



GLENBURN LODGE & SPA  
*Wedding Portfolio*  
2019





## *Dear Future Mr. & Mrs.*

Thank you for considering Glenburn Lodge & Spa as a venue for your wedding.

Voted as one of the top wedding venues in Gauteng, Glenburn Lodge has three wedding venues with guest capacities ranging between 20 and 250 guests. Glenkyle overlooks a spectacular waterfall and is situated on the Blaauwbank River, while Glencove is nestled in a beautiful country garden setting where the Blaauwbank River and Crocodile River meet. Glenwillow is situated at the foot of the majestic Zwartkops Mountain in the Bush Willow Tented Camp.

Our banqueting team and dedicated wedding coordinators are available to work closely with you to ensure that all arrangements are in accordance with your wishes. We believe in going the extra mile and would like to take as much as possible off your hands, so that you may enjoy a stress free wedding day. Should you require assistance with suppliers we can gladly recommend those wedding service providers who we know deliver excellent products and services, and with whom we have built strong relationships over the years.

Should you wish to view our facilities or enquire as to further details; the banqueting team will be available to answer your questions.

Please do not hesitate to make an appointment at a time convenient for you.

Yours in Hospitality,  
Banqueting Department

Claudia Rodrigues | (011) 668 1607 | [banquet@glenburn.co.za](mailto:banquet@glenburn.co.za)

Celeste Van Heerden | (011) 668 1609 | [banquet2@glenburn.co.za](mailto:banquet2@glenburn.co.za)

## Wedding Venue & Menu rates

(Valid from 1 January 2019 until 31 December 2019)

WEDDING VENUES	VENUE HIRE FRIDAY & SATURDAY (Day before Public Holiday is treated as a Friday)	MIDWEEK SUNDAY - THURSDAY	WINTER MAY - AUGUST	WINTER MIDWEEK FREEZE Sunday – Thursday	MIN – MAX GUESTS MENU CHARGED PER VENUE
Glenkyle	R17 000	R9 000	R9 000	<b>NO VENUE HIRE</b> <i>Not applicable on day before or on Public Holidays</i>	Min 120 – max 250
Glencove	R12 000	R6 500	R6 500		Min 80 – max 110

MENU	DESCRIPTION	PRICE PER PERSON
Standard Buffet	3 course buffet	R285pp <i>**Exclude Winter promotion</i>
Gala buffet	Plated starter, salads & mains buffet, plated dessert	R395pp
Deluxe buffet	4 course buffet	R415pp
Chefs menu	Fully plated menu	Menu will be charged per person per item selected
<p><u>Please note:</u> Children 0 - 5 years – no charge   Children 6 -12 years – half price   Children 13+ years – Adults price TERMS AND CONDITIONS APPLY</p>		

All the above rates **include 15% VAT**



### GLENBURN LODGE & SPA'S

All Inclusive Package

## Wedding in a Box

**Includes:** Venue hire, Menu choice, Tiffany chairs, Table Décor, Venue draping with fairy lights, DJ package, Photographer package and Honeymoon suite from **R945 per person.**

Contact our coordinators to *Wrap Up* your wedding today.

Claudia | (011) 668 1607 | [banquet@glenburn.co.za](mailto:banquet@glenburn.co.za) or Celeste | (011) 668 1607 | [banquet2@glenburn.co.za](mailto:banquet2@glenburn.co.za)

**INCLUDED** IN THE COST OF VENUE HIRE:

- Chapel – Glencove & Glenkyle only
- Venue for 8 hours from the start of your chapel service (*Overtime at R1600 per hour*)
- Standard crockery and cutlery
- Standard glass ware – wine and champagne glasses
- All wedding venues have oval tables (seating 8-10 guests per table)
- Banquet Chairs (no chair cover)
- Cake table, gift table, podium, easel, red carpet, DJ table, podium, table numbers
- Standard range of white table linen & white linen serviettes
- Venue manager, Kitchen service, bar staff and waitering staff
- Honeymoon suite for the bride and groom on the night of wedding.
- Breakfast for the newlyweds with our compliments the next morning.
- Generators are provided at the wedding venues in the case of an unexpected power failure.

**INCLUDED** ADDITIONAL TO ABOVE – **WINTER PROMOTION:** (May – August)

- 2 x Complimentary hotel rooms for Bridal couples parents – the night before the wedding – inclusive of Breakfast the next day
- Free Toasting Champaign (*1/2 glass per person*)
- Complimentary welcome sherry or juice
- Exclude standard menu bookings

**EXCLUDED** IN THE COSTS ARE:

- Menu choice
- Welcome drinks
- Bar arrangements – we are a fully licensed establishment. Drinks are charged at the rates current at the time of the wedding. You may select your own wine list from our comprehensive range. A bar limit can be arranged as per your request. As a licensed establishment, we regrettably cannot allow drinks of any nature to be brought onto the premises.

**EXCLUDED** IN THE COST AND BOOKED BY YOURSELVES **NOT** BY GLENBURN LODGE

- Flowers
- Music for the chapel and reception
- Photography
- Minister
- Décor
- Draping
- Chair covers of any design or colour, tie backs, overlays etc



## *Accommodation*

We offer a total of 100 bedrooms made up of timeshare chalets, standard hotel twin rooms, garden suites and hotel suites.

To get the best available rate please book with [reservations@glenburn.co.za](mailto:reservations@glenburn.co.za)

## *Dressing room for Bride*

The Bride may use her Honeymoon suite to dress and prepare before the wedding. Snack platters and beverages are available – please pre-order with your coordinator.



## *Glenburn Spa*

BE PAMPERED TO PERFECTION FOR YOUR BIG DAY

### BRIDAL PACKAGE

- 30min Full Body Exfoliation
- 60min Aroma Full body massage
- 30min Indian Scalp Massage
- 60min Classic Pedicure

### BRIDESMAIDS PACKAGE

- 30min Back, neck and shoulder massage
- 30min Revitalizing Foot Ritual
- 30min Conditioning Hand Ritual

### GENTLEMAN'S ESCAPE

- Back, Neck and Shoulder Massage
- Indian Scalp Massage
- Hand Ritual
- Foot Ritual

*Contact the spa for pricing and other treatment options  
Bookings essential*

**Contact us:** 011 668 1615 | [health@glenburn.co.za](mailto:health@glenburn.co.za)

## *Standard Choice Menu*

**MINIMUM 40 PAX** (applicable to menu only)

### **| CHEESE & BISCUITS |**

South African Cheese Platter with Traditional Condiments & Savoury Biscuits  
~after the Ceremony OR with Tea/coffee at the end ~

### **| SALAD & STARTER BUFFET |**

Glenburn Salad Bowl  
Cold cut meat Platter of Salami, Roast Beef, Sliced Glazed Gammon,  
Chili Bites  
Coleslaw  
Fish Goujons with Tartar sauce  
Rocket, pickled mushroom, cocktail tomato salad

### **| SOUP STATION |**

**(Choose one)**

Cold Gazpacho soup | Butternut & Coriander soup  
Both served with Garlic Croutons

### **| MAIN COURSE BUFFET |**

Pickled Brisket Beef with a BBQ sauce  
Chicken stuffed with Feta & Peppadew, served with Pan Gravy  
Beef, Lamb, Chicken or Vegetable Curry OR Casserole with Traditional condiments  
Grilled Line Fish with a Caper Lemon Butter sauce  
Steamed & Buttered Vegetables mélange  
Roast Potatoes, Savoury Rice

### **| SAUCES |**

**(Choose two)**

Pepper, Mushroom, Garlic, Monkey gland, Lemon butter, Garlic butter, Creamy white wine

### **| ASSORTED CONDIMENTS & BREADS |**

Garlic bread & Herb Bread

### **| DESSERT BUFFET |**

**(Choose three)**

Traditional Milk tart  
Duo White & Dark chocolate mousse in a Brandy snap basket with home-made Berry compote  
Seasonal fresh sliced Fruit marinated with Hannepoot  
Warm Apple crumble and Vanilla Custard  
Home-made Strawberry or Citrus Cheese cake

TEA / COFFEE

## *Gala Menu*

**MINIMUM 40 PAX** (applicable to menu only)

### **| CHEESE & BISCUITS |**

South African Cheese Platter with Traditional Condiments and Savoury Biscuits  
~after the Ceremony OR with Tea/coffee at the end ~

### **| COLD STARTER |**

*Plated and served to the Table*

**(Select one)**

Duo of Smoked Salmon Roulade & Fish Terrine rolled with Spinach accompanied with Horseradish & Dill Yoghurt

Parma Ham garnished with Melon and Port Ragout in a Cucumber Pouch served with Fresh Micro Greens

Princess Prawns set on a Camembert Tranche married with Sweet-Chilli Mayonnaise aside a

Peppadew and Spring Onion Salsa and Crispy Tortilla Biscuit

Seasoned and Lightly Grilled Whole Italian Tomato with Petals of Buffalo Mozzarella draped with Basil Pesto flowing onto Smoked Tofu and Rocket Leaves

Smoked Chicken & Bell Pepper Salad accompanied with Garden Greens coated with Blueberry Vinaigrette

Vegetable Stack of Aubergine, Spinach and Ricotta Cheese accompanied with a Black Mushroom au Gratin

### **| SALAD & STARTER BUFFET |**

Glenburn Salad Bowl

Freshly Baked Bread & Butter

**(Plus select two of the following)**

Pasta tossed with Basil Pesto and Cherry Tomato garnished with Mozzarella & Radishes

Mouthwatering Baby Potato Salad with Camembert Cheese

Curry Barley & Lentil Salad

Refreshing Waldorf Salad in a Greek-Yoghurt Dressing

Beetroot and Pumpkin Salad tossed with Roasted Pumpkin Seeds

### **IN ADDITION**

**(Select one)**

Buffet Served Soups – Roast Plum Tomato with Basil or Butternut & Coriander or Potato & Leek

Chicken Livers Portuguese with Brown Bread

Garlic Mussels Hot Pot served with Sliced Panini Crostini

*Gala menu continues ...*

## | MAIN COURSE BUFFET |

### ***(Select three of the following)***

Sliced Roast Leg of Lamb with a Classic Rosemary Sauce

Sliced Braised Beef Provençale

Roasted Gammon served in a Sweet Chilli Sauce

Blackened Fillet of Kingklip smothered in a Lemon Butter Sauce

Chicken Breast filled with Spinach, Peppadew & Feta accompanied with a Honey & Mustard Sauce

Chicken "Coq au Vin" Braised in a Red Wine Sauce with Bacon, Baby Onions & Button Mushrooms

Beef, Lamb, Chicken or Vegetable Curry served with Traditional Condiments

Seafood au Gratin

Baked Rainbow Trout Fillet served with a Leek, Dill & Mushroom sauce

Sliced Pickled Brisket with Pineapple and Sweet Chilli sauce

**ALL ABOVE MAIN COURSES ARE SERVED WITH A MÉLANGE OF SEASONAL VEGETABLES, RICE AND ROAST POTATOES**

### **PASTA *(Select one)***

Ravioli stuffed with Halloumi tossed with Baby Tomatoes, Sage and Mushrooms in a Light Cream Sauce

Beef, Chicken, Fish or Vegetable Lasagna

Cheese Tortellini's served with a Creamy Fungi Sauce

Gnocchi with a Light Blue Cheese Sauce

Cannelloni stuffed with Butternut and Feta Alforno

## | DESSERT |

### ***Plated and served to the table (select one)***

Homemade Strawberry Cheesecake with Berry Coulis OR Citrus Cheesecake with Chocolate Sauce

Duo White & Dark Chocolate Mousse served in a Brandy Snap Basket with Home-made Berry Compote

Heavenly Sticky Toffee Pudding accompanied with a rich Vanilla & Amarula Custard

"All-time favourite" Lemon Meringue Pie

White Chocolate Crème Brule

Classic French Lemon Tart

Warm Apple Crumble served with Vanilla Ice Cream

Wild Berry Panna cotta set on a Papaya Compote

Belgium Chocolate Pavlova stuffed with Strawberry Sorbet and topped with Fruits of the Forest

Ice Cream and Chocolate Sauce (For Children under 12 years)

TEA / COFFEE

### **OPTIONAL EXTRAS TOP UP DESSERTS R120.00 PER PLATTER PER TABLE**

Mixed Dessert Platter per Table (Max 10 Guests per Table), Bite Sized Sweet Treats

(Mini Greek Milk Tart, Mini Granadilla Tart, Mini Pecan Nut Tart, Mini Koeksisters & Mini Chocolate Brownies)



## *Deluxe Buffet menu*

**Minimum 40 Pax** (applicable to menu only)

### **| CHEESE & BISCUITS |**

South African Cheese Platter with Traditional Condiments and Savory Biscuits  
~after the Ceremony OR with Tea/coffee at the end ~

### **| STARTER, SALAD and SOUP BUFFET |**

Glenburn Salad Bowl  
Freshly Baked Bread & Butter

### **IN ADDITION**

#### **(Select two)**

Pasta tossed with Basil Pesto, Cherry Tomato, Celery garnished with Mozzarella & Radishes

Mouthwatering Baby Potato Salad with Camembert Cheese

Curry Barley & Lentil Salad

Refreshing Waldorf Salad in a Greek-Yoghurt Dressing

Beetroot and Pumpkin Salad tossed with Roasted Pumpkin Seeds

### **| SOUP |**

#### **(Select one)**

Buffet Served Soups – Roast Tomato & Basil or Butternut & Coriander or Potato & Leek

### **SEAFOOD PLATTER**

Seafood Mélange consisting of a Fish Terrine surrounded by: Smoked Salmon, Smoked Butter Fish, Seafood Cocktail, Marinated Soya Mussels, Homemade Thai Fishcakes & Rollmops

### **COLD CUTS PLATTER**

Parma Ham, Salami, Roast Beef and Sliced Glazed Gammon  
Chili Bites

### **COLD POULTRY PLATTER**

Chicken Kebabs with Satay sauce, Orange Flavoured Chicken Liver Pate, Buffalo Wings,  
Sliced Turkey Breast & Smoked Ostrich Pate in Choux pastry

All the above is served with Horseradish Sauce, Apple Sauce, Mustard Sauce,  
Cranberry Sauce, Sour Cream, Humus and Tsatsiki

### **| MAIN COURSE BUFFET |**

#### **FROM THE CARVERY**

#### **(Select one)**

Roast Pork Neck with Apple Sauce

Herb & Garlic Crusted Roast Lamb with Mint Sauce

Herb Infused Pickled Brisket of Beef stuffed with Horseradish Sauce

*Deluxe Menu continues...*

## **FROM THE CHAFING DISHES**

### **(Select three)**

Roast Rolled Leg of Lamb stuffed with Chicken Herb Mousse with Rosemary Sauce

Sliced Braised Beef in a Provençale Sauce

Grilled and Oven finished Chicken Fillet served with a Classic French Orange & Tarragon Sauce

Blackened Fillet of Kingklip smothered in a Shrimp and Mussel Gumbo or Lemon Butter Sauce

Chicken Breast Filled with Spinach, Peppadew & Feta Cheese and a Mushroom Cream Sauce

Beef Fillet Crusted with Black Peppercorns coated with a Brandy & Port Cream Sauce

Beef, Lamb, Chicken or Vegetable Curry served with Traditional Condiments (*Meat Bone in*)

Seafood au Gratin

Baked Rainbow Trout Fillet served with a Leak, Dill & Mushroom Sauce

(All above Main Courses are served with a Seasonal Mélange of Vegetables, Rice and Potatoes on the Buffet Table)

## **PASTA**

### **(Select one)**

Ravioli stuffed with Halloumi, tossed with Baby Tomatoes, Sage and Mushrooms in a Light Cream Sauce

Beef, Chicken, Fish or Vegetable Lasagna

Cheese Tortellini's served with a Creamy Fungi Sauce

Gnocchi served with a Light Blue Cheese Sauce

Cannelloni stuffed with Butternut and Feta Alforno

## **| DESSERT BUFFET |**

### **(Select four)**

Homemade Strawberry Cheesecake with Berry Coulis OR Citrus Cheesecake with Chocolate Sauce

Duo of White & Dark Chocolate Mousse served in a Brandy Snap Basket with Berry Compote

Seasonal Fresh Sliced Fruit Marinated with Hanepoot

Heavenly Sticky Toffee Pudding accompanied with a Rich Vanilla & Amarula Custard

"All-time favourite" Lemon Meringue Pie

Tiramisu

White Chocolate Crème Brule

Classic French Lemon Tart

Warm Apple Crumble served with Vanilla Ice Cream

Wild berry Pannacotta set on a Papaya Compote

Belgium Chocolate Pavlova stuffed with Strawberry Sorbet topped with Fruits of the Forest

Ice Cream and Chocolate Sauce (For Children under 12 years)

TEA / COFFEE

### **OPTIONAL EXTRAS**

Add an extra dish to your main course at an additional charge per person

## *The Chef's Choice: Plated Menu*

Only available at the following venues: Glenkyle, Glencove, Minnow/Marabou, Gallery & Wine cellar. Not available at Glenwillow or Riverlapa | Minimum numbers apply | Maximum 120 | Menu priced per item | Choose a four course menu and receive the following with our compliments: Welcome snack after the ceremony, served in the gardens, South African cheese platter with traditional condiments and savoury biscuits, Chef's garden salad per table. Create your own favorite menu from the following selection: **one selection per category**

### | HORS D'OEUVRES | COLD STARTERS (Choose 1)

- Tian of Smoked Salmon and Avocado served with a Basil Pesto, set on a Carpaccio of Beetroot **R95.00**
- Parma Ham Wrapped in Melon on a Bed of Wild Rocket, drizzled with Port and Balsamic Reduction (Grissini Stick) **R85.00**
- Princess Prawns set on a Camembert Tranche married with Sweet-Chilli Mayonnaise aside a Peppadew and Spring Onion Salsa and Crispy Tortilla Biscuit **R105.00**
- Seasoned and Lightly Grilled Whole Italian Tomato with Petals of Buffalo Mozzarella draped with Basil Pesto flowing onto Smoked Tofu and Rocket Leaves **R80.00**
- Smoked Chicken & Bell Pepper Salad presented in Vol-au-Vent accompanied with Garden Greens coated with Blueberry Vinaigrette **R85.00**
- Vegetable Stack of Aubergine, Spinach and Ricotta Cheese accompanied with a Black Mushroom au Gratin **R85.00**
- Seafood Cocktail set in a Martini Glass finished with a Tomato and Onion Salsa **R95.00**

### | HORS D'OEUVRES | HOT STARTERS & HOT SOUP (Choose 1)

- Baked Camembert & Gooseberry Phyllo Pastry Pocket, set with Chive Yogurt Dressing **R85.00**
- Thai Prawn, Crab and Salmon Cake on Mango Chutney **R90.00**
- Grilled Giant Black Mushroom, stuffed with Cheese Risotto au Gratin **R90.00**
- Cream of Butternut Soup garnished with a Cream Swirl **R65.00**
- Classic French Onion Soup topped with a Cheese Crouton **R65.00**
- Lentil and Roasted Lamb Soup **R65.00**
- Roasted Plum Tomato Soup perfumed with Basil **R65.00**

*Plated Menu continues...*

**| MAIN COURSE |**

Choose **one** from the below selection of lamb, beef, chicken, fish or vegetarian. We will only accept two choices from a menu when a vegetarian option is required (each dish below is served with seasonal vegetables)

**LAMB**

- Braised Lamb Shank served with Merlot Sauce nestled on a Spring Onion Mashed Potatoes **R205.00**

- Rack of Lamb served with a Classic Rosemary Sauce and Creamy Mashed Potatoes and Crispy Polenta **R205.00**

- Boneless Lamb Navarin presented in a Poppadom served with Moroccan Couscous and Salsa Salad **R195.00**

**BEEF**

- Medium Grilled Fillet of Beef Medallions rolled in Crusted Black Peppercorns served with a Port and Brandy Sauce accompanied with Gratin Dauphinoise Potatoes **R205.00**

- Roast Sliced Pickled Brisket served with BBQ Sauce and accompanied with Pommes Croquettes **R160.00**

- Roast Beef Tenderloin Medallions with Madeira Mushroom sauce and Crispy Arancini Rice Croquettes **R185.00**

- Classic Osso Bucco (Veal) accompanied with a Basil Pesto Potato Gnocchi **R195.00**

**FISH**

- Grilled Whole Baby Kingklip served with a Creamy Leak & Dill Sauce and Crispy Aranchini Rice Croquettes **R205.00**

- Grilled Rainbow Trout Fillet served with a Green Pea Risotto and Tomato and Balsamic Reduction **R180.00**

**FISH (CONTINUED)**

- Steamed Mahi Mahi Fish Tail served with a Shrimp & Champagne sauce with Parsley New Potato **R190.00**

**CHICKEN**

- Chicken Breast stuffed with Spinach, Peppadew & Feta Cheese smothered in a Creamy Honey & Mustard Sauce and served with Rocket Mash **R180.00**

- Thai Red Chicken Curry in a Poppadom Basket served on a Bed of Savoury Yellow Rice **R170.00**

- Grilled Chicken Fillet with a Smoked Pate served with an Orange and Tarragon Sauce **R180.00**

**VEGETARIAN**

- Vegetable Curry in a Roasted Butternut Boat blanketed with a Grated Mozzarella Cheese **R150.00**

- Vegetable Biryani **R145.00**

- Grilled Whole Bell Pepper Filled with a Savoury Couscous and Spice Tomato Relish **R140.00**

- Halloumi and Spinach Ravioli served with a Creamy Sage and Caper sauce **R160.00**

*Plated Menu continues...*

OR

CHEF'S COMBINATION OF TWO MAIN COURSE ON ONE PLATE SELECT YOUR COMBINATIONS

Pay for the highest priced item, portions priced accordingly.

**(Choose 2)**

**| MAIN COURSE |**

- |                          |                                                 |                |                          |                                                                        |                |
|--------------------------|-------------------------------------------------|----------------|--------------------------|------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | Boneless Lamb Narvarin                          | <b>R195.00</b> | <input type="checkbox"/> | Steamed Mahi Mahi fish Tail served with a Shrimp & Champagne Sauce     | <b>R190.00</b> |
| <input type="checkbox"/> | Thai Red Chicken                                | <b>R170.00</b> | <input type="checkbox"/> | Roast Pickled Brisket served with BBQ Sauce                            | <b>R160.00</b> |
| <input type="checkbox"/> | Grilled Chicken fillet with Smoked Chicken Pate | <b>R180.00</b> | <input type="checkbox"/> | Halloumi and Spinach Ravioli served with a Creamy Sage and Caper Sauce | <b>R160.00</b> |

**ABOVE SERVED WITH CHEF'S CHOICE RICE & POTATO AND SEASONAL VEGETABLES**

**| DESSERT |**

HAPPY ENDINGS

**(Choose 1)**

- |                          |                                                                                               |               |                          |                                                                                            |               |
|--------------------------|-----------------------------------------------------------------------------------------------|---------------|--------------------------|--------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> | Homemade Strawberry or Citrus Cheese Cake served with a Fresh Fruit Coulis                    | <b>R70.00</b> | <input type="checkbox"/> | White Chocolate Crème Brule                                                                | <b>R70.00</b> |
| <input type="checkbox"/> | Duo of White and Dark Chocolate Mousse served in a Brandy Snap Basket with Cape Berry Compote | <b>R80.00</b> | <input type="checkbox"/> | Warm Apple Crumble served with a Vanilla Ice Cream Scoop                                   | <b>R70.00</b> |
| <input type="checkbox"/> | Seasonal Fresh Sliced Fruits Marinated with Hannepoot and topped with Madeira Sabayon         | <b>R70.00</b> | <input type="checkbox"/> | Wild Berry Pannacotta on a Papaya Puree                                                    | <b>R80.00</b> |
| <input type="checkbox"/> | French Lemon Tart                                                                             | <b>R70.00</b> | <input type="checkbox"/> | Belgium Chocolate Pavlova filled with Strawberry Sorbet & topped with Fruits of the Forest | <b>R80.00</b> |

TEA OR COFFEE  
**Included**

## *Payment Policies*

1. Once a date has been provisionally booked at Glenburn Lodge (further to be known as GBL), a deposit must be paid within a seven day period of this provisional booking.
2. Deposit Structure:
  - To confirm the provisional booking, the respective venue hire cost is payable. This deposit is non refundable.
  - 50% of the estimated and proposed menu price is payable the latest six months prior to the wedding date.
  - Final payment (balance of menu cost) and the stipulated bar limit R\_\_\_\_\_ (if an account bar is applicable), is due fourteen working days prior to the wedding date.
3. By paying a deposit you automatically indicate your acceptance of GBL's policies, regarding payment, cancellation and postponements.
4. Should the required deposit have not been paid by the required date, GBL reserves the right to cancel the provisional booking.
5. Deposits will only be received by, credit card or direct bank transfer. (For banking details, please refer to your wedding portfolio or kindly contact the coordinator at (011) 668 1600.
6. Regret no cheques
7. In the case of a deposit or payment being made at GBL, an original invoice will be given to you directly, with a reservation number.
8. In the case of a direct bank transfer, a deposit slip must be faxed to GBL, where after a copy of the invoice as well as a confirmation letter will be emailed to you.
9. The reference number issued, when the provisional booking was made, must accompany all direct bank deposits.
10. Cancellation Structure:
  - The initial confirmation deposit (venue hire charge) is non refundable
  - Should you cancel the wedding within a three – six month period prior to your wedding date, GBL will only refund you the 50% deposit less a 25% handling fee, once the cancelled date is re-sold to another wedding for the same date. Should GBL be unable to re-sell the cancelled date with another wedding, then the full 50% deposit will be forfeited.
  - Should you cancel your wedding within the three months period prior to your wedding date, you will forfeit the 50% deposit and in addition GBL reserves the right to charge the balance of the estimated and proposed menu cost.
11. Postponements:
  - Should you postpone your Wedding for what ever reasons, GBL will only refund or move the money paid to us onto the new date, once the original date has been rebooked by another Wedding.
  - In the event of the original date not being rebooked by another Wedding, GBL will charge 30 % handling fee.
12. The full and final payment for the wedding must be made no later than fourteen working days prior to the wedding date. Should full payment not be received by the required date, GBL reserves the right to cancel the wedding and hold all prior payment.
13. Food & Beverage Items and Prices quoted are subject to change without prior notice
14. All outstanding liquor accounts are to be settled on the date of the wedding or the following morning at reception.
15. Please note that the final account must be settled on the morning after the wedding, before departure.

**GLENBURN LODGE BANK DETAILS:** Guvon Operations t/a **Glenburn Lodge** | ABSA Sandton |  
Account Number: 011 348 305 70 | Branch Code: 63 20 05

## *Administrative Policies*

1. A provisional booking form must be completed with the Wedding Coordinator once a date has been selected.
2. This provisional booking will be held for no longer than seven days.
3. Should you not contact the Wedding Coordinator during this period, GBL will assume that you are no longer interested and will release the booking.
4. Once the first deposit (venue hire charge – non refundable) has been paid, there will be no contact with you from GBL until the 50% deposit is due. Should you wish to have prior meetings; the Wedding Coordinator will make the necessary arrangements to see you.
5. Our Wedding Coordinator is available to see you by appointment.
6. Please be advised that our venues are open for viewing by other guests up to 3 hours before your service starts.
7. Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
8. A final appointment will be scheduled with you, no less than fourteen working days prior to your wedding date. This final appointment will be to finalize details such as final number of guests, final payment, outside supplier details etc. (A copy of this final function sheet will be forwarded to you.)
9. Please be advised that once the final function sheet is signed, no changes will be accepted, unless done so in writing.

THE CHECK IN TIME FOR BRIDAL SUITE IS STRICTLY FROM 08h00.

## *Operating policies*

1. Once the final function sheet has been signed, GBL will use this as the specifications as to how your wedding day is to be run, any changes to this signed document must be made in writing.
2. The venue will be yours from 08h00 on your wedding day for setup only.
3. Please be advised that all final operations details, as well as cleaning will be completed by GBL, no less than one hour prior to your chapel service.
4. GBL will accept no deliveries prior to the date of your wedding unless prior arrangement has been made with the Wedding Coordinator. GBL takes no responsibility for damage or loss.
5. No decorating or flower arranging may take place at GBL prior to the date of your wedding, however this is flexible and arrangements may be made.
6. We accept no responsibility for any deviation by your self from the signed final function sheet.
7. We accept no responsibility for poor service deliverance; actions and / or opinions from any suppliers, recommended or otherwise.
8. All supplier details must be made known to GBL no later than the final appointment (fourteen working days prior to the wedding date).
9. No liquor, other than that supplied by GBL may be used at the wedding. No corkage allowed.
10. No outside or private catering is permitted at Glenburn Lodge.
11. Your wedding duration is 8 hours from start of the Ceremony, and last rounds will be called half an hour before your 8 hour period has lapsed
12. Should you wish to keep the venue and bar open after that time, you will be charged R1600.00 per hour. Overtime no later than 01:00am. No overtime option at Glencove venue, unless **all** the Garden suites are booked out by your guest.
13. The music will be turned down to background music at 00:00, due to the fact that Glenburn Lodge is situated in a World heritage site and the venues have to abide by these conditions.

14. GBL reserves the right to close the bar at anytime, and for any reasons that may be harmful to the property, guests or staff of GBL.
15. GBL will allocate a Banqueting Manager as well as staff to run your Wedding. This staffing allocation will be done at our discretion and will be to the level that we see functional to run a successful wedding.
16. Glenburn Lodge, Glencove, Glenkyle or any of its employees do not accept responsibility for any loss or damage of personal property.
17. All damages occurred to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client (signatory as per the service agreement).
18. GBL does not accept responsibility for any losses, damage to personal property or inconvenience due to power failures and / or acts of God.
19. GBL reserves the right to cancel any booking (provisional or confirmed) forthwith and without liability on its part in the event of any damages and / or destruction caused of the venue by fire, acts of God, industrial unrest and any other cause beyond the control of GBL, which shall prevent GBL from performing its obligations. However in these circumstances, GBL will make all efforts possible with available resources to assist in finding an alternative venue for your wedding
20. All decorations are to be discussed with the Wedding Coordinator prior of proceeding to ensure no damage is done to the venue.
21. NO fireworks will be allowed on the property of GBL.
22. No candles are allowed to be placed directly on the table linen. It is your responsibility to ensure appropriate precaution is made in this regard. Candle holders must be wide enough to prevent the wax from dripping onto any of GBL table linen (including linen napkins). GBL reserves the right to remove any candles, should such precaution not be taken. GBL furthermore reserves the right to charge the client (signatory of service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.
23. Please be advised that all decorations must be removed from the venue by 08h00 the following day.
24. Should decorations not have been removed by this time, GBL does not accept responsibility for any damage to such decorations should they have to be removed by GBL employees.
25. Only flower petals may be used as confetti.
26. Availability of accommodation can not be guaranteed. Please ensure that you book your accommodation with our reservationists at reception, as the banqueting department does not hold rooms or book rooms for Wedding guests. GBL does not accept block bookings without full prepayment of this block booking.
27. All prices are inclusive of VAT and exclude any staff gratuity.
28. Due to health regulations and policies, food left over from the wedding may unfortunately not be taken from the venue.

*The above terms and conditions apply to both Glenkyle and Glencove Country Venues as well as to any other venues used at Glenburn Lodge to facilitate a wedding. Please be advised that a final co-ordination meeting must take place no less than fourteen working days prior to the wedding date. All details in respect of the wedding, decided and agreed upon by both Glenburn Lodge Management and the client, will and shall only be changed through written communication. These changes may only be made by the due signatories of this document. No verbal changes will be accepted by Glenburn Lodge Management after the confirmation of this document.*