

WEDDING PACKAGE 2022

GENERAL INFORMATION

Weddings are priced based on the exclusive use of the entire property.

The lodge accommodates **20 guests**, and a **maximum of 36 guests for a day function**.

VENUE HIRE

The venue hire is included in your exclusive use of the property and includes the use of the standard furniture and equipment, crockery, cutlery, glassware, napery and table linen.

R 142 700 Weekend (minimum of 2 nights)

R 68 000 Midweek (1 x night)

The aforementioned includes the following:

Accommodation for 20 Guests in:

- 3 x Main Lodge rooms
- 4 x Safari Suites
- 2 x Executive Suites
- 1 x Presidential Suite

- Welcome drink & fruit plate on the day of arrival.
- Late afternoon tea/coffee & snacks
- Table D'hôte dinner
- In room coffee & tea, full breakfast
- 2 game drives per person per day
- Children under 12 allowed to share a room with two full paying adults in the Safari Suites, Executive Suites & Presidential Suite. (Cost R1100,- per child per night, max 2 children per room.)

- Day visitors to be quoted on request.
- Maximum of 36 guests for a function.

FUNCTION DINNER / BREAKFAST OR LUNCH.

(To be priced on request)

WAITRON CHARGES

To ensure the guests' relaxation and comfort during any function, waitrons are employed to attend to their every need without the expectation of a tip. The minimum numbers are:

- 1 waitron per table per 6 guests
A headwaiter to look after only the main table
Waitrons: R110/hour per waiter - minimum 6 hour shift
- 1 Bar attendant per 10 guests, to a maximum of 3 for up to 40 guests
Bar attendants: R110/hour per barman– minimum 8 hour shift
- Bar attendants are compulsory for Alcoholic as well as Non-Alcoholic functions.

Please be advised that should the waiters work longer than six hours, the standard rate per waiter will be charged, until the overtime rate kicks in. *(Please see set-up and cut-off times)*

Included is all standard furniture and equipment, including, crockery, cutlery, glassware, napery and table linen. Service charges are subject to change without prior notice

Rates are valid till 31 December 2022

GENERAL TERMS AND CONDITIONS

FURNITURE AND EQUIPMENT

- The provision of Zwahili's standard furniture and equipment is at no extra charge.
- Please ensure that the equipment requested is satisfactory in advance of your function. Any additional items should be supplied or hired by the client at the client's cost.
- Should clients require the folding of our napkins completed with detail (e.g. ribbon, raffia) supplied by the client, a fee of R9-50 (incl. VAT) per napkin will be charged. This will be confirmed and charged for two weeks prior to the function date.
- No fireworks will be allowed on the property.
- No live animals will be allowed on the property
- Candles may not be placed directly on the linen. Zwahili reserves the right to remove the candles if necessary.

Candleholders should be wide enough to ensure no wax damage to the linen. Should Zwahili have to provide candle bases, a surcharge will be levied.

- No permanent changes are allowed, that includes nails or hooks in the walls, roof or frames.
- Any damage to property including linen, beyond reasonable wear and tear will be charged accordingly.

SET UP AND CUT OFF TIMES

- Set up time is from 11h00. For afternoon functions the venue will be open at 08h00 for the florist to start working, and the venue will be ready with tables and tablecloths at 12h00. Anyone making alternative arrangements must ensure that these are written on the function sheet at the final appointment.
- An overtime rate of R800-00 per half hour or part thereof will be charged either 8 hours after the start of the function/service or at 00h30 whichever is the earliest and will automatically be added to your account.
- The R800-00 will include a manager, headwaiter, 2 barmen and 2 waiters. Please note that overtime will also be charged for breakdown after the function.

BAR SERVICES

- We require clients to brief us with regard to their requirements for the provision of a Full Bar, Wine & Malt Bar or Cash Bar for their account. A request can be made for certain items to be excluded from the bar list.
- Clients are welcome to set a limit on the total bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function.
- No wines, spirits, beers, soft drinks or food may be brought onto the premises.
- An updated list of normal bar prices is available on request.
- Any changes to the bar requirements at any stage are to be done so in writing.
- Corkage will be charged for "dinky" bottles (supplied by the client as party favours / bonbonniere) should guests open these.
- No alcohol to be brought onto the premises except for party favours.

RISK/LOSS/DAMAGES

- No paper confetti is allowed. You are welcome to use fresh flower petals or potpourri. If confetti is used regardless of the agreement, the client will be charged per hour for casual cleaning staff.
- Zwahili shall not be held liable for interruptions of services (water, electricity, and sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Zwahili will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc). We recommend that all personal and valuable property be removed directly after the function.
- Décor and props must be removed by **09h00** on the day following the function. Any item not removed within 7 days of being placed in storage will be discarded. Zwahili does not accept liability for loss or damage of any item during this period.
- Should the building, surrounding gardens, décor or napery be damaged during the set-up or break down operations of the function, the client shall be held responsible and will be billed accordingly.
- Zwahili, its employees or any person employed at any function will not be held liable for any loss, or injury to persons, due to negligence or any other cause whatsoever.

APPOINTMENTS AND PAYMENT REQUIREMENTS

50% deposit required within 7 days to confirm reservation, balance payable 30 days before date of function.

****30 days** before the wedding - Menus must be confirmed

****14 days** before wedding:

- Final appointment - procedures of wedding day discussed
- Final number of guests
- Bar requirements – Zwahili has a standard wine & beer list, should something which is not on our wine list be required, this will be purchased on your behalf and total purchased for your account.

CANCELLATIONS

Cancellation policy:

- 30 Days prior to arrival - 50% of deposit is retained
 - 14 Days prior to arrival - 50% of full amount is retained
 - All cancellations have to be in writing and are subject to a 5% handling fee.
1. In the event of non-payment of the venue hire fees within the time specified, Zwahili shall be entitled to cancel a provisional booking without further notice or liability to the client.
 2. In the event of non-payment of the fees within the time specified, Zwahili shall be entitled to cancel a booking after giving the client a written notice giving them seven days to rectify.
 3. The final number of guests as discussed at the final appointment will be the number charged for unless attendance is greater. Bearing in mind that should this variance be below the minimums mentioned previously, clients will automatically be billed for the specified minimum.
 4. The client must confirm all changes and cancellations in writing. All refunds will carry a 5% handling surcharge.

COVID-19 Specific

Should Zwahili not be able to fulfil the required agreed upon function due to restrictions directly related to COVID 19 restrictions function to be postponed or cancelled. Funds received will be refunded less 5% handling fee.

Cancellation policy:

- 30 Days prior to arrival - 25% of full amount is retained
- 14 Days prior to arrival - 50% of full amount is retained
- 7 Days prior to arrival - 100% of full amount is retained
- All cancellations have to be in writing and are subject to a 5% handling fee.