



Banqueting Info 2011





Dear Client,

It is hard to believe that a place so tranquil exists. Kloofzicht Lodge, a lavish five star lodge, yet simultaneously earthy haven situated in the archeologically-rich "Cradle of Humankind" is the essence of tranquility and ultimate luxury and a comfortable 30 minutes drive from both Sandton and Pretoria. Naturally, it features all the facilities you could want to make your stay particularly rewarding. Whatever you wish for, it's here for you!

When passing through the gates of Kloofzicht Lodge one is met by rolling hills and calm, uncommon in the city. As you drive in, zebra and buck eye you from the plains and your gaze is drawn to the steep sided imposing escarpment.

The serenity is embodied by water, as the lodge, comprising of 50 suites, overlooking six exquisite fly-fishing dams and the lower reaches of the Blaauwbank Spruit, as it meanders through the unspoilt Zwartkops gorge. The dramatic scenery, natural vegetation and the abundant wildlife set the mood.

Kloofzicht Lodge is ideal for either the business traveler or leisure guest. Naturally, it features all the facilities you could want to make your stay particularly rewarding. Allow the highly trained and experienced staff to take care of all the details to ensure a stress free event.

A fly-fishing experience of a lifetime awaits you, be you pro or novice. Trout, bass, carp and the ever-elusive yellow fish will provide you with hours of entertainment and the opportunity to relax and unwind

Kloofzicht Lodge offers a comprehensive range of facilities and services to make your stay unforgettable. Whether you're here on business or simply to treat yourself or someone special, you'll find it's an experience you'll want to repeat sooner rather than later.

Kloofzicht Lodge.....where tranquility and elegance originate

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 Opens May 2011



www.guvonhotels.co.za
Update Oct 2010 (2011 rates)



Facilities and Tariffs

Venue Hire & Capacity

1 January 2011 – 31 December 2011		
Venue	Venue hire	Capacity at round tables
Sandstone	R 6 500.00	70 People
Dolomite & Quartz Combined	R 8 500.00 (Buffet only)	120 People
Dolomite & Quartz Separate	R 4 500.00 (Buffet only)	50 People
Boma	R 3 000.00	50 People
Emerald & Jade Combined	R 8 500.00	120 People
Emerald & Jade Separate	R 4 500.00	50 People
Gazebo	R 1 000.00	Up to 120 people – Cinema seating

Included in the venue hire:

- Our Function Rooms have the capacity of seating up to maximum 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 function.
 - 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.
- 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**
- **Chair Covers** – Chair covers 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 function. 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 client wants to bring onto Kloofzicht Lodge's premises for their function. 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 ADMISSION 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 function to ensure that no damage is done to the venue.





- 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 function. Changes should only be made by an authorized person and should be done via the Banqueting 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 function date. All details in respect of the function, 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 Banqueting Coordinator is available to see you by appointment.
- Please be advised that we do not allow clients to see function venues on dates when weddings have been booked, however this is flexible and prior arrangements for viewing may be made with the Banqueting 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.
- Exclusivity may be arranged at an additional cost and only if all the accommodation is booked by the client.

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 function, 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 Function Bill is payable the latest 6 (six) months prior to the function day. The balance, including the estimated bar bill, to be paid 14 (fourteen) days prior to the function date.
4. The final account for the function will be reconciled and settled on the day of the function 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 Function.
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 function is cancelled up until **6 (six) months** prior to the function, a **25%** cancellation fee of the total function account will be charged.
 - If the function is cancelled **6 (six) to 3 (three) months** prior to the function, a **50%** cancellation fee of the total function account will be charged.
 - If the function is cancelled less than **3 (three) months** prior to the function, a **100%** cancellation fee of the total function account will be charged.
11. Postponements:
 - Should you postpone your function 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 function.
 - In the event of the function of the original date not being rebooked by another function, 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 function 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.

Operating Policies

1. Once the final function sheet has been signed, Kloofzicht Lodge will use this as the sole specification to facilitate your function. Any changes to this signed document must be made in writing with the Banqueting coordinator.
2. The venue will be available to you from 08h00 on the day of your function.
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 function.
4. Kloofzicht Lodge will accept no deliveries prior to the date of your function unless prior arrangement has been made with the Coordinator.
5. No decorating or flower arranging may take place at Kloofzicht Lodge prior to the date of your function.
6. We accept no responsibility for any deviation by yourself from 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 function date.)
9. No liquor, other than that supplied by Kloofzicht Lodge may be used at the function. 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 starting time of the function, 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 function. The staff allocation will be done at our discretion and will be to the level that we see functional to run a successful function.
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 function.
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. Kloofzicht Lodge does not accept responsibility for any damages to decorations should they have to be removed by Kloofzicht Lodge employees.
20. All prices are inclusive of VAT and exclude any staff gratuity.





Room Dimensions

	Sandstone	Dolomite	Quartz	Emerald	Jade
Seating capacity					
Banquet	70	50	50	50	50
Floor Dimensions					
Length – m	13	10.8	10.8	11	11
Width – m	12.9	10.4	10.4	10	10
Height – m	n/a	n/a	n/a	n/a	n/a
Area – Square m	167.7	112.3	112.3	110	110
Power – no of sockets	6	5	6	5	5
Doors					
Height – m	2	2	2	2	2
Width – m	1.6	1.6	1.6	1.6	1.6
Screen					
Height – m	3	2	2	2.3	2.3
Width – m	4	3	3	3	3



Accommodation

01 January 2011 – 31 December 2011		
	Single	Sharing
Superior Suite	R 1850.00 pp	R 1500.00 pp
Deluxe Superior Suite	R 1820.00 pp	R 1500.00 pp
Executive Suite	R 1630.00 pp	R 1295.00 pp
Family Suite	R 1630.00 pp	R 1295.00 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 with out reservationist, as the banqueting department does not hold or book rooms for Wedding guests. Kloofzicht Lodge does not accept block bookings without FULL prepayment.

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 380.00 pp	R 480.00 pp
80 – 120 People	R 290.00 pp	R 360.00 pp	R 460.00
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.




**Kloofzicht
Lodge**
★★★★★
Map

