

Luxury Accommodation
60 Luxury Rooms / Executive Suites

Conference Centres
for over 400 delegates



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Function Request Form

Name: _____

Name Of Bride & Groom (If Wedding Function): _____

Company: _____

Address: _____

Tel No.: _____ Fax No.: _____

Cell _____ Email Address: _____

WEDDING BIRTHDAY PRIVATE / COMPANY FUNCTIONS

Morning Wedding / Functions: Brunch / Breakfast From 09h00 - 11h30 (Shumba Venue)
Brunch / Breakfast From 09h00 - 12h00 (Ndlovu Venu)
Brunch / Breakfast From 09h00 - 13h00 (Rock Lapa)
Afternoon Spitbraai / Buffet Wedding: Rock Lapa From 16h00 - 23h30 & Ndlovu Venue From 14h30 - 23h00
Shumba Venue From 13h00 - 22h00

Date: _____ Number Of Guests: _____

Time: _____ Menu: _____

Wedding Colours: _____ Overlays: _____ Serviettes: _____

Underline:

Sherry / Champagne / Orangejuice / Sangria On Arrival YES NO OTHER _____

Please Tick: Tiffany Chrystal Chairs YES No (Additional Cost to be charged for Hiring)

Square Tables YES NO Round Table YES NO

Juices On The Tables YES NO Champagne to Toast YES NO

Red & White Wines on tables (1 x Red Wine & 1 x White wine per table) YES NO

Standard Flower Arrangements On Tables & 1 Bridal For Main Table (Delete item not required) YES NO (We pass our exceptional rates onto you)

(in green plastic holder) or Vases Extra Cost - Amount Willing to Spend R _____

Chair Covers YES NO Sashes YES NO

Our Disco YES NO Live Music YES NO (Amount Willing to Spend)

Samro Licenced YES NO

Under Plates (Silver or Gold) - Please specify (underline your choice) YES NO

CHAPEL TIMES

Garden Chapel YES NO Shumba 13h00 - 13h30
Ndlovu 14h30 - 15h30

Red Carpet YES NO Rock Lapa 16h00 - 16h30 or 17h00 - 17h30

Candle Stands YES NO Priest Pedestal YES NO

Photographer YES NO Candles On Tables YES NO

Negotiate with photographer regarding price. Bar Amount Compulsory _____

(Bar Tab Amount: A minimum of R 2000.00 to cover costs of Barman & Waiters / Waitresses)

Any Other Requests _____

Note: _____

Quote P/P _____ Deposit Paid (Amount) _____ Date _____

we need the Bridal Party to sign an indemnity form.
If you do have any children that will be attending the function please let management know about it.