

Prices VAT incl.

LEKOA WEDDINGS - 2019

Dear Bride & Groom,

Thank you for considering Lekoa Lodge for your wedding. This is an initial indication of rates and options available to you to help you plan your special day. You really need to visit us to appreciate the venue and make your decision – so to assist you we offer you a free overnight stay for two with Dinner and breakfast on a day that suits you (subject to availability) **within the next month.**

You will see from our options you can choose between:

Ceremony venues: Stone Chapel / Forest Chapel – between 120 and 160 guests

Reception venues: Main reception hall / Restaurant & Deck – up to 160 guests

Catering/drinks options: Our Executive Chef will provide you with a personalised menu plus various welcome cocktails and snack options. Please note, NO outside caterers or use of our kitchen facilities and equipment will be allowed. Please note you are welcome to engage outside caterers, but be sure to inform them they will be allocated an outside service area behind the reception hall to work from.

Accommodation: 62 adults & 34 children in chalets; additional guests can use our campsites or outside accommodation nearby (we can provide details). A tent village can also be erected at your cost.

Chapel & Hall Décor, Flowers, Music/Sound System, & Other Services: we do not provide any of these– excellent local service providers are available for hire by you (we can provide recommended suppliers)

Honeymoon suite: complimentary FREE honeymoon suite on the wedding night

Bridal suite: a secluded complimentary FREE bridal dressing and preparation room on the wedding day – dedicated facility for bridal parties to relax, do make-up, hair and dressing

The menu options available are extensive, and subject to your needs and discussions with our Chef.

We suggest, if you like the look & feel of our venue, that you make an appointment with us to arrange your free overnight stay to inspect our facilities and discuss your needs in more detail.

We look forward to your reply and are ready to answer any questions you may have.

Sincerely,

The Lekoa Team

Reservations: 087 802-0822 / 082 584-5004 / info@lekoalodge.com

Venue Hire

You may choose among and combine any of the below options:

Venue	Max guests	Summer	Winter*
Stone Chapel	160	R7,400	R5,400
Forest Chapel	120	R5,300	R4,000
Main Reception Hall	160	R12,000	R7,600
Restaurant Reception	100	R8,900	R4,900
Pre-reception welcome setup (Garden Terrace)	160	R2,200	R1,400

*Winter = June & July ;

Included are the following items:

- Ceremony signature table
- Rectangular Main Table with Skirt
- Round or Rectangular Tables seating up to 100 Guests
- White Linen Table Cloths and Napkins
- Cake Table with Decorative Cake Knife and Lifter
- Glass Cake Plate or Multi-Tier Cupcake stand
- Gift Table with White Table Skirt
- Basic White Draping and Fairy Lights in Hall
- One Food Waiter per 30 Guests (for catering done by us).
- One Barman per 50 Guests & Bar Service until midnight
- Safe and Secure Parking for your guests
- Access to the Chapel and Reception Hall venues from 8am the day before your wedding (no exceptions due to other functions please).
- Basic Preparation (but not Decoration) and Cleaning of Venue
- Standard Function Chairs with White Linen Covers
- Red Carpet at your Chapel Ceremony
- Use of the Gardens for your photography shoot
- Honeymoon-suite on the wedding night
- Use of the Bridal Suite from 9am on the big day

Excluded are the following items, which you will need to arrange. We can provide a list of suppliers we trust, but you are welcome to bring your own. We suggest your providers visit before-hand to familiarise themselves with the venue.

Catering – No outside providers allowed to use our kitchen. Please discuss your needs for a quotation with our Executive Chef Sonja (at sonja@lekoalodge.com or 065 899 0975)

- Drinks – No outside drinks allowed besides table-wine and champagne subject to corkage fees.
- Wedding Cake – discuss with our Executive Chef Sonja.
- Hair & Makeup
- Minister to conduct your ceremony
- Photographer/Videographer
- DJ or Live Band & Audio-visual equipment for the Reception Venue
- Décor and Flowers for the Ceremony and Reception venues
- Dishwashing (if using outside suppliers)
- Your seating plan print works
- Table Service (Waiters) if using outside caterers.
- Labour beyond our basic Chapel and Hall preparation
- Bar Service beyond midnight (available at R350 per hour per Barman)
- Guest accommodation (which they should book and pay directly with us by telephone and email).
- Pre-reception drinks/canapes setup in the gardens or restaurant (fees will apply).

Confirmation and Deposits

To confirm your booking, we require a non-refundable deposit equal to 50% of the venue costs you choose, with the balance payable 4 weeks before the event. Catering prices are subject to food cost inflation, so unless otherwise stated in writing, exact prices cannot be confirmed until 3 months before the function.

Please note again that:

1. We do not allow outside caterers to use our kitchen facility.
2. We don't allow outside drinks, except table-wine and champagne, subject to corkage fees of R45 per 750ml bottle.

Catering Options

You may choose between various menu options, either plated and served or buffet style self-service. Please discuss with our Chef for options available. *We do not allow outside catering on our premises.* We require a deposit of 50% of the catering fees chosen at least 60 days before the event with the balance payable 4 weeks before.

Ceremony Cocktails & Canapes

We can do a variety of cocktail drinks and snacks. Prices and options available upon request.

Menu Options

Various Menu Options are available for every taste and budget. Please let our Executive Chef know which style of meal and menus you are interested in, so that we can send you full details and pricing.

Beverages

All beverages are supplied by Lekoa Lodge at our standard prices. You may set a limit per guest (which is payable 4 weeks before the event) or operate a cash bar for your guests. We have card facilities available. You may choose to provide your own wines, for which we charge a corkage fee of R45 per bottle.

Final Arrangements, Invoice and Breakage Charges

We need to receive the final arrangements, including venue choices, seating arrangements, service provider details, guest numbers, catering choices, accommodation/rooming lists, and any other selections at least 4 weeks before the event. We will then prepare the main invoice, which is then fully payable. Thereafter, you may add guests (subject to space/approval), but not deduct. After the event, we will provide the final invoice and statement of account which may include breakage charges. This final account is payable 1 day after the event.

Validity of our Rates

Our rates and prices are subject to change unless you have paid already. Once we provide you with a detailed quotation based on your choices, you must confirm your acceptance in writing within 2 weeks, and once your deposits are paid, those rates become firm.

Accommodation

Lekoa Lodge has seventeen self-catering chalets sleeping, on a sharing basis, up to 62 adults and 34 children below the age of 12. We also offer 18 fully serviced Campsites with power and ablution facilities for those who wish to camp or bring their caravan. A luxury tented camp option is available from an outside provider – contact us for details. For larger weddings, we refer overflow guests to nearby establishments.

Your guests may choose the following options – Rates are for 2019 – new rates will apply for following years...

Unit	Units	Adults/Children	Standard Rates High Season	
Double Chalet	1	2/2	R990.00	R1180pn
Twin Chalet	9	2/2	R940.00	R1130pn
Family Chalet	7	6/2	R2,620.00	R3140pn
Campsite	18	6 per site	R165.00 per person	

- When you confirm your venue we will block all units for the night of the wedding for 2 weeks. Your guests may then contact us directly to book their units.
- **NB: If after 2 weeks any units are un-booked, we will release them for booking by our other guests. We will not continue to block them for your wedding as our priority is to sell the room-nights.**
- Guests will be required to book directly with us and our standard reservation and payment terms apply.
- Accommodation is booked on a first-come first served basis. Additional accommodation in other establishments in the local area exists, and info can be provided.
- Rates are subject to change, unless a guest has booked and paid their deposit.