



sherewood
LODGE

WEDDINGS AT SHERWOOD LODGE



Book your intimate wedding at Sherewood Lodge, promising you and your closest friends and family an escape from the hustle and bustle of the city. Immerse yourself in our 'Sebesebe' experience for a memorable wedding. 'Sebesebe' is a Sotho word to describe the feelings of rest, peace, and tranquility.

Sherewood Lodge is a boutique 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 40 guests. We can also accommodate larger groups during summertime, which calls for alternative arrangements in our stretch tent. Please communicate with Management in advance about the various options.

GUEST CAPACITY

Sherewood Lodge can accommodate up to 40 guests for a wedding function and up to 20 guests for accommodation.



accommodation • conferences • functions • special occasions • swartskoop bistro • cooking classes

THE SHEREWOOD LODGE WEDDING VENUE PACKAGE

Exclusive use of the entire lodge (all venues and areas and all rooms included with breakfast for room guests the following morning) - subject to availability
Up to 40 guests.

Maximum 60 guests – alternative arrangements adding our stretch tent.
No minimum required.

R25 000.00

INCLUDED

ACCOMMODATION:

- 10 Rooms (20 pax sharing) available from 14:00pm on the wedding day.
- 1 x Honeymoon Suite available the morning of the wedding from 08:00am.
- All standard furniture and equipment.

As part of the wedding package, we offer a special flat rate for all rooms at R1 500.00 per night per room, and it includes a full breakfast the following morning.

Please note that all 10 rooms have to be booked when hosting your wedding at Sherewood Lodge.

Some of our rooms can be converted to TWIN (2 single beds) OR DOUBLE (1 double bed). Please communicate your preferences in advance.

ROOM TYPE	SINGLE BEDS	1 x DOUBLE BED
Standard Rooms (no:4&5)	2 x Single	1 x Double
Premier Rooms (no:1,2&3)	2 x Single	1 x Double
Executive Suite (no:9)	Only 1 x double	1 x Double
Honeymoon Suite (no:6)	Only 1 x double	1 x Double
Honeymoon Suite (no:10)	2 x Single	1 x Double
Family Suite (no:7)	4 x Single	2 x Double

ALL ROOMS ARE EQUIPPED WITH:

- Air-conditioning.
- A room safe.
- A hair dryer.
- Remote-controlled TV and DSTV.
- An en-suite bathroom (Family Suite no.7 has a shared bathroom)

CHECK-IN AND CHECK-OUT TIMES:

- Check-in time: 14:00
- Check-out time: 11:00



THE VENUES:

The entire Sherewood Lodge with all the venues will be available on the day of the wedding for set-up from 08:00 for exclusive use.

Venues to be used as is. Any extra décor that is hired in, will be for the clients' account.

Please note that ALL the venues listed below, are part of the WEDDING VENUE PACKAGE of R25 000, as well as ALL the rooms.

You are, however, welcome to host a smaller day time wedding (10h00am-15h00pm), booking only one or more of the venues as listed. That will not include accommodation at the price on this fact sheet, as set out in the normal WEDDING VENUE PACKAGE. Please note that this option is also not an exclusive booking.

VENUE NAME	VENUE HIRE
Elephant Lounge Accommodate (15pax)	R2000
Pool Deck Accommodate (10pax)	R1500
Terrace & Boma Accommodate (30pax)	R2500
Hilltop Deck Accommodate (2-4pax)	R500
Hilltop Terrace Accommodate (2-4pax)	R500
SwartskAAP Bistro Accommodate (40pax)	R5000
Bistro Veranda (ONLY) Accommodate (20pax)	R2000
Lawn area + Stretch tent Accommodate (60pax)	R8000 – stretch tent
Chapel Accommodate (40pax) chapel set-up	R2000
Exclusive use of the entire lodge (all areas and all rooms (accommodating 20pax) included with breakfast for room guests) - subject to availability	R25 000



BEVERAGES:

- Arrival entrance lemonade & flavoured water to be consumed at the ceremony or reception.
- Full bar facilities are available – only card payments accepted.
- A corkage fee of R75 per bottle will be charged on wines brought in by clients, a maximum of 36 bottles is the limit allowed for bringing in wines.

SET-UP:

- Preparation and cleaning of the venues before and after the wedding.
- Basic set-up of chairs, tables, cutlery, and crockery according to your preferred layout as discussed during meetings prior to the wedding.
- Basic cutlery, crockery and glassware are included in this fee. All linen, serviettes, flowers, candles, décor, and special furniture for the clients' own account.

EXCLUDED:

- Food. A consultation will be arranged with the owner to discuss your menu.
- Décor, flowers, candles, linen.
- Special cutlery, crockery & glassware.
- Additional beds in rooms.
- Drinks ordered in the rooms while getting ready for the wedding.
- Tent hire.
- Any menu/beverage orders not specified in the inclusions.
- Included drinks may not be altered.
- Wedding cake.
- Additional beds in the rooms.
- Photographers, live music, DJ and music equipment.

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 created, and menus can be tailored to fit your budget per person (within set price ranges).
- Please note that menus will only be finalised upon the confirmation of the wedding quotation. Examples of menus can be supplied upon request.
- Other special dietary requirements are also available on request.
- Halaal and Kosher meals are not available and should be arranged by the host / bride of the wedding.



OTHER ARRANGEMENTS:

- No outside or private catering is permitted at Sherewood Lodge.
- Menu prices remain subject to change due to economic factors during the year.
- Catering for 3rd 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 in a residential area a time limit and volume limit apply.

SERVICE FEES:

- Your quote & final invoice will automatically indicate a 10% gratuity/service charge.
- It is recommended that two bar attendants and 2 waiters be hired for every 40 guests.

BREAKAGE DEPOSIT:

A breakage deposit of R2500.00 is payable upon confirmation of the wedding and date. This is a refundable deposit, should there be no damaged items or structural damage to the property. The R2500.00 can be refunded or adjusted against the outstanding amount on your final bill.

VALUE-ADDS

- Generator on stand-by, should there be a power failure.
- Complimentary ice.
- Complimentary WiFi.
- The use of all the garden and lounge areas for photo opportunities.



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 5 hours in any of the venues an extra fee of R2000 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.
- Your quote and final invoice will automatically indicate a 10% gratuity/service charge.

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 organized 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 organizers 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 at the designated confirmed venue space.

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 not available and should be arranged by the host of the function.
- 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. The pool is only for the use of accommodation guests.



17. Rules for kids:

No chasing of the ducks or other animals.	No hanging or standing on low tree branches.
No running over the swimming pool sail.	No flower or plant picking.
No jumping on the couches or playing with the cushions and scatter cushions.	Please make sure that parents take responsibility for their kids and that all kids are playing on the designated lawn / play area or be situated at the table or hired venue. Please ensure that they do not play at the top part of the lodge, at the guest rooms or behind any guestroom.

18. Pets:

Please take note that although we love pets and animals, Sherewood Lodge and Swartskaap Bistro is not a pet friendly establishment due to the owners' own dogs who walk freely on the property. Please take note that we cannot close them off for functions, so they are part of the property. Please feel free to chase them away from your tables and function venue but please do so in a well-mannered way as they are well-mannered pets.

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





WEDDING 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:

Wedding function particulars

Date and time:

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. 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.

