



Country Estate



Tel 011 668 1600
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Wedding portfolio 2012



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Dear Future Bride and Groom

Thank you for considering us at Glenburn, as a venue for your wedding.

Voted as one of the top wedding venues in Gauteng, Glenburn Lodge has three wedding venues with guest capacities ranging between 20 and 250 guests. Glenkyle overlooks a spectacular waterfall, and is situated on the Blaauwbank River, while Glencove is nestled on the Crocodile River in a beautiful country garden setting. Glenwillow is situated at the foot of the majestic Zwartkops Mountain in the Bush Willow Tented Camp.

Our banqueting team and dedicated wedding co-coordinators are available to work closely with you to ensure that all arrangements are in accordance with your wishes. We believe in going the extra mile and would like to take as much as possible off your hands, so that you may enjoy a stress free wedding day. Should you require assistance with suppliers we can gladly recommend those wedding service providers who we know deliver excellent products and services, and with whom we have built strong relationships over the years.

Should you wish to view our facilities or enquire as to further details, the banqueting team will be available to answer your questions.

Please do not hesitate to make an appointment at a time convenient for you.

Direct line:

Lee-Ann Alves

011 668 1607

banquet@glenburn.co.za

Ingrid Smith

011 668 1609

ismith@glenburn.co.za

Yours in Hospitality,
Banqueting Department



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Wedding information

MENU PRICES

Valid from 1 January 2012 until 31 December 2012

Wedding venues	Venue hire	Sunday Venue Hire 50%	Min – Max guests charged per venue for Fridays, Saturdays, Public holidays (Day before Public Holiday is treated as a Friday)
Glenkyle	R 11 000.00	R 5 500.00	Min 120 – Max 250
Glencove	R 7 500.00	R 3 750.00	Min 80 – Max 110
Bush Willow Tented Camp	R 8 600.00	R 8 600.00	Min 20 – Max 60

Menu	Description	Price per person
Gala Buffet	Plated starter, Buffet main, Plated dessert	R 295.00
Deluxe Buffet	Buffet starter, Buffet main, Buffet dessert	R 325.00
Sunshine Brunch	Buffet starter, Buffet main, Buffet dessert	R 275.00
Chefs Menu	Fully plated menu - 4-5 courses	R 345.00

Please note: Children under 5 years – no charge. Children under 12 years – half price.

Included in the cost of venue hire:

- Chapel – Glencove, Glenkyle and Bush Willow only
- Venue for 8 hours from the start of your chapel service
- Standard crockery and cutlery
- Standard glass ware – wine and champagne glasses
- All wedding venues have oval tables (seating 8-10 guests per table) **except** for Bush Willow Tented Camp which has rectangular tables.
- Cake table, gift table, podium, easel, red carpet, DJ table
- Standard range of white table linen & white linen serviettes





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- Kitchen service, bar staff and waitering staff
- Venue manager
- Honeymoon suite for the bride and groom on the night of wedding.
- Breakfast for the newlyweds with our compliments the next morning.
- Generators are provided at the wedding venues in the case of an unexpected power failure.

Excluded in the costs are:

- Menu choice
- Welcome drinks
- Babysitters
- Bar arrangements – 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 list 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.

Excluded in the cost and booked by yourselves NOT by Glenburn Lodge

- Flowers
- Music for the chapel and reception
- Photography
- Minister
- Décor
- Draping
- Chair covers of any design or colour, tie backs, overlays etc





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Menu Options

GALA MENU

Starter

(Plated and served to the table - pre choose one)

Duo of Smoked Salmon Roulade & Gravavlax with Horseradish, accompanied by apple, dill & celery salad
Italian Parma Ham garnished with a Melon – Port Ragout wrapped in cucumber served with fresh garden greens
Green Peppercorn flavored Chicken Liver Pate in a Pastry cup, Cranberry sauce and Apple Relish
Ostrich Caparccio with Mango Chutney accompanied by Balsamic tossed herb salad & Grated Parmesan
Smoked Chicken & Bell Pepper Salad accompanied by Garden Greens coated with Blueberry Vinaigrette
Grilled Aubergine filled with Butternut Mousse served with Garden Greens, Sweet corn & Pineapple Salsa

OR

Salmagundi Platters served per table consisting of a variety of Seafood, cold meats and variety of vegetables

Salad Buffet

Glenburn Salad Mirror – Create your own favorite with the following ingredients:
Lettuce, Tomatoes, Cucumber, Onions, Pine Apple, Carrots, Olives, Feta Cheese

Plus choose two of the following:

Pasta tossed with Basil pesto, Cherry Tomato, Celery garnished with Mozzarella & Radishes
Mouthwatering Potato Salad with Roquefort Cheese and Bacon
Green Bean and Lentil Salad with Roasted Lamb topped with Garlic Croutons
Refreshing Waldorff Salad in a Greek-Yoghurt Dressing
Grated Butternut & Mango Salad spiced with a Minted - Nut Vinaigrette Dressing





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Main Course Buffet

(Pre-choose three of the following)

Well-spiced rolled shoulder of Lamb with a classic Rosemary Sauce
Sliced Braised Beef in a Provençal – Mushroom Herb Sauce
Crispy Roasted Pork served in a sweet chili Soya Jus
Blackened Fillet of Kingklip smothered in a Shrimp and Mussel Gumbo Sauce
Chicken Breast filled with Spinach & Feta Cheese accompanied in a light mushroom cream sauce
Chicken “Coq au Vin” braised in Red wine sauce with baby onions & button mushrooms
Venison in a Juniper berry Sauce with sweetened Stewed Fruits

Penne or Spaghetti tossed with baby tomatoes, basil and mushrooms in a light cream sauce
Cannelloni filled with savory Italian mince served in a rich Napolitano Sauce with Mozzarella
Beef, - Lamb, - Chicken or Vegetarian Curry served with traditional Condiments

All above main courses are served with seasonal vegetables, rice and potatoes

Dessert

(Plated and served to the table - pre choose one)

Home made Blueberry, - Strawberry or Citrus Cheese cake
Classic Chocolate Mousse served in a Brandy Snap Basket with Home made Berry Compote
Seasonal Fresh Sliced Fruit marinated with Hanepoort topped with Lemon Sorbet
Heavenly Malva Pudding accompanied by a rich Vanilla Custard
Warm Apple Strudel served with whipped cream or a rich Vanilla Custard Sauce
All time favorite Lemon Meringue Pie

Final Round

South African Cheese Platter with traditional condiments and savoury biscuits

Tea / Coffee





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DELUXE BUFFET

Starter & Salad Buffet

Seafood M lange consisting of a Line Fish centre piece surrounded by:
Smoked Salmon, Smoked Butter Fish, Marinated Mussels, Crab Sticks, Shrimps Mary Rose,
Pickled Fish, Roll Mops

Poultry Platter made up with:

Smoked Chicken, Home made Chicken Liver Pate, Buffalo wings, Sliced Turkey Breast, Smoked Ostrich

Mirror of Fine Cold Cuts presenting:

Italian Parma Ham, Salami, Roast Beef and Sliced Glazed Pork
For the vegetarians, there will be a medley of pickled and marinated vegetables
All the above is served with Horseradish Sauce, Apple Sauce, Mustard Sauce, Cranberry Sauce

Glenburn Salad Mirror

Create your own favorite with the following:
Lettuce, Tomatoes, Cucumber, Onions, Pineapple, Carrots, Olives, Feta Cheese
Plus choose two of the following
Pasta tossed with Basil pesto, Cherry Tomato, Celery garnished with Mozzarella & Radishes
Mouthwatering Potato Salad with Roquefort Cheese and Bacon
Green Bean and Lentil Salad with Roasted Lamb topped with Garlic Croutons
Refreshing Waldorff Salad in a Greek-Yoghurt Dressing
Grated Butternut & Mango Salad spiced with a Minted - Nut Vinaigrette Dressing

Main Course Buffet - From the Carvery (pre-choose one)

Honey Glazed Pork – Apple Sauce
Herb & Garlic Crusted Roast Lamb – Mint Sauce
Roast Beef stuffed with Garden Fresh Herbs – Horseradish Sauce

DELUXE BUFFET CONTINUED





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From the Chafing Dishes

(pre- choose three)

- Loin of Lamb stuffed with Tomato, Basil and Feta Cheese served with a Rosemary Sauce
- Sliced Braised Beef in a Provencal – Mushroom Herb Sauce
- Crispy Roasted Pork served in a sweet chili Soya Jus
- Blackened Fillet of Kingklip smothered in a Shrimp and Mussel Gumbo Sauce
- Chicken Breast filled with Spinach & Feta Cheese accompanied in a light mushroom cream sauce
- Ostrich or Beef Fillet wrapped with Bacon, coated with a Brandy flavored creamy Green Peppercorn Sauce
- Venison in a Juniper berry Sauce with sweetened Stewed Fruits
- Penne or Spaghetti tossed with baby tomatoes, basil and mushrooms in a light cream sauce
- Cannelloni filled with savory Italian mince served in a rich Napolitano Sauce with Mozzarella
- Beef, - Lamb, - Chicken or Vegetarian Curry served with traditional Condiments

All above main courses are served with seasonal vegetables, rice and potatoes

Dessert Buffet

(Pre-choose four)

- Home made Blueberry, - Strawberry or Citrus Cheese cake
- Classic Chocolate Mousse served in a Brandy Snap Basket with Home made Berry Compote
- Seasonal Fresh Sliced Fruit marinated with Hanepoot topped with Lemon Sorbet
- Heavenly Malva Pudding accompanied by a rich Vanilla Custard
- Warm Apple Strudel served with whipped cream or a rich Vanilla Custard Sauce
- All time favorite Lemon Meringue Pie
- Tiramisu
- Black Forest Cake

Final Round

South African Cheese Platter with traditional condiments and savory biscuits

Tea / Coffee

THE SUNSHINE BRUNCH

Minimum 40 guests





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Cold Buffet

Chilled Fresh Fruit Juices, Sliced Seasonal Fresh Fruits
Plain & Fruit Yoghurt
Corn Flakes, Rice Crispies, Muesli with Cold & Hot Milk
Platters of assorted Cold Meats & Cheeses
Smoked Salmon with traditional Condiments

From Our Bakery (on the table)

Croissants, Danish Pastries,
Muffins and Scones
Brown & White Toast
Variety of Jams and Marmalade, Honey and Butter

From the Chafing Dishes

(Choose two)

Delicately grilled Fillet Steak with Mushroom Sauce
Poached Fillet of Kingklip served with a Dill-Cream Sauce
Apricot & Ginger basted Lamb Chops with mint flavored Jus
Chicken Kebabs with Dried Fruits and served with a Pineapple-Raisin Sauce

Plus

Scrambled or Poached Eggs or Spanish Omelets Flan
Bacon
Pork & Beef Chipolatas
Chicken Livers & Onions
Lyonnais Potatoes
Grilled Tomatoes
Sauté of Mushrooms with fine Herbs

Salad Selection

Fresh garden greens with various fresh market available accompaniments,
served with Olive oil, Balsamic vinegar and home-made dressing
Potato and Chive Salad
Celery-Apple and Raisin Salad





C o u n t r y E s t a t e



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Desserts

Chocolate Éclairs
Mini Lemon Meringue Tartlets
Viennese Apple Strudel with Vanilla Sauce
Friandies

Tea / Coffee



THE CHEF'S CHOICES – PLATED MENU

Create your own Favorite Menu from the following Selection:
One selection per category
Maximum 120 Guests

Cold Starters

- Duo of Smoked Salmon Roulade & Gravdax with Horseradish, accompanied by apple, dill and celery salad
- Italian Parma Ham garnished with a Melon – Port Ragout wrapped in cucumber served with fresh garden greens
- Green Peppercorn flavored Chicken Liver Pate in a Pastry cup, served with Cranberry sauce and Apple Relish
- Ostrich Caparccio with Mango Chutney accompanied by Balsamic tossed herb salad & Grated Parmesan
- Smoked Chicken & Bell Pepper Salad accompanied by Garden Greens coated with Blueberry Vinaigrette
- Grilled Aubergine filled with Butternut Mousse served with Garden Greens and Sweet corn & Pineapple Salsa

Hot Starters (choose 1)





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- Baked Camembert & Parmesan Cheese in Phyllo Pastry, garnished with Cranberry Sauce and Avocado Ragout
- Smoked Butter Fish & Crab Cakes on Mango Chutney topped with skewered Mussels served in a Coconut Cream
- Grilled Black Mushroom, Bell Pepper and Butternut Tower on creamed Polenta served with tomato Pesto

Soups (choose 1)

- Cream of Butternut Soup garnished with Pineapple Salsa
- Classic French Onion Soup topped with Cheese Crouton
- Lentil and Roasted Lamb Soup
- Creamy Garlic flavored Mussel Soup

Sorbet (choose 1)

- Mixed Berry Sorbet
- Mango & Chili Sorbet
- Champagne & Cherry Sorbet

Salads (served per bowl per table – choose 1)

- Traditional Greek Salad
- Potato Salad tossed with Roquefort Cheese and bacon
- Pasta Salad tossed in Basil Pesto with Cherry tomato, Celery, Mozzarella, Radishes
- Green Bean – Lentil and Roasted Lamb Salad tossed with garlic Croutons

THE CHEF'S CHOICES – PLATED MENU CONTINUED





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Main Courses (choose 1)

- Blackened Fillet of Kingklip topped with a Shrimp-Mussel Gumbo Sauce, Rice Timbale
- Chicken Breast stuffed with Spinach & Feta Cheese smothered in a creamy Tomato Coulis and served with Olive Mash
- Grilled Fillet of Beef stuffed with Tarragon butter coated with a Pinotage Jus and accompanied by Gratin Potatoes
- Venison Medallions on a pool of Juniper berry Sauce garnished with Cape Stewed Fruits accompanied by home made Spaetzle
- Fried Lemon-Pepper coated Gamefish on a bed of Aubergine-Mint Ragout served with a savory Rice Timbale
- Honey & Coriander Pork Medallions coated with a Sweet Chili Soya Sauce garnished with eastern roasted vegetables and Polenta Cake
- Rack of Lamb stuffed with tomato, basil and Feta Cheese served with a Classic Rosemary sauce and whole grain mustard flavored roast Potatoes
- Fillet of Ostrich wrapped in bacon coated with a brandy flavored creamy Green Peppercorn sauce and mushrooms accompanied by sweet potato and fennel mash

All above main courses are served with seasonal fresh vegetables

Dessert (choose 1)

- Home made Blueberry or Strawberry or Citrus Cheese Cake served with a Fresh Fruit Coulis
- Classic Chocolate Mousse served in a Brandy Snap Basket with Cape Berry Compote
- Seasonal Fresh Sliced Fruits marinated with Hanepoort and topped with Lemon Sorbet
- Black Forest Cake accompanied by a Kirsch flavored Cherry Sauce
- Tiramisu served with an Amaretto flavored Vanilla Sauce
- Pavlova garnished with seasonal fresh fruits marinated in Hanepoort
- Banana Cheese Cake flavored with white rum served with Mango Coulis
- Malva Pudding served with a rich Vanilla Custard Sauce

Final Round (choose 1)

- South African Cheese Platter with Traditional Condiments & Savory Biscuits (per platter per table)
- Tea or Coffee with Friandies

GLENBURN LODGE WEDDINGS - PAYMENT POLICIES



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1. Once a date has been provisionally booked at Glenburn Lodge (further to be known as GBL), a deposit must be paid within a seven day period of this provisional booking.
2. Deposit Structure:
 - To confirm the provisional booking, the respective venue hire cost is payable. This deposit is non refundable.
 - 50% of the estimated and proposed menu price is payable the latest six months prior to the wedding date.
 - Final payment (balance of menu cost) and the stipulated bar limit R_____ (if an account bar is applicable), is due fourteen working days prior to the wedding date.
3. By paying a deposit you automatically indicate your acceptance of GBL's policies, regarding payment, cancellation and postponements.
4. Should the required deposit have not been paid by the required date, GBL reserves the right to cancel the provisional booking.
5. Deposits will only be received by, credit card or direct bank transfer. (For banking details, please refer to your wedding portfolio or kindly contact the coordinator at (011) 668 1620.
6. Regret no cheques
7. In the case of a deposit or payment being made at GBL, an original invoice will be given to you directly, with a reservation number, and a letter of confirmation faxed to you within three working days of payment.
8. In the case of a direct bank transfer, a deposit slip must be faxed to GBL, where after a copy of the invoice as well as a confirmation letter will be faxed to you within three working days. The original invoice may be picked up at GBL at any time.
9. The reference number issued, when the provisional booking was made, must accompany all direct bank deposits.
10. Cancellation Structure:
 - The initial confirmation deposit (venue hire charge) is non refundable
 - Should you cancel the wedding within a three – six month period prior to your wedding date, GBL will only refund you the 50% deposit less a 25% handling fee, once the cancelled date is re-sold to another wedding for the same date. Should GBL be unable to re-sell the cancelled date with another wedding, then the full 50% deposit will be forfeited.
 - Should you cancel your wedding within the three months period prior to your wedding date, GBL will forfeit the 50% deposit and in addition reserves the right to charge the balance of the estimated and proposed menu cost.
11. Postponements:
 - Should you postpone your Wedding for what ever reasons, GBL will only refund or move the money paid to us onto the new date, once the original date has been rebooked by another Wedding.
 - In the event of the original date not being rebooked by another Wedding, GBL will charge 30 % handling fee.
12. The full and final payment for the wedding must be made no later than fourteen working days prior to the wedding date. Should full payment not be received by the required date, GBL reserves the right to cancel the wedding and hold all prior payment.





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13. Food & Beverage Items and Prices quoted are subject to change without prior notice
14. All outstanding liquor accounts are to be settled on the date of the wedding or the following morning at reception.
15. Please note that the final account must be settled on the morning after the wedding, before departure.

Glenburn Lodge Bank Details are as follows:

Glenburn Lodge Pty (Ltd)
ABSA Sandton Business Centre
Account Number: 011 348 305 70
Branch Code: 33 11 55 00

GLENBURN LODGE WEDDINGS ADMINISTRATIVE POLICIES

1. A provisional booking form must be completed with the Wedding Coordinator once a date has been selected, and a copy taken with you.
2. This provisional booking will be held for no longer than seven days.
3. Should you not contact the Wedding Coordinator during this period, you will be contacted by our Wedding Coordinator on the seventh day, and all payment policies will apply.
4. Once the first deposit (venue hire charge – non refundable) has been paid, there will be no contact with you from GBL until the 50% deposit is due. Should you wish to have prior meetings, the Wedding Coordinator will make the necessary arrangements to see you.
5. Our Wedding Coordinator is available to see you by appointment.
6. 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 arrangement for viewing may be made with the Wedding Coordinator.
7. Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
8. A final appointment will be scheduled with you, no less than fourteen working days prior to your wedding date. This final appointment will be to finalize details such as final number of guests, final payment, outside supplier details etc. as well as to sign the final function sheet for your wedding day. (A copy of this final function sheet will be forwarded to you.)
9. Please be advised that once the final function sheet is signed, no changes will be accepted, unless done so in writing.

GLENBURN LODGE WEDDINGS



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OPERATING POLICIES

1. Once the final function sheet has been signed, GBL will use this as the specifications as to how your wedding day is to be run, any changes to this signed document must be made in writing.
2. The venue will be yours from 08h00 on your wedding day.
3. Please be advised that all final operations details, as well as cleaning will be completed by GBL, no less than one hour prior to your chapel service.
4. GBL 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 GBL prior to the date of your wedding, however this is flexible and arrangements may be made.
6. We accept no responsibility for any deviation by your self from the signed final function sheet.
7. We accept no responsibility for poor service deliverance; actions and / or opinions from any suppliers, recommended or otherwise.
8. All supplier details must be made known to GBL no later than the final appointment (fourteen working days prior to the wedding date).
9. No liquor, other than that supplied by GBL may be used at the wedding.
10. No outside or private catering is permitted at Glenburn Lodge.
11. Your function duration is 8 hours from start of the Ceremony, and last rounds will be called half an hour before your 8 hour period has lapsed
12. Should you wish to keep the venue and bar open after that time, you will be charged R1500.00 per hour.
13. The music will be turned down to back round music at 00:00, due to the fact that Glenburn Lodge is situated in a World heritage site and the venues have to abide by these conditions.
14. GBL reserves the right to close the bar at anytime, and for any reasons that may be harmful to the property, guests or staff of GBL.
15. GBL will allocate a Banqueting Manager as well as staff to run your Wedding. This staffing allocation will be done at our discretion and will be to the level that we see functional to run a successful wedding.
16. Glenburn Lodge, Glencove, Glenkyle or any of its employees do not accept responsibility for any loss or damage of personal property.
17. All damages occurred to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client (signatory as per the service agreement).
18. GBL does not accept responsibility for any losses, damage to personal property or inconvenience due to power failures and / or acts of God.
19. GBL reserves the right to cancel any booking (provisional or confirmed) forthwith and without liability on its part in the event of any damages and / or destruction caused of the venue by fire, acts of God, industrial unrest and any other





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- cause beyond the control of GBL, which shall prevent GBL from performing its obligations. However in these circumstances, GBL will make all efforts possible with available resources to assist in finding an alternative venue for your wedding
20. All decorations are to be discussed with the Wedding Coordinator prior of proceeding to ensure no damage is done to the venue.
 21. NO fireworks will be allowed on the property of GBL.
 22. 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 GBL table linen (including linen napkins). GBL reserves the right to remove any candles, should such precaution not be taken. GBL furthermore reserves the right to charge the client (signatory of service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.
 23. Please be advised that all decorations must be removed from the venue by 08h00 the following day.
 24. Should decorations not have been removed by this time, GBL does not accept responsibility for any damage to such decorations should they have to be removed by GBL employees.
 25. Only flower petals may be used as confetti.
 26. Availability of accommodation can not be guaranteed. Please ensure that you book your accommodation with our reservationists at reception, as the banqueting department does not hold rooms or book rooms for Wedding guests. GBL does not accept block bookings without full prepayment of this block booking. Ensure the Wedding Group Booking document in this portfolio is used.
 27. All prices are inclusive of VAT and exclude any staff gratuity.
 28. Due to health regulations and policies, food left over from the wedding may unfortunately not be taken from the venue.

The above terms and conditions apply to both Glenkyle and Glencove Country Venues as well as to any other venues used at Glenburn Lodge to facilitate a wedding. 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 Glenburn 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 Glenburn Lodge Management after the confirmation of this document.

THE CHECK IN TIME FOR BRIDAL SUITE IS STRICTLY FROM 12h00.
Glenburn Lodge is looking forward to making this a memorable occasion for you!



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