



Wedding information pack 2012



**SPA BRIDAL
PACKAGES**

www.kloofzichtspa.co.za



www.guvonhotels.co.za



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. 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: 086 729 9646
E-mail: weddings@kloofzicht.co.za



Facilities and Tariffs

1 January 2012 - 31 December 2012		
Please note that a R5,000 non-refundable Bar deposit is included in the venue hire This refund is not permitted for use towards arrival drinks, post-ceremonial drinks, table wine or sparkling wine		
Venue Hire	Monday - Sunday Public Holidays	May, June, July & August
Gazebo and Reception	R 22 000.00	R 11 000.00

Menu Selection

MENU PLATED 2012	Option A	Option B	Option C
40 - 80 People	R 310.00 per person	R 390.00 per person	R 480.00 per person
80 - 120 people	R 290.00 per person	R 360.00 per person	R 460.00 per person
Option consists of	1 Starter, 1 Main, 1 Dessert	2 Starters, 2 Mains 2 Desserts	3 Starters, 3 Mains 3 Desserts
MENU BUFFET 2012	Option A	Option B	Option C
40 - 80 People	R 305.00 per person	R 355.00 per person	R 405.00 per person
80 - 120 People	R 290.00 per person	R 340.00 per person	R 390.00 per person
Option consists of	4 Starters, 3 Mains 4 Desserts	5 Starters, 4 Mains, 5 Desserts	6 Starters, 5 Mains 6 Desserts

Corkage

Corkage is available for Wine and Champagne only, at R 75.00 per bottle. Please note ALL prices are inclusive of VAT and subject to change without prior notice.

Venue Capacity

Emerald and Jade	
Separate	Combined
40 Min - 50 Max	80 Min - 120 Max



Included in the venue hire:

- A Garden Chapel with plastic garden chairs and white chair covers.
- Podium and arch, as well as two red carpets for the aisle.
- Our Function Rooms have the capacity of seating 120 guests around round tables. We recommend a maximum of 10 guests at 1 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 8 (eight) hours, but not beyond 24h00, from the scheduled time of the reception.
 - Waiters: Plated menu, one waiter per every eight guests. Buffet menu, one waiter per every twelve guests.
 - Extra waiters requested will be available at a minimum fee of R 85 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, but subject to availability.
- Ample parking is available at no additional charge.

Menus:

- **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.
- **Catering** – For an extensive menu selection, feel free to ask your co-coordinator and should you wish to make any changes our chef would be delighted to assist you. Halaal catering can be arranged at an additional charge, but for no more than 10% of your total numbers.



Facilities not included in the venue hire

- **Bar** – 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.
- **Corkage** – A corkage fee of R 75 per 750ml 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.
- **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 wedding Gazebo & reception venue.
- **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. All decorations to be discussed with management to ensure that no damage is done to the venue.
- **Entertainment** – Will be subject to the approval of the lodge management. Out of consideration for other lodge guests, music volume should be reduced to an acceptable level after 24h00. The venue doors will be closed from 22h00 to avoid sound from traveling. Volume of music will be subject to management discretion.

Please note

- The Owners, Management and Staff members do not take responsibility for any of the guests 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 by 09h00, or by prior arrangement with management. Failing to do so will result in a charge to be raised.
- Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our 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 requests, subject to rooms being serviced and departure times of guests checking out.
- 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 Banqueting Coordinator and not other members of staff.
- All rates quoted include VAT at 14%. All rates are subject to change.
- Beverage Rates are subject to change without prior notice. Please ensure to make a 5-7% provision for annual increases on beverages due to government legislation and budgets. 1st of June being the increase month at Kloofzicht Lodge.
- 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.**

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. (please see banking details below)
8. No cheques will be accepted.
9. In the case of a Direct Bank Transfer, a deposit slip must be faxed to Kloofzicht Lodge, where after a copy of the invoice as well as a confirmation letter will be faxed to you within 3 (three) working days.
10. The reference number issued when the Provisional Booking was made, should be noted on all Direct Bank Deposits.
11. 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.
12. 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.
13. 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.
14. **Kloofzicht Lodge is a fully licensed facility. Drinks will be charged at the lodge rate current at the date of the wedding. Under NO circumstances will the wedding couple or any other guests be allowed to bring their own liquor or soft drinks onto the premises, whether it be for consumption, table gifts or otherwise.**
15. Anything hired on behalf of the client will be charged directly to the client, plus a 25% handling charge plus VAT.
16. Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationist, as the banqueting department does not hold or book rooms for Wedding guests. Kloofzicht Lodge does not accept block bookings without FULL prepayment. Ensure that the Wedding Group Booking document in this portfolio is used.
17. 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.
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 or on the day of your wedding, however this is flexible and arrangements may be made. Should the florist arrange the flowers on site, they are responsible to the cleaning of the area used.
6. We accept no responsibility for poor service deliverance, actions or opinions from third party suppliers, recommended or otherwise.
7. 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.)
8. 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.
9. The venue is available for a period of 8 (eight) hours from the scheduled time of the reception, but not beyond 24h00.
10. 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.)
11. Kloofzicht Lodge reserves the right to close the bar at anytime, at its discretion to protect property, guests or staff of Kloofzicht Lodge.
12. 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.
13. 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.
14. Kloofzicht Lodge reserves the right to cancel any bookings (provisional or confirmed) forthwith and without liability on its part for 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.
15. All decorations are to be discussed with the Wedding Coordinator prior of proceeding to ensure no damage is done to the venue.
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. Please be advised that all decorations must be removed from the venue by 09h00 the following day.
20. 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.
21. Only rose petals, bubble confetti and bird seed may be used as confetti. Strictly no paper confetti, streamers or rice are allowed.
22. All prices are inclusive of VAT and exclude any staff gratuity.

Accommodation

Deluxe Suite	(Single)	R 1,480.00	Deluxe Suite	(Sharing)	R 1,264 per person
Superior Suite	(Single)	R1,480.00	Superior Suite	(Sharing)	R 1,264 per person
Executive Suite	(Single)	R1,340.00	Executive Suite	(Sharing)	R 1,088.00 per person
Family Suite	(Single)	R1,340.00	Family Suite	(Sharing)	R 1,088.00 per person

The above leisure rates include:

- Overnight Accommodation
- Breakfast
- Children:
- 6 years and younger stay for free and will only be charged for meals.
- 12 years & younger sharing will be charged 50% of the adult sharing rates, with meals payable.
- 13 years & older will be charged normal rates.

Contact person: Megan Botha
Tel: 011 317 0600
Fax: 086 729 9646
E-mail: weddings@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 are subject to availability.

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



Banking Details

ABSA Sandton Business Centre
Account Name: Kloofzicht Lodge (Pty) Ltd
Account Number: 405 673 6057
Branch Code: 33 11 55

MAP

GUVON
HOTELS & SPAS
www.guvonhotels.co.za

GAUTENG

GAUTENG

1. Kloofzicht Lodge
2. Glenburn Lodge
3. Bush Willow Tented Camp
4. Chicama Country Spa

Zwartkop Rd
Kromdraai Rd
Driefontein Rd
Muldersdrift
N14
Crocodile River
M5
Beyers Naude Rd
M5
Hendrik Potgieter Rd
N1