



# Lords Signature Hotel Functions - 2020 -

Situated on the doorstep of the Vaal CBD, Lords Signature Hotel is the Vaal's most unique event space.

The hotel is the perfect hassle-free to host any array of social functions as milestone birthday parties, engagement parties, Hens nights and any corporate event imaginable from sun downers and AGM's, Matric farewell and end year functions through to charity nights and staff Christmas parties.

With a variety of spaces, we can accommodate groups from 4 to 350 with fully stocked bars and food options.

For full information about available spaces you can contact us on 016 100 5298 Linda/Annah/Maudene

But in summary we have the following:

# The Garden

Weather permitting, you will have your function on the grass lawn next to our big swimming pool under a stretch tent or marquee.

<u>Amount of guests</u>	<u>Friday's</u>	<u>Saturday's</u>
1 to 80	R4 500	R4 500
81 to 120	R12 500	R12 500
121 to 250	R24 500	R24 500

To hire the garden for your function, it includes:

- Aladdin stretch tent for groups smaller than 80 people
- Marquee tent for groups bigger than 80 people
- Red carpet
- Round tables with Black/White tablecloths
- Set-up and cleaning afterwards (refer to Terms and Conditions)

Hire of the Garden excludes the following:

- Décor & flowers
- Tie backs
- PA system
- Napkins
- Draping

**Please note that the Garden Venue is next to our swimming pool and Restaurant, there will be other guests around. It is not private.**

**Please note out linen is Black or White. Should you desire another colour, we will quote accordingly.**

# The Banqueting Hall

This spacious venue allows you enough room to dine and dance the night away. With its modern yester year look and stylish setting for any occasion.

<u>Amount of guests</u>	<u>Weekdays</u>	<u>Fridays</u>	<u>Saturdays</u>
1 to 120	R6 500	R9 000	R10 500
121 to 150	R7 500	R9 500	R12 500
151 to 200	R9 500	R12 500	R13 500
201 to 350	R12 500	R15 500	R17 500

## The hire of the Banqueting Hall includes the following:

- Setup
- Round Tables or (Rectangular Tables for groups smaller than 100)
- Chairs with chair covers (white, black)
- Crockery and Cutlery
- One tablecloth per table (white, black)
- Red Carpet at entrance
- Dance Floor
- Cake table
- DJ table and chair
- Air conditioning
- Full standard lighting with dimming function
- Fully Equipped bar
- Buffet Set up with linen (white, black)
- Standard Cocktail tables outside dressed in white with ashtrays
- Stage with podium
- Private bar area
- Private bathrooms

## The hire of the Banqueting Hall excludes the following:

- Caterings
- Beverages
- Draping
- Chair tie backs
- Table décor and Flower arrangements
- Napkins
- Candles
- Seating Chart
- DJ and sound equipment
- Special lighting equipment
- Waiter services

# The Poolroom

Small but yet spacious venue, your function will be unforgettable.

<u>Amount of guests</u>	<u>Weekdays</u>	<u>Fridays</u>	<u>Saturdays</u>
1 to 40	R2 500	R3 500	R4 500
41 to 70	R3 500	R5 500	R6 500

## **The hire of The Pool Room includes the following:**

- Setup
- Round Tables or (Rectangular Tables for groups smaller than 100)
- Chairs with chair covers (white, black)
- Crockery and Cutlery
- One tablecloth per table (white, black)
- Cake Table
- Gift table
- DJ table and chair
- Air conditioning
- Full standard lighting with dimming function
- Buffet Set up with linen
- Standard Cocktail tables outside dressed in white with ashtrays

## **The hire of the Poolroom excludes the following:**

- Caterings
- Beverages
- Draping
- Chair tie backs
- Table décor and Flower arrangements
- Napkins
- Candles
- Seating Chart
- DJ and sound equipment
- Special lighting equipment
- Waiter services

**Please note out linen is Black or White. Should you desire another colour, we will quote accordingly.**

# The Duchess

Spacious venue with a set wooden oval table in the middle of the venue.  
The table can seat maximum 32 people.

<u>Amount of guests</u>	<u>Weekdays</u>	<u>Fridays</u>	<u>Saturdays</u>
1 to 20	R1 500	R2 000	R2 500
21 to 32	R2 500	R3 000	R3 500

## **The hire of The Duchess includes the following:**

- Setup
- Oval table can take max 32 people
- Chairs with chair covers (white, black)
- Crockery and Cutlery
- One tablecloth per table (white, black)
- Cake Table
- Gift table
- DJ table and chair
- Air conditioning
- Full standard lighting with dimming function
- Buffet Set up with linen
- Standard Cocktail tables outside dressed in white with ashtrays

## **The hire of The Duchess excludes the following:**

- Caterings
- Beverages
- Draping
- Chair tie backs
- Table décor and Flower arrangements
- Napkins
- Candles
- Seating Chart
- DJ and sound equipment
- Special lighting equipment
- Waiter services

**Please note out linen is Black or White. Should you desire another colour, we will quote accordingly.**

# Kings & Angles Bar Venue

Small but spacious venue overlooking our big swimming pool.

Balconies overlooking the veld with roaming antelope.

Private cash bar and bathrooms.

<u>Amount of guests</u>	<u>Weekdays</u>	<u>Fridays</u>	<u>Saturdays</u>
1 to 20	R1 500	R2 000	R2 500
21 to 40	R2 500	R3 000	R3 500
41 to 50	R3 500	R4 000	R4 500

Please note going over 40 people there will be no space for dancing.

## **The hire of The Kings & Angles Bar Venue includes the following:**

- Setup
- Round tables / Restaurant style tables
- Chairs with chair covers (white, black) / Black steel chairs
- Crockery and Cutlery
- One tablecloth per table (white, black)
- Cake Table
- Gift table
- DJ table and chair
- Air conditioning
- Full standard lighting with dimming function
- Buffet Set up with linen
- Standard Cocktail tables outside dressed in white with ashtrays
- Private cash bar
- Private bathrooms
- Outside braai area (Chefs braai for you)

## **The hire of The Duchess excludes the following:**

- Caterings
- Beverages
- Draping
- Table décor and Flower arrangements
- Napkins
- DJ and sound equipment
- Special lighting equipment
- Waiter services

# Food Options

We have a few food options that you can choose from.  
Please ask your Coordinator for the menus.

The options we have:

- Braai Menu
- 2 Course Buffet
- 3 Course Buffet
- Canapes/Snacks

If you have anything else in mind, we can quote you accordingly.

# Waiter Service Fee

Waiter service is an essential part of a Function, to ensure your guest receives the utmost experience.

For every 10 guests one waiter is needed @ R280 per waiter

Waiters are responsible for:

- Serving the plated food
- Taking drink orders from the guests
- Clearing of tables
- Set up & Cleaning of venues before and afterwards

# Bar Services

We stock a wide variety of Ciders, Beers, Wines and Hard Liquor. Should you want something that we might not stock, please ask your Coordinator.

Cash bar: Every guest pay for themselves

Open bar: The amount confirmed for open bar must be settled before the amount applies.

We require that the MC will announce the above mentioned at the beginning of the night.

We do not allow guests to bring in their own alcohol.

Should security or one of our staff members see that the guests are drinking their own alcohol in the parking lot out of their cars or anywhere on the premises, they will be asked to leave the premises. Should they refuse, the person under who's name the function is booked, will be fined with R5000.00 and the authorities will be notified

We require that the MC will announce the above mentioned at the beginning of the night.

We only allow Corkage fee on Wines.

Corkage per bottle wine is charged at R85.00 per bottle and must be supplied 2 days prior to your function date.

Please ask your Coordinator for a bar list.

# Guest Accommodation

Your guests can check in at the hotel and enjoy this special offer of R1 450.00 per Room sharing including a delicious breakfast at La Baroness Restaurant the next morning.

We require that the guests book and pay deposit in advance to ensure that they have a room, as we also get private bookings as well.



# Booking your Function

*Few guidelines to ensure a smooth and memorable function:  
Please make an appointment to come and see a Coordinator and view our  
venues so you get a better picture of the day.*

- On this visit we can look at the diary and secure a date.

## To Secure your date we need:

- 50% deposit payment to secure the booking (will be deducted from final invoice)
- Terms and Conditions to be signed (Contract between you and LS Hotel)

## 2 Weeks prior to function confirm the following:

- Final amount of guests
- Total of outstanding balance to be paid
- Final Menu changes
- Procedure and times of Function to be discussed
- Table plan and seating arrangements
- Confirm the MC responsibilities

## 2-3 Days prior to the function date:

- Discuss final procedures
- Discuss any changes

## 1 Day before the function date:

- Should there be no function the day before in your venue, the set up and décor can be done the day before, otherwise it will be done the morning of function.

# List of Suppliers

*This is a list of potential Suppliers you can contact for your Function.  
Please note this list is only to assist no responsibility lies on us should  
you decide to use the below suppliers:*

## **Photography & Video graphing**

Creative Photo & Video - Rita - 072 108 8036

Sune Meyer Photographing - 083 704 5251

PhotoTrav – 074 120 9857

Image2U Photography – 083 784 1048

## **Mobile Photo Booths**

Snap-Ease- Booth - Annelien Van Basten 082 429 2481

## **Decorators**

Crystal Designs – Barbara 079 884 4722

Angel Wings Event Hire - Natacha 072 797 6456 | 016 933 5345

Décor Boutique Sandra – 084 050 6710

## **Draping**

Drapes for Africa - Shane - 082 412 5610

## **DJ and Music**

DJ Johan – 083 631 3885

Impact Productions – Jaco 084 745 6866

Magico SA – 081 744 7654

**functions@ls-hotel.co.za / pa@ls-hotel.co.za / pr@ls-hotel.co.za**  
**bookings@ls-hotel.co.za**  
**016 100 5298**