



Wedding Package 2017

Venue Hire:

R 11,000 (0 – 80 PEOPLE)

R15, 000 (80-150 PEOPLE)

R16, 000 (150 – 200 PEOPLE)

(Day wedding can be arranged upon discussion)

- Chapel or Outdoor Ceremony for up to a maximum of 200 guests
- Function Centre room hire for your wedding reception for up to 180 guests (seated banquet style)
- Function Centre room hire from 08h00 to 01h00 on event day
- Round tables (1,8m in diameter)
- Conference Chairs
- Chair covers (White)
- Cutlery
- Crockery
- Glassware (Wine glass, high ball glass, Champagne flutes)
- Linen (white table cloths for round banquet tables & white linen napkins)
- Waiter and Bar Service
- Photo locations On site
- Complimentary Honeymoon Suite for 1 night's accommodation. Includes breakfast
- A dedicated in-house coordinator to assist you with the planning of your event

Not included in venue hire:

- Accommodation
- Food & Beverage
- Exclusive use of additional Resort facilities including the bar & lounge areas. These areas will close promptly at 01h00.
- Marriage officer
- Banquet Décor
- Dance floor
- Additional accessories e.g.: special lighting features
- Additional furniture
- Floral requirements
- Makeup Artist / Hair

- Photographer
- Videographer
- DJ / Band/ Organist
- Vintage car hire
- Red carpet
- Babysitting
- Resort activities – horse riding, etc.

Menu options:

Buffet or Plated menus. Menu options will be discussed with the client upon confirmation of the event and be charged accordingly.

Dietary requirements:

Any special dietary requirements must be discussed and arranged prior to the event. Vegetarian meals/options can be arranged and must be pre-ordered at least 14 days prior to the event.

Ordering of special meals including Kosher, Halaal, etc. will constitute surcharges of R150.00 per person. The transport and handling of Kosher and/or Halaal meals must be arranged by the client in consultation with the Resort's F&B team. The client will be responsible for any costs incurred for these arrangements.

Bar services:

All beverages are charged as per our standard wine list and beverage rate. Bar services can be arranged as follows:

- **Cash bar** - All drinks are settled on a cash basis.
- **Open bar** - The full amount is charged to the main account.
- **Limited bar** - The full account is charged to the main account; the limit is confirmed prior to the event.

Corkage is per arrangement only and can only apply to wine and champagne only. Corkage is charged at R35.00 per bottle for wines and sparkling wines and R35 per bottle of champagnes only 750ML. **No alcohol to be brought on the property unless prior negotiation with management**

Entertainment:

Music will only be allowed inside the function centre. Due to local noise regulations dance music has to end at 24h00 sharp. Sierra Resort therefore reserves the right to regulate the volume of the music at any event held on the premises.

Décor:

Flower arrangements and decor need to be arranged by the client. The client will be held responsible for any damages that might occur during the installation of any décor whether it be specific to décor items and/or to any part of the venue. The florist or another person designated by the client, is responsible not only for punctual setting up of flowers, but also for the

lighting of candles and checking that the desired ambience is created. Sierra Resort staff cannot assist the florist, or any other person with decorations, carrying of material or moving of flower arrangements either during set-up, during the event, or during the load-out of the event. It is a requirement that all decorative items be fire repellent. Sierra Resort does not take any responsibility for décor items or flowers found missing during the event or thereafter.

Removal of Décor:

All candles, flowers or any other decor items must be removed from the premise by no later than 09h00 the day after the function, unless prior arrangements have been made with management. If not adhered to a service fee of R1, 500 and any additional costs incurred will be for the client's account and management reserves the right to dispose of any items as it sees fit. The client will be held responsible for any and all damages whatsoever caused to Sierra Resort property.

Confetti:

Only flower petals or bubbles are allowed to be used as confetti.

Weather:

Unfortunately, we take no responsibility for outdoor events and the client remains responsible for any extra costs that may result from a change in weather that may affect the arrangements for the event.

Accommodation Bookings:

Sierra Resort can provide accommodation for up to 180 guests. Our Bed and Breakfast rate is

One night (Saturday) B&B

- Single @ R800 per person per night
- 2 Sleeper @ R600 per person per night sharing
- 3 Sleeper @ R525 per person per night sharing
- 4 Sleeper @ R450 per person per night sharing
- 5 Sleeper @ R450 per person per night sharing

Two nights (Friday & Saturday) B&B

- Single @ R675 per night
- 2 Sleeper @ R525 per person per night sharing
- 3 Sleeper @ R495 per person per night sharing
- 4 Sleeper @ R425 per person per night sharing
- 5 Sleeper @ R425 per person per night sharing

A 50% deposit is required to confirm accommodation bookings. The balance is payable 7 days prior to check in.

All accommodation reservations must be cancelled or amended in writing.

In the event of a cancellation within 30 -14 days of the confirmed arrival date, a 50% cancellation fee will apply.

In the event of a "no-show" or cancellation less than 14 days prior to the confirmed arrival date, a 100% cancellation fee will be charged.

The above rates are inclusive of a full English breakfast. Accommodation check-in time is 14h00 and checkout time is 10h00

Reservations are subject to terms and conditions at the time of making the booking and upon check-in.

TERMS & CONDITIONS

Provisional Event Bookings:

Any event booking is considered provisional until deposit confirmation has been received. Provisional bookings will be reserved for 14 days only, after which time the booking will be considered cancelled and the venue will be made available to other clients.

Deposit:

A 100% deposit on the full venue hire is required to secure the reservation.

Damage Waiver & Damage Deposit:

To make good any damages and/or breakages to Sierra Resort property during the event, the client is required to sign a Damage Waiver Form and pay a fully refundable damage deposit of R3,000. The damage deposit or part thereof will be refunded back to the client within 5 working days following the event. The Damage deposit must be paid at the time of confirmation

Confirmed Event Bookings:

The event booking will only be confirmed once you have completed, signed and returned the booking confirmation form, together with the damages waiver Form and proof of payment of the full venue hire fee and damages deposit (total R10,000 + VAT).

All agreements must be committed to in writing and signed by respective parties. No verbal agreements will be accepted by management.

Final Catering Numbers:

The final catering numbers must be given to the Hotel no less than 14 days prior to the function in writing.

Payment of Accommodation & Food:

Full payment of Accommodation and food is required no later than **30** days prior to function. The balance (beverages and any extras) must be settled prior to departure and directly after the function.

Postponement:

Will only be considered if advised in writing at least 30 days prior to the function date, and if a date is re-scheduled within a period of 2 months from the original function date (subject to availability). Thereafter the cancellation policy will be applied.

Cancellation Policy:

An event that is cancelled 30 days prior to the event date will forfeit the venue hire deposit of R11, 000.

For events cancelled 31 days or more prior to the event date, 50% of the venue hire deposit will be refunded back to client.

Afterhours Fee:

Access times to the function centre are 08h00 to 24h00 on event day. A fee of R1, 500 per hour applies should the function centre not be vacated 30 minutes following the midnight deadline.

Booking Conditions:

All rates mentioned are subject to 14% VAT

All rooms and indoor public areas are non-smoking facilities

Sierra Resort reserves the right to alter or amend rates and rate periods at any time, prior to signing of this agreement.

Credit cards accepted are Visa and MasterCard

Unfortunately, we do not accept any Cheques

Child Policy:

Children are welcome in the Resort and reduced accommodation rates do apply for our little friend aged 15 and under.

A Babysitting service can be arranged. As this service is outsourced an additional fee will be charged to the client accordingly.

Contact details:

Sierra Resort

Tel: +27 33 263 1073/6

Email: sfiso@sierraresort.co.za

Acknowledgement:

Once completed, please email this and a copy of your deposit/ proof of payment to: sfiso@sierraresort.co.za to confirm your reservation.

The client acknowledges receipt of a copy of this agreement and acknowledges that they understand the contents thereof.

Please indicate your acceptance of the above mentioned Terms & conditions, by signing in the space provided below.

I, _____ accept, in full, the above mentioned Terms & Conditions and authorize that the following credit card may be debited, for the beverage account, any overtime or other applicable charges occurring through events other than described on the function sheet (damages, etc.) that may be due, unless other arrangements are made with management at least 7 days prior to the function date.

Method of payment:

- Credit card Y/N
- EFT/Deposit Y/N

Credit card details: (Please complete)

Credit card type _____

Credit card Holder _____

Card number _____

CVV number: (last 3 digits at back of credit card)

Expiry date _____

ID number _____

Client contact details: (Please complete)

Name & Surname _____

Postal address _____

Email address _____

Mobile number _____

Work Number _____

Fax number _____

Signed at: _____ on this _____ day of

_____20____

Signature: _____

Witness: _____

For and on behalf of Sierra Resort

Signature: _____

Witness: _____

BANK DETAILS

Bank: First National Bank
Account Name: Famous Parks (Pty) Ltd
Account number: 62614538447
Branch name: Umhlanga Crescent
Branch code: 250655