



## GLEN AFRIC COUNTRY LODGE WEDDING 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 bush veldt 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 several locations on the reserve for the ceremony and reception; at the Lodge, the Wedding Tree or the Boma.

Venue hire: R18 000.00 (venue only)  
Refundable deposit: R5 000.00  
Maximum 120 guests

Equipment Includes:  
Standard Cutlery & Crockery, Rectangular Tables & Chairs  
Table Cloths, Overlays, Serviettes, Chair Covers

### **Wedding Packages Excludes:**

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

Day Weddings 10.00 to 18.00

Evening Weddings 16:00 to 24:00

After 24:00 there is a charge of R1000.00 per hour there after

A complimentary suite is available to the bride & groom

Wedding guests pay R600pp for Bed only

**A MINIMUM OF 15 GUESTS NEED TO BOOK FOR TWO NIGHTS, TO CONFIRM THE BOOKING AND THIS REDUCED PRICE.**

### **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.**

Glen Afric Country Lodge P.O. Box 235 Broederstroom 0240 South Africa

Vat Number: 4430194151 Tel: 012 205 1412/1994 Fax: 086 5902631  
Web: [www.glenafric.co.za](http://www.glenafric.co.za) Email: [info@glenafric.co.za](mailto:info@glenafric.co.za)



## WEDDING BOOKING SHEET

Thank you for choosing Glen Afric Country Lodge as the venue for your wedding. Please complete the following form and send it back to us.

### Personal Detail:

Bride Name \_\_\_\_\_ Contact Number \_\_\_\_\_  
Grooms Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Wedding Date \_\_\_\_\_  
Start time \_\_\_\_\_  
End time \_\_\_\_\_  
Number of guest \_\_\_\_\_  
Menu Choice \_\_\_\_\_

### Invoice Detail:

Name of person/Company to be invoiced \_\_\_\_\_

Contact person \_\_\_\_\_  
Tel Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Postal Address: \_\_\_\_\_

### Your banking detail (for refund purpose)

Account Holder \_\_\_\_\_  
Bank \_\_\_\_\_  
Account Number \_\_\_\_\_  
Branch \_\_\_\_\_  
Account Type \_\_\_\_\_  
Branch Number \_\_\_\_\_

### Office Use:

#### Check List

#### Payment Received

Securing Deposit – R18 000.00  
Final Payment  
Accommodation Deposit  
100%Key Deposit R100.00  
Room Allocations  
Wedding Terms & Conditions  
Final Appointment  
Information Sheet  
Refund done – R5 000.00





## WEDDING ACCOMODATION

Please complete this form with your accommodation requirements

<u>Room Number</u>	<u>Number of Guests</u>	<u>Description</u>	<u>Guest's Name</u>
Main Suite		King Size Bed	
Duck Room		King Size Bed	
Bushman		King Size Bed	
Owl Room		King Size Bed	
Brooker Suite		Kings Size Bed and two sofa beds	
Stable 1		2 x ¾ Beds	
Stable 2		2 x ¾ Beds	
Stable 3		2 x ¾ Beds	
Stable 4		Queen Size Bed	
Stable 5		King Size Bed	
Stable 6		Queen Size Bed	
Stable 7		2 x ¾ Beds	
Stable 8		2 x ¾ Beds	
Stable 9		Queen Size Bed	
Stable 10		Queen Size Bed	
Tent 1		2 x ¾ Beds	
Tent 2		2 x ¾ Beds	
Tent 3		2 x ¾ Beds	
Tent 4		2 x ¾ Beds	
Tent 5		2 x ¾ Beds	
Bush Camp		Queen Size Bed	
Lake View		2 King and 2 x3/4 Bed	



## TERMS AND 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 refundable deposit of R5 000.00 is required to cover breakages and damages (should these occur). This will be refunded 14 days after your wedding. The venue hire of R18 000.00 is required in order to secure your booking.  
**Bookings will only be confirmed once proof of payment is received. Please ensure that your name is used as the reference on deposit slips and internet transfers.**  
The deposit only guarantees availability for the date and 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 wedding.  
Glen Afric may accept another booking in place of yours should your deposit or final payment not be received before the specified dates in your contract.  
A refundable key deposit of R100.00 will be charged on check in, and will be refunded once the key has been returned on check out.

Final guest numbers and special menu requests must be received a minimum of 14 days prior to your wedding.

Your bar allocation/limit/welcome drinks must be paid 14 days prior to your function date.

In the event that you cancel your wedding 7 days prior to your function a 100% cancellation fee will apply. Please note that the prices are subject to change.

Full settlement of your account must be made prior to departure i.e. bar account and incidentals.

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

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

DJ's, Photographers, Nannies, Ministers, Entertainment etc. must be included in your final numbers for catering purposes.

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 is 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 weddings exceeding the normal venue hours. The extra venue hire to be settled on departure.

A complimentary suite and breakfast will be provided for the bride and groom on the day of their wedding. Please note that we do not offer room service.

Any additional accommodation required is subject to normal booking policy, i.e. 100% payment prior to booking, a 100% cancellation fee is effective if your booking is cancelled less than 14 days prior to the wedding.

Glen Afric does not accept responsibility for any losses and or damages due to any cause.

Any damages to the venue, cutlery, crockery, linen and furniture will be charged directly to the client's account (including damages caused from candle wax).

Glen Afric does not accept responsibility from any losses or inconvenience due to power failures or acts of God. We do however have a backup generator.

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

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

All deliveries to be delivered to the wedding co-ordinator.

All decorations and hired goods must be removed from the venue between 07H00 and 08H00 the following day. Should this not be possible, please advise management.

Glen Afric does not take responsibility for any losses and or damages to hired goods.

Only flower petals and bubbles may be used as confetti.

Staff gratuity always welcome, as a service fee is not included in your bill.

Wine list and bar prices are available on request. The prices shown are current. Prices applied will be as per those ruling at the date of the function. An appointment should be set up to discuss final arrangements a minimum of three weeks before the wedding date. Appointments can be made between Monday and Friday during office hours, unless otherwise arranged.

If, during the course of the function, Management or Owners 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 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 minimum of disruption to your function and to the enjoyment of other guests.

TERMS & CONDITIONS HERBY ACCEPTED

Date of Wedding: Name: Signature: Date:

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