



Firstly congratulations on your engagement, this is such a wonderful time of your life and we understand that you want this to be one of the most unforgettable times in your life. Thank you for considering Khaya Ndlovu Manor house as your wedding destination. It is such a privilege for us to be part of your special day.

We at Khaya Ndlovu take pride in making every event in life a special and unforgettable experience; we do this by incorporating the natural splendor that can be found in our surrounds and our staff's expertise in their fields.

Our garden has some of the most amazing trees for a perfect ceremony. This spot can be picked by you and we will take care of the rest.

For your reception we have the following option;

#### **The verandah**

This space is perfect for smaller parties, the deck and pool is transferred into a shimmering and glowing pond with unlimited lanterns and candles set out to fill the area. This over looks our watering hole that is frequently visited by our resident game. Min 10 / Max 80

The food will be taken care of our very capable chefs that will ensure that you will get a delightful treat throughout the night, satisfying even the most discerning of pallets.

We will give you a complimentary night in our Leadwood Honeymoon suite, the essence of elegance and charm. This will round off a perfect day and a brand new adventure the following morning starting with a refreshing champagne breakfast.

Yours sincerely,

#### **CINDY KOEN**

General Manager

Please contact us on:

- (t) +27 (0) 15 793 0605
- (e) [reservations@khayandlovu.co.za](mailto:reservations@khayandlovu.co.za)
- (w) [www.khayandlovu.co.za](http://www.khayandlovu.co.za)



## *1. Venue Hire*

Our venue hire includes the Bridal dressing room, Leadwood honeymoon suite and breakfast for the newlyweds, accommodation for 16 guests with breakfast.

The use of the garden ceremony site, reception facility, use of tables, table linen, napkins, cutlery, crockery, standard glassware, 4 waiters, 1 barmen, chefs, standard décor and table setting, canapés and snacks for after the wedding ceremony, reception meal, Sparkling wine, Hair and makeup for the bride, Photographer, Pastor, DJ, Wedding favours, Wedding cake and stand, Spa treatments, Flowers, security and VAT.

It will include the setting up and using the venue from 08h00 on the function day until 00h00 and the cleaning up thereafter. If you do decide to extend the time there will be an overtime charge of R1500.00 per hour.

### **Verandah**

Venue Fee	Amount of Guests
R 87 300.00	10 guests
R 96 840.00	20 guests
R 106 380.00	30 guests
R 115 920.00	40 guests
R 125 460.00	50 guests
R 135 000.00	60 guests
R 146 000.00	70 guests
R 157 000.00	80 guests



## *2. The Menu*

Your choice of one of the following menus may be selected;

### *Colonial Seated Menu*

Ceremony snacks, Plated starter, Plated Main Course, Buffet dessert, Coffee and Tea

### *Colonial Buffet Menu*

Ceremony snacks, Plated starter, Buffet - Selection of meat (choose 2), Seasonal vegetables (choose 3), Starch (choose 2), Bread selection, salad (choose 2), Buffet dessert, Coffee and Tea

### *Formal Plated Menu*

Ceremony snacks, Plated starter, Plated Main Course, Plated dessert, selection of cheeses and crackers, Coffee and Tea

### *Formal Seated Menu*

Ceremony snacks, Plated Soup, Plated Starter, Plated Main Course, Buffet Dessert with selection of cheeses and crackers, Coffee and Tea

***Please note we can cater for vegetarian. Halaal and Kosher meals can be arranged at an additional cost.***



### *3. The Bar*

We offer a full bar facility, including standard glassware, ice and all alcoholic and non-alcoholic drinks. Please note that all our prices can be seen on the wine list, and is subject to change without prior notice. Depending on your specifications we can offer either an open bar or cash bar. Table wine, sparkling wine or champagne can be arranged at a reduced cost.

Included in your ceremony snacks we offer complimentary flavoured water, if you would prefer any other items this can be arranged at an additional cost. We also offer a sparkling wine on the tables for toasts.

Corkage fees are charged at R75.00 per 750ml bottle or R150.00 for 1.5L bottle of wine and must be pre-arranged.

### *4. Babysitting*

Babysitting can be arranged, 1 nanny may not see to more than 5 children each. You may provide your own nanny; this must be arranged beforehand to ensure extra food will be provided.

### *5. Accommodation*

In your hiring fee we have added accommodation for 18 guests on the wedding night; this will include the honeymoon suite for the wedding couple. There will additional accommodation for 16 guests. The room placements must be finalized 7 days prior to the wedding.

Additional accommodation can be arranged, R1 550.00per person sharing for bed and breakfast – if the whole lodge will be taken.

### *6. Terms and Conditions*

#### **Deposit and payment schedule:**

A full non-refundable deposit needs to be paid within 7 days of making the reservation to secure and book the function date. Thereafter a minimum of 50% must be paid 6 months prior to the wedding day, for weddings booked less than 6 months in advance; a 50% deposit needs to be paid 7 days of making the reservation. The full amount must be settled 2 weeks before the wedding day.

Payments can be made via bank transfer, cash deposit, credit card payment or internet payment. As soon as a payment has been made the proof has to be sent though.

**Cancellations:**

A cancellation is only accepted in writing from the client; however any deposit payments will not be refunded. If the cancellation is made 1 or more month before the wedding all other payments that have been made will be paid back. However if the cancellation is made in less than a month from the wedding no money will be refunded.

**Menu Selection:**

We have four different menu selections and have provided you with some options to help you with your choices. You are welcome to discuss any changes or alternative dishes with our chef. Halaal and Kosher meals can be organized at an extra fee.

Full menu prices is charged to service providers such as DJ, Photographer and their partners and has to be included in your final guest count.

All menus must be finalized at least 4 weeks prior to the wedding. Please note that all options are subject to seasonal availabilities.

**Bar Arrangements:**

Clients may agree to set a limit to their bar account. The staff will notify you if you are getting close to your limit and once you have met your limit.

Should you wish to provide your own wine and sparkling wine, we have to be notified 2 months prior to the wedding at a fee of R75.00 per 750ml bottle or R150.00 per 1.5L bottle. No other liquor may be brought unless discussed with Khaya Ndlovu management.

Dinky bottles as gifts will be allowed, but Khaya Ndlovu needs to be advised of this.

**Service providers:**

You may make use of other service providers, although we do suggest that they come through to Khaya Ndlovu to familiarize themselves with the surroundings to ensure the smooth running of the day.