

MANGWA VALLEY GAME LODGE & SPA

Conference, Wedding & Function Venue

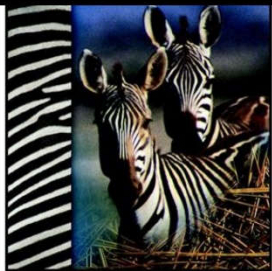
Tel: 012 711 4348/9

www.mangwavalley.co.za

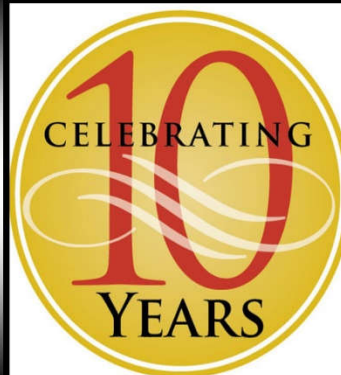
email: gm@mangwavalley.co.za



warrenjames.co.za



MANGWA VALLEY
— GAME LODGE —



Zuri
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MANGWA VALLEY GAME LODGE & SPA

Contract For The Exclusive Use Of Wedding Facilities 2018

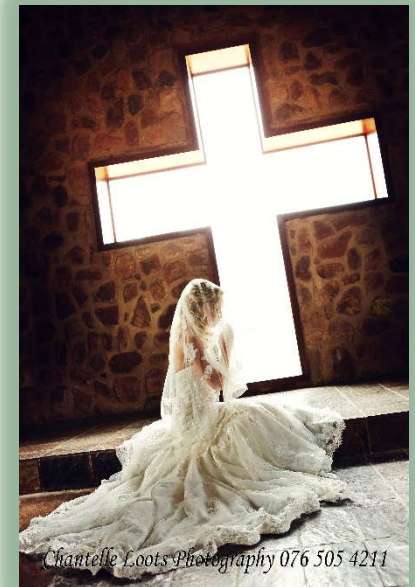
Venue Hire:

The standard Mangwa Valley Game Lodge wedding venue hire facilities include the exclusive use of the chapel and banqueting hall on the day of your special occasion for an 8 hour period. Our venue hire varies depending on the day you have chosen for your wedding. Mangwa Valley Game Lodge's furniture, equipment, crockery, cutlery, glassware, serviettes and table linen are included in the standard package.

Set-up & Cleaning fee:

The lodge provides a Set-up & Cleaning Service on the day of your wedding. Should you require our set up and cleaning for your wedding, we are able to provide this service at an additional fee as follows:

- 70 to 100 Guests @ R1500.00
- 101 to 120 Guests @ R2000.00
- 121 to 170 Guests @ R2500.00



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Accommodation:

Our rooms are not included in the venue hire and must be booked separately as soon as possible to avoid disappointment.

Accommodation is available for 58 adults. To ensure exclusivity of the venue we require a minimum occupancy

Of 80 people over the weekend, 40 pax Friday Night and 40 pax Saturday Night.

A 50% deposit is required within 7 days to secure the reservation of the accommodation and the outstanding balance is payable 30 days before arrival. Exception to the rule will be made for guests reserving accommodation after the 30 day period lapsed. The full amount must be paid before arrival at Mangwa Valley.

Please note we do have leisure guests and should you not book out all the accommodation it would become available to them.

Cancellation:

A 50% cancellation fee will be charged if the booking is cancelled 60 days or longer before the wedding, and a 100% cancellation fee is payable if the booking is cancelled 30 days prior.

The venue hire price quoted is inclusive of VAT and a deposit of the full venue hire is payable to secure your booking.

We offer a Bona Braai on the Night before the wedding at cost price of R85 pp for the guests who stay for two nights.

Prices are subject to change without prior notification.

WEDDING ACCOMMODATION	
Single accommodation (Room)	R 965.00 per person per night Bed and Breakfast
Double accommodation (Room)	R785.00 per person per night sharing Bed and Breakfast
Chalet (Sleep 6 People)	R 3499.00per night for 6 people Bed and Breakfast



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Menu Selection and options:

Menu prices are subject to change without prior notice.

Prices applicable to children:

Children 12 years and older - the agreed adult menu price.

Children 5 to 12 years - 50% of the agreed adult menu price.

Children under 5 years - no charge.



Option 1 - Buffet: R425.00 p.p incl vat

Starter - Plated

2 Meats - Hot Buffet

2 Vegetables - Hot buffet

2 Starches - Hot Buffet

2 Salads - Cold Buffet

2 Desserts - Buffet

Option 2 - Buffet: R475.00p.p incl vat

Starter - Plated

3 Meats - Hot Buffet

2 Vegetables - Hot buffet

2 Starches - Hot Buffet

2 Salads - Cold Buffet

2 Desserts - Buffet

Option 3 - Buffet: R490.00p.p incl vat

Starter - Plated

4 Meats - Hot Buffet

2 Vegetables - Hot buffet

2 Starches - Hot Buffet

3 Salads - Cold Buffet

2 Desserts - Buffet

Option 4 - Buffet: R495.50 p.p incl vat

Starter - Plated

5 Meats - Hot Buffet

3 Vegetables - Hot buffet

2 Starches - Hot Buffet

3 Salads - Cold Buffet

3 Desserts - Buffet

Option 5 - Buffet: R 510.00p.p incl vat

Starter - Plated

Entree - Plated

5 Meats - Hot Buffet

4 Vegetables - Hot buffet

2 Starches - Hot Buffet

3 Salads - Cold Buffet

4 Desserts - Buffet

Plated, Vegetarian, Spitsbraai and Potjie kos Menus' also available

Please note that food may not be brought onto the premises.

Please request Menu items to select from.

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Waitron Charges:

Waitrons will be provided (1 per 20 guests for buffets, 1 per table for the plated option) to ensure the smooth functioning of the event and to maximise the comfort of guests. The charge for waitrons is an additional fee of R500.00 per waitron.

Bar Services:

To ensure the smooth operation of the bar, one barman shall be provided per 40 guests. You may elect to place a limit on your bar expense in which case we are able to supply sub-totals at regular intervals. An updated pricelist of our wine and beverage list is available on request.

The following needs to be taken into consideration with regard to the provision of bar facilities:

Wine orders need to be placed two weeks prior to the function. Wine orders are limited to:

- Two sparkling wine/champagne choices
- Two white wine choices
- Two red wine choices

- **No alcoholic beverages may be brought onto the premises. Should someone be found drinking privately brought liquor, they will be asked to leave the premises.**
- **NB...** The bar closes at 24h00 (Midnight) An added expense will be charged to the Honeymoon Suite at R1500-00 per hour after midnight.



Set-Up and Cut-Off Times:

Set-up time **the day of the wedding** will be during 07h00 and 12h00. The cut off time for setup will however be 2 hours prior to the stipulated time for the wedding ceremony to start. The chapel area will be ready at 11h00 and the reception venue will be ready with tables and tablecloths by 07h00 on the **day of the wedding**. Alternative arrangements can be accommodated, **but must be agreed upon** at the Final Appointment.

- The venue hire charge is for an **eight hour** time period from the **start of the wedding service**.
- Regardless of the time periods mentioned above, an additional R1 500.00 per hour (or part thereof) shall be charged after midnight (24:00).

Functions will be restricted to a shut off time of 02:00.

- With prior arrangement, a babysitting service is available for R275.00 per night, until 24h00, thereafter an additional R165.00 per hour will be charged.
- Should flowers be arranged on the premises, a cleaning charge of R300.00 shall be applicable.
- Venue setup the day before the wedding will only be accommodated if 40 or more guests are booked in for the Friday and Saturday night and arranged two days before arrival with your co-ordinator. (There is still functions and conferences that can take place the same day.)

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Furniture and Equipment:

Mangwa Valley Game Lodge's standard furniture and equipment is provided at no extra charge. In advance of your function, please ensure that the furniture and equipment provided is satisfactory. The client shall bear the cost of hiring additional items of furniture and equipment. Breakages on hired or Mangwa Valley property is payable by the client.

Appointment and Payment Requirements:

- A booking is secured by a minimum payment of the full amount of the venue hire.
- Menus are confirmed and 50% of the invoice is payable 60 days prior to the wedding.
- The balance of the invoice is payable 30 days prior to the wedding.
- **If full payment is not received 30 days prior to the wedding, Mangwa Valley Game Lodge reserves the right to cancel the wedding.**
- 14 days prior to the wedding the estimated bar bill must be paid in full.
- 14 days prior to the wedding (at the Final Appointment) the following is confirmed and finalised:
 - Procedures of the wedding day;
 - Bar requirements are confirmed and the estimated bar bill is payable.
- On the day of or on the day following the wedding, the balance of the bar account is settled as well as charges for overtime, damages/breakages and other incidental charges, if applicable.
- Cash, debit cards, credit transfers and credit cards are the only payment methods accepted by *Mangwa Valley Game Lodge*. Any Credit card payment above R8000, single or combined will carry a 5% handling fee. Cheque payments, including bank guaranteed cheques **shall not** be accepted under any circumstances.
- Proof of payment is required for all electronic transfer of funds on or before payment deadlines. Should payment be made from any bank other than FNB, kindly ensure payment is effected 48 hours prior to deadlines.

Monthly Payment Option: In order to assist you with the finances of your wedding, Mangwa Valley Game Lodge is happy to accept monthly instalments of your estimated charge, provided your Appointment and Payment Requirements are adhered to. Payments may be made monthly and the full amount must be settled 30 days prior to the wedding function. If full payment is not received 30 days prior to the function, *Mangwa Valley Game Lodge* reserves the right to cancel the wedding.

Please note that all prices are subject to change without prior notice.

General: *Mangwa Valley Game Lodge* is proud of its well-preserved and natural environment. In order to maintain our highly sought after venue, you are requested to please observe the following restrictions:

- No fireworks, of whatever nature, are permitted on *Mangwa Valley Game Lodge's* premises.
- No live animals are permitted to be brought onto *Mangwa Valley Game Lodge's* premises by the client or guests of the client.
- Hooting and loud music are not permitted.
- Please consider other guests.
- Patio doors will be closed from 23H00 to avoid sound from travelling to neighbouring properties.
- Candles may not be placed directly on the linen. *Mangwa Valley Game Lodge* reserves the right to remove the candles if necessary. Candleholders should be wide enough to prevent wax spillage. Should *Mangwa Valley Game Lodge* have to provide candle bases, a surcharge will be levied. All damages will be paid for by the client.
- No permanent alterations are allowed, which includes nails or hooks in the walls, roof, furniture or frames. Any damage to *Mangwa Valley Game Lodge's* property including linen, beyond reasonable wear and tear, will be charged for accordingly.
- **No paper confetti, streamers, feathers or rice are allowed at Mangwa Valley Game Lodge. You are welcome to use flower petals.**

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Risk/Loss/Damage:

- While a backup generator is maintained to avoid electricity supply disruptions, *Mangwa Valley Game Lodge* shall not be held liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, *Mangwa Valley Game Lodge* will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, and valuables etc.). We recommend that all personal and valuable property be removed directly after the wedding.
- Décor and props must be removed by 7:30 on the day following the wedding. Any items not removed within 7 days of the wedding shall be discarded without notice and liability.
- Should *Mangwa Valley Game Lodge's* buildings, surrounding gardens, décor or napery be damaged by the client or client's suppliers during the set-up or breakdown operations of the function, the client will be held responsible and charged accordingly.
- *Mangwa Valley Game Lodge*, its employees or any person contracted for the wedding will not be held liable for any loss or injury to any person or their property due to any cause whatsoever.
- *Mangwa Valley Game Lodge* reserves the right to bill all outstanding accommodation and beverage accounts not settled by wedding guests for the Bridal account

Cancellation:

- All payments are non-refundable once paid by the client. In the event of you cancelling or rescheduling your date, subsequent to the venue hire being paid, a refund will only be considered in the event of *Mangwa Valley Game Lodge's* ability to re-sell the venue for a similar function, at a similar sales budget, on the date for which the function was originally booked.
- In the event of non-payment of the venue hire fees within the time frames specified, *Mangwa Valley Game Lodge* is entitled to cancel a provisional booking without further notice or liability.
- In the event of non-payment of fees (other than the venue hire charge), within the time frames specified, *Mangwa Valley Game Lodge* shall be entitled to cancel a booking after giving the client 5-days written notice to remedy the breach.
- *Mangwa Valley Game Lodge* reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to or destruction of the venue by acts of god, fire, floods, shortage of labour, strikes, industrial unrest or any other cause beyond the control of *Mangwa Valley Game Lodge*. In these circumstances every effort will be made to find an alternative venue.
- The Client must confirm all payments, changes and cancellations in writing.

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WEDDING VENUE

CHAPEL, BANQUETING HALL AND HONEYMOON SUITE

Mangwa Valley Game Lodge is located in a truly romantic setting where nature has inspired the development of one of the most exclusive and private game lodges in the Rust de Winter area. Mangwa Valley Game Lodge is only an hour and fifteen minutes from Johannesburg and half an hour from Pretoria. The Lodge is designed to seat the guests around 10 seated tables. The stone Chapel with its spectacular views of the bush veld and undulating valleys can seat 150 guests.

The standard wedding venue facilities comprise the exclusive use of the Chapel, Banqueting Hall and the Honeymoon Suite (on the night of the wedding only). The following rates apply:

<i>VENUE HIRE 2018</i>	
<i>Rates applicable from January to May and August to December</i>	
<i>Saturdays & Public Holidays</i>	<i>R 16 500</i>
<i>Special winter rates applicable to June and July</i>	
<i>Saturdays & Public Holidays</i>	<i>14500</i>
<i>Weekdays: Monday - Thursday</i>	<i>10500</i>



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Included in the cost of the Venue Hire:

- Chapel
- Banqueting hall
- Bar facilities
 - Friday Night: last round 22h00
 - Wedding night up until 24h00 - At an extra charge of R1500-00 per hour, the bar could be kept open (At the Bride & Groom's request for their account).
- Standard crockery
- Standard stainless steel cutlery
- Standard glassware
- Round tables (seats 10)
- Standard white or cream table cloths
- Standard white or cream napkins
- Confetti holders (x 2)
- Candles: along the sides of the church walls
- Game drive vehicle:
 - 6 people including the photographer
 - available for 1 hour for photographs
- Venue Manager
- Honeymoon Suite for the night of the wedding, inclusive of breakfast the next morning

Mangwa's Preferred Suppliers:

Photographers:

Henry Decker - 083 707 7367

Chantelle Loots - 076 505 4211

Professional Make-Up Artist & Hair:

Corne Brecher of Beautiful Change - 083 239 7378

Decor & Flowers:

Coreen Loved Beloved 083 7276797

Hester Love and grace 084 408 8779

Oopsie daisy 082 553 4757

DJ - CHARL BRECHER FAME PRODUCTIONS - 0827457472

Excluded in the venue hire:

- Flowers
- Photography
- Menu - prices range from R350,50 pp upwards including vat
- Menu - Boma Braai type menu is also available
- Bar charges
- Welcome drinks
- Waiters & barmen
- Catering
- Entertainment
- Organist
- Minister
- Decor, draping, overlays, runners or chair covers
 - Activities such as: game drives, horse riding, paint ball, clay pigeon shooting, quad biking, guided hikes and Spa treatments
- Co-ordinator's fee
- Table dressing
- Extra Firewood for Boma - R200 per bundle

Items available for hire from Mangwa:

Babysitter - 1 per 6 Children @ 300.00 per night until 24H00,

thereafter R165.00 p/h

Fairy Lights - from R 3 500.00

Red Carpet - R 550.00

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MANGWA VALLEY GAME LODGE CC

CK 2005/004559/23

Please initial each page, complete details on each page and fax the entire document back to Mangwa Valley Game Lodge on 086 621 1507 or email to gm@mangwavalley.co.za, together with proof of payment for the venue hire.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

I, _____ and _____

Confirm that I have read and understood the General Terms and Conditions above and hereby agree to abide by the said Terms and Conditions as set out in this Contract. I agree to bind myself in my personal capacity as surety for all monies payable in terms of this agreement. I further confirm that it was explained to me that I am entitled to have this document translated into a language of my choice at my expense. Written confirmation must be obtained from Mangwa Valley Game Lodge for any variations to these Standard Terms and Conditions or any other special arrangements.

WEDDING DATE : _____

SIGNATURE BRIDE : _____

SIGNATURE GROOM : _____

NAME BRIDE (PRINTED) : _____

NAME GROOM (PRINTED): _____

I.D. NUMBER BRIDE : _____

I.D. NUMBER GROOM : _____

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Payment Structure:

<i>On signature of Contract</i>	<i>Full Payment of venue hire</i>	
<i>60 days prior to wedding</i>	<i>Set up fee if applicable</i>	
<i>60 days prior to wedding</i>	<i>50% of total invoice</i>	
<i>30 day prior to wedding</i>	<i>Balance of bill</i>	
<i>14 day prior to wedding</i>	<i>Estimated bar bill and Corkage fee</i>	
<i>TOTAL</i>		
<i>Day of/after wedding: Bar balance + breakages, overtime and incidentals, if applicable</i>		

Monthly Payments:

<i>On signature of Contract</i>	<i>Full Payment of Venue Hire</i>	
<i>Monthly Payment Structure</i>	<i>Number of months _____</i>	
Signature:	<i>Monthly payment R_____</i>	
<i>30 day prior to wedding</i>	<i>Balance of bill</i>	
<i>14 day prior to wedding</i>	<i>Estimated bar bill</i>	
<i>TOTAL</i>		
<i>Day of/after wedding: Bar balance + breakages, overtime and incidentals, if applicable</i>		

PLEASE NOTE THAT MANGWA VALLEY GAME LODGE RESERVES THE RIGHT TO CANCEL IF THE TERMS AND CONDITIONS OF THE CONTRACT ARE NOT ADHERED TO.

Bride

I.D. Number

Groom

I.D. Number