

# Quotation.

Dear Bride to be, Client, attached is our quote for your reference.

Crowthorne Lodge is one of the few venues with accommodation for all guests.

You will be happy to know that Load shedding, unplanned outages, or water disruptions do not occur at Crowthorne Lodge.

Our prices apply to 50 guests as per health and safety regulations. We usually seat up to 120 people.

## Wedding / Function terms and agreement.

### Included in the package is the following

- **Chapel;** White wooden chairs are available.
- **Catering;** We offer a full in house catering and beverage service. This does not include your wedding cake and cupcakes.
- **Crockery;** We supply standard white crockery.
- **Glassware;** We supply standard glassware according to drink requirements.
- **Underplates;** We have two options available. Should you prefer, you may bring in your own.
- **Table numbers;** We have a standard set that you may use.
- **Table seating;** We provide a table seating board. You are welcome to use your own.
- **Confetti holder;** We supply a confetti holder.
- **Linen;** Standard white linen napkins. Our Rectangular tables do not require table cloths.
- **Isle runner;** A Hessian aisle runner is available for the outdoor chapel should you require free of charge.
- **Tables;** Rectangular wooden tables and round tables are available.
- **Bar;** Full cash bar with one bartender depending on your guest's total.
- **Cake;** We supply a table and knife. Please ensure that your cake supplier provides you with taking away boxes for your cake after the wedding.
- **Pre drinks;** Will be either in the Boma or in the Pavilion.
- **Parking;** Ample safe parking is available.
- **Floor manager;** The Venue provides a floor manager for the duration of the wedding to ensure that everything runs smoothly.

### **Excluded from the package;**

- Flowers and table decorations
- Table runners and sashes.
- The package does not include accommodation for the wedding party and additional guests.
- DJ/ Musicians
- Waiters

### **Function times.**

- **Morning;** 10h00 (for eight hours from 10h00)
- **Afternoon;** 12h00 (for eight hours from 12h00)
- **Late Afternoon/ Evening;** To start anytime from 14h00 to 16h00. The Venue is available for 8 hours from your starting time.

**Venue Rules:** To ensure the safety of our guests, a full set of Venue rules are available from management. No spirits, beers or soft drinks, etc. are to allowed onto the premises.

**Decor:** The Lodge does not handle any decor or flowers. The bridal couple is more than welcome to arrange to have it done themselves or by an outside service provider. The Lodge staff will not be available to assist an external service provider with the movement of any equipment or decor. Any items brought onto the premises must be removed before 12h00 on the day following the function. We will not be held responsible for the damage of private/outside decor items. Should the bridal party do the flowers and decor themselves, the arrangements need to be off-site as we do not have the facilities at the Venue.

**Booking:** Crowthorne Lodge works on a first-come, first-serve basis. A provisional booking will be for seven days. Your booking will confirm on payment of the deposit along with the signing of the booking contract. (see the last page of the document).

**Costing:** Because of restrictions, Crowthorne Lodge charges for 50 people.

1. **Venue hire:**

- Friday, Saturdays R 9 650 (excl vat)
- Tuesday and Wednesday R 7 790.00 (excl vat)

2. **Accommodation:** If you book ten rooms or more, then you pay only 50% of the venue fee.

These ten rooms then form part of the wedding package. Ten sharing rooms at R 859.65 per person(20) = R 17 193.00 (excl vat)

3. **Menu:** is attached, choose an options, R 595.00 x 50 = R 29 750 (excl vat)

4. **Breakage & Time Deposit:** A deposit of R 3 000 (excl vat) is payable. This deposit is refundable 14days after the wedding should no breakages, time, or damages occur.

5. **Exceeding time:** An additional R 1500 (excl vat) per hour after the 8-hour time frame to compensate staff.

**Payment:**

1. A deposit of 25% is required to secure your wedding date.
2. A further 40% is required three months before the wedding.
3. The balance is payable 14 days before the wedding.
4. The function fee and the total bill for catering, drinks, etc. are to be settled 2 x WEEKS (14 days) before the function date. A confirmation of the number of guests attending is to be made 2 x WEEKS before the wedding day, especially for catering purposes. (Not Applicable now)

**Cancellation policy;** Cancellations and postponements must be made by email.

On cancellation or postponement, you will forfeit your venue deposit pro-rata according to the following scale.

- 0 – 3 months before the function 100%
- 3 – 4 months 75%
- 4 – 5 months 50 %
- 5 – 12 months 25 %

**Postponement Policy:** If there is no acceptable date available, you will forfeit the deposit.

**Music:** The Client is responsible for arranging their music and sound equipment (speaker, microphones, electrical extensions, etc.) Musicians and DJs are welcome to visit the Lodge before the event to plan the positioning of their gear for the event. Musicians and DJs are responsible for their equipment. The Lodge will not be held accountable for any loss or damage to any equipment. The lodge staff will not be available to assist an outside service provider with the movement of any equipment.

**Indemnity:** Crowthorne Lodge management or staff does not accept any responsibility for damage or loss of property, injury, or loss of life.

**Children:** There are dams and hazards on the premises. For that reason, children are allowed only with adult supervision. Children are the responsibility of the Client, caregiver, and parents, and no loss, injury, or death of a child will be the responsibility of the Lodge. The host herewith undertakes to inform every guest of the water hazards at the Lodge. Kiddie's playroom, supervision, and babysitting are available on request.

**Damages:** Should any of the Lodge buildings, surrounding gardens, decor be damaged, the Client is responsible accordingly. Candles may not be placed directly on the linen or any furniture to avoid wax damage or a fire hazard.

**Right of Admission:** Right of admission reserved. Lodge management has the right to remove anyone at their sole discretion.

Thank you for considering Crowthorne Lodge as your wedding/function venue.

We are going to bend backward to make this your special day.

**Agreement:**

We have read the terms and conditions above and understand the content thereof.  
We agree to and accept the terms and conditions of Crowthorne Lodge as set out in this document.

Date of Function: \_\_\_\_\_

Kind of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Guest Total: 50

Contact Person: \_\_\_\_\_

ID Number: \_\_\_\_\_

Email Address

Groom/Client: \_\_\_\_\_

Email Address Bride: \_\_\_\_\_

Contact Telephone no: \_\_\_\_\_

Domicilium citandi (Chosen Address): \_\_\_\_\_

\_\_\_\_\_  
Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

\_\_\_\_\_  
Groom Name: \_\_\_\_\_

\_\_\_\_\_  
Bride Name: \_\_\_\_\_

\_\_\_\_\_  
For Crowthorne Lodge.