



Leguwa Lodge (Pty) Ltd. t/a Lekoa Lodge

CK 2014/056506/07 – VAT: 4470214596

P.O. Box 69, Villiers, FS, South Africa, 9840

Tel: [+27] 087 802-0822 Mob: 082 584-5004

E: info@lekoalodge.com

W: www.lekoalodge.com

Prices VAT incl.

LEKOA WEDDINGS - 2018

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 wish to offer you a free overnight stay for two with Dinner and breakfast on a day that suits you 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

Meal/drinks options: Various welcome cocktails, snacks and meal options

Accommodation: 62 adults & 34 children in chalets / campgrounds / additional accommodation nearby

Décor & Services: we provide basic décor/services & refer you to trusted suppliers for customised needs

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 shown below are our standard menus, but you may discuss additional options and your ideas with our executive chef in person when you visit.

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.

Together we can ensure that all your expectations are met.

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



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Venue Hire

Rates Shown are for Saturday Weddings. Enquire for mid-week and other out-of-season specials.

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	R7,200	R4,900
Restaurant Reception	100	R6,200	R4,900
Pre-reception welcome setup (Garden Terrace)	160	R2,200	R1,400

**Winter = June & July ;*

Included are the following items:

- Audio equipment for the Stone Chapel
- 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
- Floor Standing Easel for your Seating Plan
- Draping and Fairy Lights in Hall
- Event Coordinator
- One Food Waiter per 30 Guests
- One Barman per 50 Guests & Bar Service until midnight
- Safe and Secure Parking for your guests
- Basic Preparation (but not Decoration) and Cleaning of Venue
- Standard Function Chairs with White Linen Covers
- Red Carpet at your 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



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

- Hair & Makeup
- Wedding Cake
- Minister to conduct your ceremony
- Photographer/Videographer
- DJ or Live Band & Audio-visual equipment for the Reception Venue
- Décor and Flowers of the Ceremony and Reception venues
- Final table décor and settings (cutlery, crockery and glassware)
- Dishwashing (if using outside suppliers)
- Your seating plan print works
- Labour beyond our basic Chapel and Hall preparation
- Bar Service beyond midnight (available at R350 per hour per Barman)

Discounts on Venue Hire

Our pricing is structured to take into account the time of year (seasons) and the day of the week, as well as venue availability.

- Generally speaking, Venue Hire is highest for a Saturday in Summer or for Public Holidays
- Venue Hire may be discounted for the following:
 - Midweek weddings (Monday to Thursday)
 - January & February
 - Winter Weddings (June and July)

Discounts may also be offered for weddings booked less than 3 months in advance (subject to availability)

Please enquire for more information.

Confirmation and Deposits

To confirm your booking, we require a non-refundable deposit equal to 50% of the venue hire costs you choose, with the balance payable 2 weeks before the event.



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Catering Options

You may choose between various menu options, either plated and served or buffet style self-service. Please discuss with our Event Coordinator and 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 2 weeks before.

Ceremony Cocktails & Snacks

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

Menu Options

Various Menu Options are available for every taste and budget. Below are a few sample dishes included in some of our menus. Please let us know which style of meal and menus you are interested in, so that we can send you full details and pricing.

Starters - Choice of One

Chicken Livers in a Brandy Cream Sauce served with Melba Toast / Creamy Chicken in Phyllo / Mock Crayfish / Butternut Soup / Mushroom Soup / Seafood Soup / Biltong Soup / Pancakes filled with Mince or Hake covered with a cheese Sauce (Warm) Pancakes filled with Tuna or Salmon (Cold) / Snails in a blue-cheese sauce

Main - Choice of Two

Leg of Lamb / A Pork-roll with homemade mustard / Beef-fillet Medallions in a Pepper Sauce / Pork fillet in a brandy and pepper sauce / Beef-steak with a pepper or garlic or cheese or mushroom sauce / Sweet & Sour Chicken Thighs / Creamy Chicken in Phyllo / Homemade Chicken Pie / Gordon Bleu Chicken Fillet with a Mushroom Sauce / Chicken Roulade with Spinach and Feta or Cheese and Mushrooms

Side Dishes - Choice of Four

Rice & Gravy / Savoury Rice / Baked Potato / Potato Wedges / Baby-Potatoes dripped with Parsley Butter / A Creamy Potato Dish / Garlic Potatoes / Steamed Garden Vegetables covered with a Cheese Sauce / Creamed Spinach / Caramelised Butternut / Pumpkin fritters / Traditional Green Beans / Green beans with bacon / Caramelised Sweet potato / Orange Flavoured Sweet potato / Ginger flavoured Sweet potato Roll / Cabbage Au 'Gratin / Deep-fried Broccoli & Cauliflower / Broccoli & Cauliflower in a Cheese sauce

Salads - Choice of One

Beetroot salad / Greek Salad / Green Salad / Coleslaw / Fruit salad ****in season**** / Summer salad (Avocado, Feta & Strawberries ****In season****)

Desserts - Choice of One

Malva Pudding served with Homemade Custard / Cheese Cake / Lemon Meringue / Apple Crumble Tart served with Cream / Chocolate brownies served with cream / Individual meringue with fresh fruit ****in season**** / Fresh strawberries dipped in chocolate ****in season****

Coffee & Tea

We also offer a Lamb on the Spit option.



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Beverages

All beverages are supplied by Lekoa Lodge at our standard prices. You may set a limit per guest (which is payable 2 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 R35 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 two 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 3 days after the event.

Validity of our Rates

Our rates and prices are subject to change without notice. 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.



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Accommodation

Lekoa Lodge has eighteen self-catering chalets sleeping, on a sharing basis, up to 68 adults and 36 children below the age of 10. We also offer 18 fully serviced Campsites with power and ablution facilities for those who wish to camp or bring their caravan. For larger weddings, we refer overflow guests to nearby establishments.

Your guests may choose among the following options (rates are per night for the chalet):

Unit	Units	Adults/Children	Standard Rates
Double Chalet	1	2/2	R960.00
Twin Chalet	9	2/2	R890.00
Family Chalet	8	6/2	R2,490.00
Campsite	18	6 per site	R95.00 per person

- You may be able to obtain better rates if you act early - please refer to our Accommodation Rates & Special Offers that are updated from time-to-time.
- When you confirm your venue we will block all units for the night of the wedding. However we know from experience that many guests prefer to come a day early, or stay an additional day.
- Guests will be required to book directly with us and our standard reservation and payment terms apply. Please note that we offer various specials which can reduce the cost of accommodation for your guests.
- Accommodation is booked on a first-come first served basis. Additional accommodation in other establishments in the local area can be provided.
- We will prepare an accommodation options offer (with current special offers also included) which you can provide to your guests so they may choose and confirm their bookings.

See the attached RATES 2018 with current special offers available. Once you have confirmed the Wedding venue, we will hold the rooms and commence direct bookings with your guests.