



## FUNCTIONS & SPECIAL OCCASIONS

Sherewood Lodge is a boutique venue that offers guests a vibrant experience with a variety of beautiful private venues that you can choose from for your function or special occasion. Escape city life in this bushveld style venue in the scenic suburb of Shere in the east of Pretoria near Silver Lakes. Our various covered verandas and private spaces can comfortably accommodate 15 to 60 guests. We can also accommodate larger groups during summer time, which calls for alternative arrangements. Please communicate with Management in advance about the various options.

### Our function venues include:

VENUE	VENUE HIRE	VENUE	VENUE HIRE
<b>Elephant Lounge</b> Accommodate (15pax)	R1000	<b>Swartskaaap Bistro</b> Accommodate (40pax)	R3000
<b>Pool Deck</b> Accommodate (15pax)	R1000	<b>Bistro Veranda (ONLY)</b> Accommodate (20pax)	R1000
<b>Terrace &amp; Boma</b> Accommodate (30-40pax)	R1500	<b>Lawn area + Stretch tent</b> Accommodate (70pax)	R8000 (Stretch Tent)
<b>Hilltop Deck</b> Accommodate (2-4pax)	R500	<b>Chapel/Conference</b> Accommodate (60pax)	R1000
<b>Hilltop Terrace</b> Accommodate (2-4pax)	R500	<b>Exclusive use of the entire lodge (all areas and all rooms included with breakfast for room guests) - subject to availability</b> 11 Rooms can accommodate (22pax) in total	R20 000

### We cater for a variety of functions and special occasions such as:

<ul style="list-style-type: none"> <li>• Intimate weddings</li> <li>• Cocktail functions</li> <li>• Picnics</li> <li>• Birthday celebrations</li> <li>• Baby showers</li> <li>• Bridal showers</li> <li>• High Tea functions</li> <li>• Baptisms</li> <li>• Food &amp; wine pairings</li> <li>• Teambuilding activities &amp; conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Braai &amp; spit braai functions</li> <li>• Breakfast meetings / functions</li> <li>• Photoshoots</li> <li>• Family weekend getaways</li> <li>• Anniversary &amp; engagement dinners</li> <li>• Year-end functions</li> <li>• Christmas parties</li> <li>• Mobile spa treatments (requires prior arrangements)</li> <li>• Swartskaaap Bistro</li> </ul>
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### **Service fees:**

- Your quote will indicate an extra charge for waiters and barmen.
- It is recommended that two bar attendants and 2 waiters be hired for every 30 guests.

### **Included in the packages:**

- All standard furniture and equipment.
- Complete table setting with standard table linen, linen napkins, crockery, glasses and cutlery.
- Full bar facilities are available.
- A corkage fee of R70 per bottle will be charged on wines brought in by clients, a maximum of 36 bottles is the limit allowed for bringing in wines.

### **Excluded from the packages:**

- Welcome drink (optional)
- Extra equipment requirements.
- Additional 3<sup>rd</sup> party operators.
- Décor & flowers.

### **Menu arrangements:**

- All menus are available upon request for discussion and all menus can be tailored to individual preferences. Any type of menu can be designed, and menus can be tailored to fit your budget per person (within set price ranges).
- Please note that menus will only be finalised upon confirmation of the function quotation.
- Other special dietary requirements are also available on request.
- Halaal and Kosher meals are available on request. A surcharge applies accordingly and can only be confirmed upon receipt of the outsourced catering company's quotation.

### **Other arrangements:**

- No outside or private catering is permitted at Sherewood Lodge.
- Menu prices remain subject to change due to economic factors during the course of the year.
- Children under the age of 12 years will be charged 50% of the agreed adult menu rate.
- Children under the age of 2 years will be free of charge.
- Catering for 3<sup>rd</sup> party operators (DJ, Photographer, Makeup artist etc.) will be charged at the normal adult menu rate. If not arranged, the amount will be reflected on the final invoice and will be subtracted from the deposit.
- Should the actual number of guests exceed the number confirmed on your request, you will be charged the normal adult menu rate per extra guest.
- A surcharge of R2000 per hour will apply, should the venue hire time limit be exceeded.
- Please note that due to being located in a residential area a time limit and volume limit apply.



## **TERMS AND CONDITIONS**

### **1. Provisional Bookings:**

- Provisional bookings can be made by telephone, e-mail, or the online booking form on our website.
- Provisional bookings will be held for a maximum of 7 days. Any bookings not confirmed within 7 days may be released without telephonic or written notice.

### **2. Confirmation and Deposit:**

- All bookings are provisional until a refundable booking deposit of 50% and a signed booking quotation/invoice are received.
- Bookings must be guaranteed within 48 hours of the quotation by credit card or EFT. Please note that if the deposit is not received by the required date, your reservation will be regarded as cancelled.
- 50% of the full quotation/invoice price is payable upon acceptance of the quotation. 100% of the full quotation/invoice price is payable 7 days prior to arrival. All extras to be settled before departure.

### **3. Payment:**

- 50% of the full quotation/invoice price is payable upon acceptance of the quotation.
- 100% of the full quotation/invoice price is payable 7 days prior to arrival. All extras must be settled before departure.

### **4. Final numbers and requirements:**

- Notification of the exact numbers and specific requirements must be provided in writing as early as possible, and no later than 7 days prior to the event.
- Any reduction in numbers received within the 7 days prior to the start of the event cannot be accepted, and non-arrivals will be charged as quoted.
- Any additions to the confirmed numbers will be charged pro-rata.
- The final event invoice will be based on the numbers submitted, or on the actual numbers attending, whichever is the higher figure.

### **5. Exceeding venue hire time:**

- If the event stretches past 4 hours in any of the venues an extra fee of R1000 per hour will be charged.

### **6. Change of Date:**

- Once a booking has been confirmed, any change of date may result in a penalty fee of R2000.
- Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed.

### **7. Cancellations:**

- Cancellations must be confirmed in writing.
- If a cancellation is confirmed at least 5 weeks before the scheduled event date, no cancellation charge will be incurred. If a cancellation is confirmed within a period of 5 weeks before the scheduled event date, the following cancellation charges will apply:
  - Less than 1 week before event date – 100% of total estimated charges
  - 1 to 2 weeks before event date – 85% of total estimated charges
  - 3 weeks before event date – 50% of total estimated charges
  - 4 weeks before event date – 25% of total estimated charges
- Cancellation charges will be determined from the date that written confirmation is received and will be payable upon submission of a final invoice. Total estimated charges will be based on the confirmed booking numbers and all pre-booked facilities, such as room hire, catering & equipment.



#### **8. Final Invoices:**

- A final invoice will be submitted once calculation of final charges is completed. Invoices must be paid within 7 days of the invoice date. Late payment of invoices will incur a monthly administration charge.
- VAT of 15% is included in all quotations.

#### **9. Damage and injury:**

- Sherewood Lodge shall not be held responsible for any injury or death of any person, or the loss or destruction of, or damage to any property upon the premises of Sherewood Lodge, whether arising from fire, theft, Force Majeure and by whomever caused or arising from negligence (gross or otherwise) or wrongful act of any person in the employment of Sherewood Lodge.

#### **10. Insurance:**

- Sherewood Lodge is fully covered by insurance; however, we accept no responsibility for any activities organised by those hiring the facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for or any equipment they use during the event.

#### **11. Car Parking:**

- There are limited car parking spaces available. We will make every effort to provide car parking with the strict priority being given to disabled guests. Parking spaces may also be made available for event organisers and facilitators (subject to availability).

#### **12. Smoking:**

- According to the South African tobacco laws, no smoking in public is allowed and Sherewood Lodge operates a strict NO SMOKING policy. There is a designated smoking area at our Boma facility.

#### **13. Alcohol:**

- Sherewood Lodge is a fully licensed lodge and only beverages (alcoholic as well as non-alcoholic) provided by Sherewood Lodge is allowed to be consumed on the property.

#### **14. Special Catering Requirements:**

- If any of your guests have specific catering requirements including special dietary needs, please provide full details when confirming your booking.
- We will be more than happy to discuss your requirements and every effort will be made to provide a catering package that exactly meets your needs.
- Halaal and Kosher meals are available on request. A surcharge applies accordingly.
- Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages within the premises.

#### **15. PRS for Music License:**

- We do not have a PRS license, therefore if you wanted to play recorded music during your event you would have to obtain the relevant license.
- Because Sherewood Lodge is situated in a residential area no noise is permitted before 10:00am or after 22:00pm.

#### **16. Swimming Pool:**

- Please note that Sherewood Lodge takes no responsibility for any injuries with regards to the swimming pool. Use the swimming pool entirely at own risk.

**By signing the quotation & conference agreement OR by paying the deposit, you indicate that you accept the Conference Booking Terms and Conditions above.**





## FUNCTION AGREEMENT

BETWEEN  
SHEREWOOD LODGE  
AND

\_\_\_\_\_  
(The Client)

Reg/ID no: \_\_\_\_\_ VAT No: \_\_\_\_\_

1. I/we acknowledge that I/we have read and understood the Terms and Conditions of Sherewood Lodge that applies to all functions, occasions and transactions.
2. I/we agree to the terms and conditions of Sherewood Lodge that applies to all functions, occasions and transactions.
3. I/we agree that, by signing these Terms and Conditions, I/we and the entity that we represent to accept and to adhere the Terms and Conditions.
4. I/we acknowledge that, if I sign on behalf of an entity, I/we have the authority to do so.
5. If I/we sign, I/we shall be jointly and severally be liable with the entity on whose behalf I/we sign for all debt due to Sherewood Lodge arising as a result of this transaction.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Full name of client: \_\_\_\_\_

\_\_\_\_\_

On behalf of the Client:

On behalf of Sherewood Lodge:

Duly authorised signature

\_\_\_\_\_

Witness

Witness



## ADDITIONAL INFORMATION

### Contact details

Contact person:

Mobile number:

Email:

Physical address:

Person responsible for payment:

Mobile number:

Email:

Physical address:

### Function particulars

Date and time of function:

Package:

Price per head:

Maximum pax:

Pax:

Additional notes:

### Payment details and dates

Booking Code:

Deposit date:

Final amount:

Deposit paid:

Final amount due date:

Bar pre-payment:

Banking details, bank, branch no, account no:

Reference:

### Bank details

Investec Cheque Account number: 10012290262

Branch: 580105

Reference: Invoice number

Please email proof of payment to [info@sherewoodlodge.co.za](mailto:info@sherewoodlodge.co.za). Thank you!

**By accepting this confirmation by way of paying the deposit or confirms the booking, the guest warrants that they agree to the terms and conditions above.**

