



Cell: 0829005166 / Email: events@fairviewhotel.co.za / Old Gravelotte rd / Tzaneen / GPS coordinates – 23°32'24"S
30°18'44"E

Wedding / Function package 2018

Thank you for considering Fairview Hotel as a venue for your special occasion!

*We are sure that once you have had the opportunity to view our facilities, you will realize what an ideal and unique venue **Fairview Hotel** is to compliment your event.*

Each function is unique and this package serves as a starting point from which we will draw up a detailed proposal and quotation based on what is required to prepare, present and serve your menu.

Should you have any queries or concerns, or should you require any further information please do not hesitate to contact us.

Yours sincerely

*Banqueting Department
Fairview Hotel*



Venues:

General

Venues can be selected according to the number of guests attending.

Between 10 – 350 guests have a choice of venues



The Chapel / Garden

Capacity – 180 guests church style/ 40 guests seated at tables – 10 guests at a table

Situated in a beautiful country garden

Includes chairs, podium, registration table, music table

Venue Hire

Set price of R4 250.00 for Weddings

Any décor / flowers / sound etc. can be arranged with prior notice (not included in the quoted price)

The Limpopo Ballroom

Capacity – 700 guests cinema style / 350 guests seated at tables

Includes solid wood furniture, stage, air-conditioning

Venue Hire

All-inclusive setup (max 350 guests)

R105.00 pp

Children between the ages of 4 - 12 years are half price

Kids under 4 years are free of charge.

Baobab Wine Cellar

Capacity – 60 guests cinema style / 40 guests seated at tables

Wine cellar can be accessed and a wine tasting can be included in the event

Venue Hire

Venue only R 55.00 pp

Mini Setup – Overlays, basic setup R 85.00 pp

All-inclusive setup (max 40 guests) R105.00 pp

Any décor / flowers / sound etc. can be arranged with prior notice (not included in the quoted price)

Modjadji Hall

Capacity – 250 guests cinema style / 60 guests seated at tables

Next to the Le'Thaba restaurant and the Patio Bar – services and venue can be extended to the restaurant area

Venue Hire

Venue only R 55.00 pp

Mini Setup – Overlays, basic setup R 85.00 pp

All-inclusive setup (max 60 guests) R 105.00 pp

Any décor / flowers / sound etc. can be arranged with prior notice (not included in the quoted price)

Selati Room

Capacity – 100 guests cinema style / 40 guests seated at tables

Next to reception

Venue Hire

Venue only R 55.00 pp

Mini Setup – Overlays, basic setup R 85.00 pp

All-inclusive setup (max 40 guests) R 105.00 pp

Any décor / flowers / sound etc. can be arranged with prior notice (not included in the quoted price)

Venue hire for the all-inclusive setup includes:

Set-up of the reception venue

All Crockery & Cutlery and Standard Glasses (Champagne, wine, juice)

Standard Table Cloths & Napkins (cream, white, black)

Gift Table

Cake Table

DJ Table

Ice buckets

Full bar service & Barmen

Waiters & Service Staff

Beautiful Gardens for photographs

Children's play area

Security and parking attendants

Duty Manger on duty on the day of the function

Complimentary Bridal Suite for the bride to prepare in on the day and for the evening including breakfast

Cleaning of Venue after function & basic setup –

(Please be aware that venues will be ready from 07h00)

The River lapa

Capacity – 200 guests cinema style / 80 guests seated at tables

The River Lapa is situated on the embankment of the beautiful Letaba River, an open venue with a thatched roof, where guests can experience the tranquil riverine surrounds while enjoying their function with all the services they will need.

Venue Hire

Hire of Lapa only

R 4 950.00 pp

Venue hire for the all-inclusive setup Includes:

Facility available from **7h00** on the day of the function for decorating purposes until **24h00**.

A clean facility with ablution facilities will be provided

A person to oversee the housekeeping during the event

Lapa tables and chairs

A fridge and a freezer

Wood

Braai facilities

Any décor / flowers / sound etc. can be arranged with prior notice (not included in the quoted price)

Additional costs

Excluded from venue hire

<i>Fitted chair covers for the venue (Cream, white, black)</i>	<i>R16.00</i>	<i>Décor – Table cloths, serviettes, and chair covers, under plates, over lays, tie-backs, table numbers</i>
<i>Tie back</i>	<i>R11.00</i>	<i>Bar arrangements</i>
<i>Sherry on arrival</i>	<i>R13.00</i>	<i>Flowers</i>
<i>Juice (8 glass jug) (1.7ltrs)</i>	<i>R60.00</i>	<i>Catering</i>
<i>Sparkling Wine</i>	<i>R155.00</i>	<i>Draping</i>
<i>Corkage Fee - 750ml bottle of wine</i>	<i>R60.00</i>	<i>Music and audio visual equipment</i>
		<i>Photographers</i>
		<i>Babysitters</i>
		<i>*Minstrel / service</i>

Please note: A R 1000.00 service fee will be charged per hour after 24h00.

Bar Details

Your bar can be “run” on an account or cash basis.

Please note that all beverage prices are subject to increase without prior notice.

Welcome drinks are NOT included in the package.

A corkage fee of **R60.00** per bottle will be charged for any drinks which is brought on the property.

When guests supply their own drinks, they are liable to supply their own glasses, jugs and ice.



Accommodation – please request rates

A **10% discount** on accommodation is applicable to wedding guests. Wedding accommodation must be booked and paid in full before arrival.

Our gift to you...

An **Executive King Suite** at the five-star Village at Fairview, as honeymoon suite on the evening of the wedding including a welcome basket and a bottle of sparkling wine, for the newly married couple.

A Complimentary dinner (value of R200.00 per person) on your one-year anniversary - please remember to book in advance.

Deposit and Final Payment Information

Based on a signed contract, a deposit of 50% is required to secure your event space on a definite basis.

Final arrangements and full payment is due no later than 14 days prior to your event. Acceptable methods of payment for any last-minute charges are: Credit Card or Cash.

Hotel Regulations

Once a confirmation date expires, the provisional booking will automatically be released.

Bookings are only confirmed upon receipt of a 50% deposit.

Deposits are **non-refundable in the event of a cancellation. In the event of a postponement, the deposit will be held until for the future date.**

In case of an account bar – if the limit is exceeded before the end of the evening, the responsible person must give credit card details so that the balance can be put through accordingly at the end of the evening.

Food on the buffet will be displayed only for 3 hours from confirmed time of main course.

Music to stop at 24h00 and bar to close at 23h30.

No children without adult supervision.

Children under 12 years will be charged 50% of the agreed adult menu price and children under 4 years are free of charge.

All florists to be out of the venue 2 hours before the commencement of the function, to allow our waiters to clean and prepare the venue.

No staplers to be used for any decorations.

Care must be taken by the client not to cause any loss or damage to the property of Fairview Hotel.

Secure parking with 24hr security is provided.

DJ's and photographers will be allowed to set up 2 hours prior to the function.

No food or beverages may be brought onto the premises.

Should an open bar be required, kindly confirm the limit you wish to put at the bar, which payment is due with the final payment 14 days prior to weddings

Final numbers and arrangements must be done 14 x days prior to the event: including final payment

Gratuity is optional at the discretion of the client.

All prices are inclusive of 14% VAT.

Unfortunately, no take away food from the buffet is permitted.

Please note: our kitchen is not Halaal / kosher, if these meals are required, it can be ordered in at an additional cost

Prices will increase annually by a minimum of 10%.



Fairview Hotel– Wedding operation policies / Contract

1. Once the final function sheet has been signed, Fairview Hotel 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 07h00 on your wedding day, unless arranged differently with management.
3. Please be advised that all final operations details, as well cleaning will be completed by Fairview Hotel, no less than one hour prior to your chapel service.
4. No deliveries prior to the date of your wedding will be accepted at Fairview Hotel unless prior arrangement has been made with the wedding coordinator.
5. No decorating or flower arranging may take place at Fairview Hotel 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 you from the signed contract.
7. We accept no responsibility for poor service deliverance, actions or opinions from any suppliers, recommended or otherwise.
8. No liquor, other than that supplied by Fairview Hotel may be used at the wedding.
9. No outside or private catering is permitted at Fairview Hotel.
10. Your function duration is 8 hours from the start of the ceremony and last rounds will be called half an hour before your 8 period has lapsed.
11. Should you wish to keep the venue and bar open after that time, you will be charged R1000.00 per hour.
12. The music will be turned down to background music at 24h00.
13. Fairview Hotel reserves the right to close the bar at any time and for any reason that may be harmful to the property guest or staff of Fairview Hotel.
14. Fairview Hotel will allocate a Wedding coordinator as well as staff to run your wedding. This staff allocation will be done at our discretion and will be at the level that we see functionally to run a successful wedding.
15. Neither Fairview Hotel nor any of its employees accept responsibility for any loss or damage to personal property.
16. All damages occurred to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client (signatory as per contract).
17. Fairview Hotel does not accept responsibility for any losses, damage to personal properties or inconvenience due to power failures and/or acts of God.

18. Fairview Hotel reserves the right to cancel any booking (provisionally or confirmed) forthwith and without liability on its part in the event of any damages and/or destruction caused by fire, acts of God, industrial unrest and any other cause beyond the control of Fairview Hotel, which shall prevent Fairview Hotel from performing its obligation. However, in these circumstances, Fairview Hotel will make all the efforts possible with available resources to assist in finding an alternative venue for your wedding.
19. All decorations are to be discussed with the wedding coordinator prior to the wedding to ensure no damage is done to the venue.
20. No candles are allowed to be placed directly on table linen. It is your responsibility to ensure appropriate precaution is made in this regard. Candleholders must be wide enough to prevent the wax from dripping onto any of Fairview Hotel linen including napkins. Fairview Hotel reserves the right to remove any candles, should such precaution not be taken. Fairview further more reserves the right to charge the client (signatory of contract) in full for any damages caused to any table linen as a result of burns or wax drippings.
21. Please be advised that all decorations must be removed before 10h00 the following day, unless arranged differently with management.
22. Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationist at reception.
23. All prices are inclusive of VAT

Please be advised that a final co-ordination meeting must be held 7 days prior to the wedding date. All details in respect of the wedding, decided and agreed upon by both Fairview Management and the client, will and shall only change through written communication. Only due signatories of this contract may make these changes. Fairview Hotel Management will accept no verbal changes after the confirmation of this document.

I _____ understand and agree to the policies, terms and conditions as mentioned on this document. I hereby agree to adhere to all conditions.

Name: _____

Position: _____

Signature: _____

Witness _____



Bank Details: Fairview Trust, Absa Bank Tzaneen, Acc No: 01051030458, Branch Code: 334-349