A Gift Table is provided
- A Bridal Suite is made available to the Bridal Couple on their Wedding night. Check in time is 14h00 or earlier by arrangement only and subject to availability.
- Ample parking is available at no additional charge.

Not included in the venue hire

- **Accommodation** – Accommodation for your guests is available as per our tariff sheet. It is advisable to book well in advance. A deposit will be required to confirm bookings.
- **Menus and Wine List**
- **PA system** – The PA system for the ceremony & reception venue.
- **Chair Covers** – Chair covers for the reception can be rented in on your behalf from independent suppliers
- **Overlays** – Overlays can be rented in on your behalf from independent suppliers.
- **Tie-backs** – Tie-backs can be rented in on your behalf from independent suppliers.
- **Candles** – No candles are allowed to be placed directly on the table linen.
- **Name Cards**
- **Floor Plan**
- **Décor & Flowers** – Draping and flowers for the function are not included in the venue hire. All décor supplied by independent décor suppliers

Please note

- We are a fully licensed establishment. Drinks are charged at the rates current at the time of the wedding. You may select your own wine from our comprehensive range. A bar limit can be arranged as per your request. As a licensed establishment, we regrettably cannot allow drinks of any nature to be brought onto the premises.
- A corkage fee of **R 70 per bottle** will be charged for beverages i.e. wines that the couple want to bring onto Kloofzicht Lodge's premises for their wedding. Please note that you may not bring in any beverages that we can supply at Kloofzicht Lodge.
- The Owners, Management and Staff members do not take responsibility for any of the guest or host's belongings or any injuries, damage or loss suffered by any persons, and damage to such belongings, the host waives any claim it may have.
- Please note that our facilities are **NON SMOKING**





- **RIGHT OF ADMISION RESERVED**

- Due to the nature of our business, Kloofzicht Lodge cannot restrict access to the hotel by members of the public or our lodge guests.
- Out of consideration for other lodge guests, music volume should be reduced to an acceptable level after 24h00.
- All décor and flowers should be removed directly after the function. Failing to do so will result in a charge to be raised.
- All decorations to be discussed with management prior to the wedding to ensure that no damage is done to the venue.
- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guest check-ins.
- We will make every effort to make your day a success. Therefore, in order to avoid confusion and misunderstandings, persons not involved in the final Coordination meeting, should not make changes on the day of the wedding. Changes should only be made by an authorized person and should be done via the Wedding Coordinator and not other members of staff.
- All rates quoted include VAT at 14%. All rates are subject to change.
- Children to be under adult supervision at all times – children to be disciplined and not run around the venue.
- Please be advised that a final co-ordination meeting must take place no less than **fourteen working days** prior to the wedding date. All details in respect of the wedding, decided and agreed upon by both Kloofzicht Lodge Management and the client, will and shall only be changed through written communication. These changes may only be made by the due signatories of this document. No verbal changes will be accepted by Kloofzicht Lodge Management after the confirmation of this document.
- Our Wedding Coordinator is available to see you by appointment.
- Please be advised that we do not allow clients to see wedding venues on dates when weddings have been booked, however this is flexible and prior arrangements for viewing may be made with the Wedding Coordinator.
- Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
- Regrettably food tasting is not permitted.
- **Kloofzicht Lodge hosts one Wedding per day, but due to the nature of the business Conferences and Banquets may also be hosted on the day.**
- Exclusivity may be arranged at an additional cost and only if all the accommodation is booked by the wedding party.



Terms and Conditions

1. A non-refundable deposit to the value of the **venue hire** is required within **7 (seven) days** of Provisional Booking in order to guarantee your booking. Failure to make payment could lead to Kloofzicht Lodge canceling the wedding, unless other arrangements are made with Management.
2. The deposit paid only guarantees availability for the date originally booked. It is NOT transferable to another date.
3. **50%** of the estimated Wedding Bill is payable the latest 6 (six) months prior to the wedding day. The balance, including the estimated bar bill, to be paid 14 (fourteen) days prior to the wedding date.
4. The final account for the wedding will be reconciled and settled on the day of the wedding or the following morning.
5. By paying a deposit you automatically indicate your acceptance of Kloofzicht Lodge's policies, regarding payment, cancellation and postponement.
6. Failure to make payments as per clauses 1 to 4 above could lead to Kloofzicht Lodge canceling the Wedding.
7. Deposits will only be accepted by Credit Card or Direct Bank Transfer. No cheques will be accepted.
8. In the case of a Direct Bank Transfer, a deposit slip must be faxed to Kloofzicht Lodge.
9. The reference number issued when the Provisional Booking was made, should be noted on all Direct Bank Deposits.
10. Cancellations:
 - The initial confirmation deposit for the venue hire is non-refundable.
 - If the wedding is cancelled up until **6 (six) months** prior to the wedding, a **25%** cancellation fee of the total wedding account will be charged.
 - If the wedding is cancelled **6 (six) to 3 (three) months** prior to the wedding, a **50%** cancellation fee of the total wedding account will be charged.
 - If the wedding is cancelled less than **3 (three) months** prior to the wedding, a **100%** cancellation fee of the total wedding account will be charged.
11. Postponements:
 - Should you postpone your wedding for whatever reasons, Kloofzicht Lodge will only refund or move the money paid to us onto the new date, once the original date has been booked by another wedding.
 - In the event of the wedding of the original date not being rebooked by another wedding, Kloofzicht Lodge will charge a 30% handling fee.
12. Final number of guests must be confirmed in writing no less than **14 (fourteen) days** prior to the wedding date, in order to facilitate catering arrangements. Photographer, Disk Jockey etc. to be included in the number of guests. Unfortunately Kloofzicht Lodge cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for, unless numbers increase.
13. Anything hired on behalf of the client will be charged directly to the client, plus a **25%** handling charge plus VAT.
14. Kloofzicht Lodge will take NO responsibility for the wedding cake, should it not be collected on the day after the wedding date.



Operating Policies

1. Once the final function sheet has been signed, Kloofzicht Lodge will use this as the sole specification to facilitate your wedding. Any changes to this signed document must be made in writing with the Wedding coordinator.
2. The venue will be available to you from 08h00 on your wedding day.
3. Please be advised that all final operational details, as well as cleaning, will be completed by Kloofzicht Lodge, no less than two hours prior to your chapel service.
4. Kloofzicht Lodge will accept no deliveries prior to the date of your wedding unless prior arrangement has been made with the Wedding Coordinator.
5. No decorating or flower arranging may take place at Kloofzicht Lodge prior to the date of your wedding.
6. We accept no responsibility for any deliveries by you that is not indicated on the signed final function sheet.
7. We accept no responsibility for poor service deliverance, actions or opinions from third party suppliers, recommended or otherwise.
8. All third party supplier details must be made known to Kloofzicht Lodge no later than the final appointment (latest fourteen days prior to the wedding date.)
9. No liquor, other than that supplied by Kloofzicht Lodge may be used at the wedding. No outside or private catering is permitted at Kloofzicht Lodge.
10. The venue is available for a period of 8 (eight) hours from the scheduled time of the reception, but not beyond 24h00.
11. Should you wish to keep the venue and bar open after that time, you will be charged R 1 000.00 per hour. (This is to cover operation costs.)
12. Kloofzicht Lodge reserves the right to close the bar at anytime, as its discretion to protect property, guests or staff of Kloofzicht Lodge.
13. Kloofzicht Lodge will allocate a Banqueting Manager as well as staff to run your wedding. The staff allocation will be done at our discretion and will be to the level that we see functional to run a successful wedding.
14. Kloofzicht Lodge or any of its employees do not accept responsibility for any loss or damage of personal property. All damages caused to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client. (Signatory as per the service agreement). Kloofzicht Lodge does not accept responsibility for any loss, damage to personal property or inconvenience due to power failures and/or acts of God.
15. Kloofzicht Lodge reserves the right to cancel any bookings (provisional or confirmed) forthwith and without liability on its part in the case of any damage and/or destruction caused to the venue by fire, acts of God, industrial unrest and any other cause beyond the control of Kloofzicht Lodge, which shall prevent Kloofzicht Lodge from performing its obligations. However in these circumstances, Kloofzicht Lodge will make every effort possible with available resources to assist in finding an alternative venue for your wedding.
16. NO fireworks will be allowed on the Kloofzicht Lodge property.
17. No live animals will be allowed on Kloofzicht Lodge property.



18. No candles are allowed to be placed directly on the table linen. It is your responsibility to ensure appropriate precaution is made in this regard. Candle holders must be wide enough to prevent the wax from dripping onto any of Kloofzicht Lodge's table linen (including linen napkins). Kloofzicht Lodge reserves the right to remove any candles, should such precaution not be taken. Kloofzicht Lodge furthermore reserves the right to charge client (signatory of the service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.
19. Should decorations not have been removed by this time, Kloofzicht Lodge does not accept responsibility for any damages to such decorations should they have to be removed by Kloofzicht Lodge employees.
20. Only rose petals, bubble confetti and bird seed may be used as confetti. Strictly no paper confetti streamers or rice are allowed.
21. All prices are inclusive of VAT and exclude any staff gratuity.

Accommodation

01 January 2011 – 31 December 2011

	Single	Sharing
Superior Suite	R 1408.00 pp	R 1144.00 pp
Deluxe Superior Suite	R 1408.00 pp	R 1144.00 pp
Executive Suite	R 1240.00 pp	R 988.00 pp
Family Suite	R 1240.00 pp	R 988.00 pp

The above leisure rates include:

- Overnight Accommodation
- Breakfast
- Children: 12 years & younger sharing with adults will only be charged for meals
12 years & older will be charged R 600 per child B&B

Please note:

- Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation without reservationist, as the banqueting department does not hold or book rooms for Wedding guests. Kloofzicht Lodge does not accept block bookings without FULL prepayment.
- Wedding guests making use of our special wedding rate must indicate whose wedding they will be attending in order to qualify for this offer.
- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guest check-ins.
- Normal check-in times are applicable to wedding guests who have booked accommodation. However, we will make every effort to accommodate early check-in subject to rooms being serviced and departure times of guests checking out.





Contact person: Jacqueline Potgieter
 Tel: 011 317 0600 /Fax: 011 317 0665
 E-mail: reservation@kloofzicht.co.za
www.kloofzicht.co.za

Alternative Accommodation

Alternative accommodation is available at our 3-Star sister hotel, Glenburn Lodge which is 3km from Kloofzicht Lodge.

After your overnight stay, why not extend your weekend in the country and stay for our delectable Sunday Lunch.

Reservations subject to availability

Glenburn Lodge
 Tel: 011 668 1600
 Fax: 011 668 1620
 E-mail: reservations@glenburn.co.za
www.glenburn.co.za

Menus

MENU PLATED	Option A	Option B	Option C
40 – 80 People	R 310.00 pp	R 390.00pp	R 480.00 pp
80 – 120 People	R 290.00 pp	R 360.00 pp	R 460.00 pp
Option consists of	1 Starter, 1 Main & 1 Dessert	2 Starters, 2 Mains & 2 Desserts	3 Starters, 3 Mains & 3 Desserts

MENU BUFFET	Option A	Option B	Option C
40 – 80 People	R 305.00 pp	R 355.00 pp	R 405.00 pp
80 – 120 People	R 290.00 pp	R 340.00 pp	R 390.00 pp
Option consists of	4 Starters, 3 Mains & 4 Desserts	5 Starters, 4 Mains & 5 Desserts	6 Starters, 5 Mains & 6 Desserts

- Buffet Menu – Included in the price per person is a choice of starter and salad buffet, hot buffet and dessert buffet.
- Plated Menu – Included in the price per person is a choice of starter option, main course option and dessert option.
- Alternative catering – For an extensive menu selection, feel free to ask your coordinator and should you wish to make any changes, our chef would be delighted to assist. Halaal and Kosher catering can be arranged at an additional charge, but no more than 10% of your total numbers.



Map

