



GLEN AFRIC COUNTRY LODGE FUNCTION PACKAGES 2010

Glen Afric Country Lodge is set in an idyllic location 20 minutes from Pretoria and 40 minutes from Johannesburg. The reserve itself consists of over 750 hectares of bushveld and woodland where wild animals are free to roam.

Glen Afric Country Lodge staff strive to make your special day as memorable and hassle free as possible.

Glen Afric Country Lodge offers two locations on the reserve; the Lodge or the Boma.

Venue hire:

R18 000.00 (venue only) 50 – 120 Guests

R12 000.00 (venue only) 15 – 59 Guests

R7000.00 (venue only) 1 - 14 Guests

Refundable deposit: R5 000.00

Maximum 120 guests

Equipment Includes:

Standard Cutlery & Crockery, Rectangular Tables & Chairs

Table Cloths, Overlays, Serviettes, Chair Covers

Function Packages Excludes:

Flowers, Candles, Décor, Invitations & Place Settings, Bar Account & Welcome Drinks, Menu & Wine list, Entertainment & Photography

Day Functions 10.00 to 18.00

Evening Functions 16.00 to 24.00

After 00:00 there is a charge of R1000.00 per hour there after

Bar Facility

The bar will be run to your requirements i.e. Full bar, cash bar etc. Welcome drinks are also available e.g. sherry & lemonade, Rose punch, fruit juice, champagne etc. Wine lists & bar prices available on request.

Prices are subject to change without notice.



FUNCTION BOOKING FORM

Guest Details

Contact Person		Group Name	
Cell Number		Fax Number	
Tel Number		Email	

Agents Details (If applicable):

Company Name		Contact Person	
Tel Number		Fax Number	

Function Details:

Function Date		Starting Time	
Welcome drinks		Meal to be served	
Number Adults		Children under 12 yrs	
Children under 3 yrs		Menu Choice	
Dietary Requirements			

Invoicing Details:

Name of person/Company to be invoiced:	
Contact Person:	Tel Number:
Fax Number:	Cell Number:
Email Address:	
Postal Address:	



TERMS & CONDITIONS

Payment

Payment options: cash, credit card or bank transfer

Account Details for Payment: Standard Bank – Fourways Crossing, Branch code: 009953, Account Number: 02 337 963 4
Reference: "Your company name"

Deposit

A non refundable deposit of 50% is required in order to secure your booking, and not refundable should you cancel your booking for any reason.

Should a postponement of your conference be necessary, 50% of your original deposit will be forfeited.

A Refundable key deposit of R100.00 will be charged on check in and returned when the key is returned on check out. The balance of the payment must be received 14 days prior to the conference date.

This deposit only guarantees availability for the date as venue hire originally booked, it is not transferable to another date. Please note that the deposit will not be refunded should you cancel your function.

Final guest numbers and special menu requested must be received a minimum of 14 days prior to your function and the welcome drinks and or bar need to be paid in full.

If the event that the final number for your booking do change or part thereof or your function is cancelled 7 days prior to the function a 100% cancellation fee will apply. Please note that the prices are subject to change.

There after all charges incurred during your function are to be settled in full on departure i.e. bar account, damages and incidentals.

Children between the age of 3 and 12 years will be charged half the quoted package price.

We reserve the right to move the function from the boma to the lodge, should we have heavy rain.

Any entertainment needs to be included in the final numbers.

Glen Afric is licensed; therefore all beverages are to be supplied by Glen Afric County Lodge. Should you bring your own alcoholic beverages you will be charged R35 per bottle including wine, beers and spirits

Venue Hours are as follows: Day Functions 09.00-18.00, Evening Functions 16.00-24.00

After 24.00, R1 000.00 venue hire will be charged, per hour thereafter. For functions exceeding the normal venue hours. The extra venue hire to be settled on departure. Should your function run over the allocated time, the overtime will be charged to your account and to be settled on departure. The lodge manager must agree to any extension times.

All additional accommodation required is subject to normal bookings, i.e. 100% payment prior to booking, a 100% cancellation fee is effective if your booking is cancelled 14 days prior to the function date.

Glen Afric and any employees do not accept responsibility for any losses and damages due to any cause.

All damages to the venue, cutlery, crockery, linen and furniture will be charged directly to the clients account (including damages caused from candle wax).

Glen Afric does not accept responsibility for any losses or inconvenience due to power failures or acts of God.

All décor must to be discussed with Glen Afric management to ensure that no damages is done to the venue.

Exclusivity of the lodge is guaranteed only if all the rooms are booked for the function. Exclusivity of the farm (Boma and Lodge) will cost R20 000.00

All deliveries for the function must be delivered to the function co-ordinator first.

All decorations and hired goods must be removed from the venue between 07H00 and 08H00 the following day.

Glen Afric does not accept responsibility for any losses and damages of hired goods.

Staff Gratuity always welcome, as a service fee is not included in the bill.

Wine list & bar prices are available on request. The prices shown are current. Price applied will be as per those ruling at the date of the function.

An appointment should be set up to discuss final arrangements three weeks before the function date. Appointments can be arranged for Monday to Friday during office hours unless otherwise arranged.

If during the course of your function, Management or Owner of Glen Afric (in their absolute discretion) are of the opinion that a guest or guests have become intoxicated, the Lodge reserves the right to suspend service of alcohol to any such guest/s and or to require such guest/s to leave the licensed areas of the premises. If this occurs, you will be informed immediately, and your assistance is required to ensure the minimum of disruption to your functions and the enjoyment of other guests.

TERMS & CONDITIONS HEREBY ACCEPTED

Date of Function:

Date:

Name:

Signature:

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