

## 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 40 guests. We can also accommodate larger groups during summertime, which call for alternative arrangements in our stretch tent. Please communicate with Management in advance about the various options.

### Our function venues include:

| VENUE                                                                                                                                                                                | VENUE HIRE | VENUE                                                                                          | VENUE HIRE                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Elephant Lounge</b><br>Accommodate (15-20pax)                                                                                                                                     | R2000      | <b>Swartskaaap Bistro (Inside and Veranda)</b><br>Accommodate (40-50pax)                       | R3000 (Inside)<br>R5000 (Both) |
| <b>Pool Deck</b><br>Accommodate (10-15pax)                                                                                                                                           | R1000      | <b>Bistro Veranda (ONLY)</b><br>Accommodate (20-30pax)                                         | R2000                          |
| <b>Terrace &amp; Boma</b><br>Accommodate (30-40pax)                                                                                                                                  | R4000      | <b>Lawn area + Stretch tent</b><br>Accommodate (60-80pax)                                      | R10 000 (Stretch Tent)         |
| <b>Exclusive use of the entire lodge (all areas and all rooms included with breakfast for room guests) - subject to availability</b><br>10 Rooms can accommodate (20-22pax) in total | R40 000    | <b>Chapel</b><br>Accommodate (40pax) chapel set-up<br><br>Accommodate (30 pax) function set-up | R3000                          |

### 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 (30 Years +)</li> <li>• Baby showers &amp; Nappy Braais</li> <li>• Bridal showers</li> </ul> | <ul style="list-style-type: none"> <li>• Braai &amp; spit braai functions</li> <li>• Breakfast meetings / functions</li> <li>• Year-end functions</li> <li>• Baptisms &amp; Life celebrations</li> <li>• Teambuilding activities &amp; conferences</li> <li>• Monthly cooking classes</li> </ul> |
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### Service fees:

- Your quote & final invoice will automatically indicate a 15% gratuity/service charge.
- It is recommended that two bar attendants and 2 waiters be hired for every 40 guests.



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

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

- All standard furniture and equipment available.
- Complete table setting with standard table linen, linen napkins, crockery, glasses and cutlery.
- Full bar facilities are available. Only card payments are accepted.
- A corkage fee of R95 per bottle will be charged on wines brought in by clients, a maximum of 24 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 (preferred suppliers).
- Special linen, cutlery, crockery & glassware (preferred suppliers).
- Photography (preferred supplier).
- Sound & Extra Lightning (preferred suppliers).

### **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 function 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 of the function.

### **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.
- Children under the age of 12 years will be charged 50% of the agreed adult menu rate (depending on the menu style) or a separate kid's menu can be proposed.
- 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 R2500 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.
- Any breakages or damages (not due to an accident but due to negligence) will be charged in full to be replaced or to be repaired by the preferred supplier of Sherewood Lodge.



## **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 the 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 are 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 23:00pm.

#### **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 Swartskaaap 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.

### 19. Example of your proposed budget & quotation:

Your quote for any requested function will be as follow:

1 x Venue Hire – depending on the selected venue

TBC x Menu price per person – depending on the style of the function

TBC x Welcome drink (OPTIONAL)

15% Service charge on the total of your quote

All beverages / corkage will be charged as extras after the function

Any additional items arranged will be added and charged as extras

**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:

Duly authorised signature

\_\_\_\_\_

Witness

\_\_\_\_\_

On behalf of Sherewood Lodge:

\_\_\_\_\_

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.***

