

Lords Signature Hotel

Wedding Package

2020



Signature Weddings

STRESS FREE, PROFESSIONAL & SUCCESSFUL

Dear Bride and Groom,

Congratulations on your engagement and upcoming wedding!

Thank you for considering Lord's Signature Hotel as your wedding venue.

The whirlwind of wedding planning can be a headache for you and your future groom. We can create your childhood dreams into a reality that will overcome all your wildest expectations.

Your special day can transform your whole life in one single moment, let us help and be there for you throughout your journey on becoming a newlywed.

Lord's Signature's on-site Wedding Specialist - will work with you or your personal wedding planner to assist with every aspect of your wedding experience.

It would be our pleasure to show you our facilities and supply you with information regarding our wedding packages. We trust you will find the contents acceptable and we look forward to having the privilege of hosting your wedding at Lords Hotel.

The Garden Chapel

Weather permitting - your ceremony hosted on the lawn under a stretch tent or Marque

Venue Hire

<u>Amount of guests</u>	<u>May to Jul</u>	<u>Aug to Apr</u>
1-80	R6500.00	9500.00
81-120	10500.00	13500.00
121-250	21500.00	24500.00

The hire of the “Garden Ceremony” includes the following:

- ♥ Aladdin stretch tent for groups smaller than 100
- ♥ Marque tent for bigger groups
- ♥ Altar - standard
- ♥ Red carpet
- ♥ Chairs with chair covers (white or black)
- ♥ Register table with chairs
- ♥ Table with linen for musicians or DJ
- ♥ Setup and cleaning (refer to Terms and Conditions)

The hire of the Garden Ceremony excludes the following:

- ♥ Flowers
- ♥ Décor
- ♥ Tie Backs
- ♥ PA Systems (DJ)
- ♥ Napkins

The Chapel

Small spacious Chapel venue perfect for a true love ceremony with close friends and family.

Venue Hire

<u>Amount of guests</u>	<u>May to Jul</u>	<u>Aug to Apr</u>
1-80	R3500.00	4500.00
81-120	4500.00	6500.00
121-150	6500.00	7500.00

Should you ONLY want to make use of our Chapel for your wedding ceremony and not make use of the Banqueting Hall for the reception, we have a once off fee of R10 000.00 for the use of the Chapel.

The hire of the Chapel includes the following:

- ♥ Bridge over the pool with red carpet
- ♥ Waterfall in the pool for the special entrance of the Bride
- ♥ Wooden cross on the wall
- ♥ Altar - standard
- ♥ Red carpet
- ♥ Chairs with chair covers (white or black)
- ♥ Register table with chairs
- ♥ Table with linen for musicians or DJ
- ♥ Air conditioning
- ♥ Standard Cocktail tables outside dressed in white with ashtrays
- ♥ Setup and cleaning (refer to Terms and Conditions)

The hire of the Garden Ceremony excludes the following:

- ♥ Flowers
- ♥ Décor
- ♥ Tie Backs
- ♥ PA Systems (DJ)
- ♥ Napkins

Banqueting Hall

This spacious venue allows you enough room to dine and dance the night away. With its modern style with a bit of yester year creates that stylish setting fit for a Lord and Lady.

Venue Hire

<u>Amount of guests</u>	<u>May to Jul</u>	<u>Aug to Apr</u>
1-120	R10 000.00	11 500.00
121-180	11 000.00	13 500.00
181-250	12 000.00	15 500.00
251-300	15 500.00	18 500.00

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
- ♥ Gift 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 for Bride and Groom
- ♥ 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

Please note all our linen is White or Black if you desire another colour, we will quote accordingly

NOTES

The Pool Room

Small but yet spacious, your reception will be intimate and unforgettable.

Venue Hire

<u>Amount of guests</u>	<u>May to Jul</u>	<u>Aug to Apr</u>
1-30	R4 500.00	5 500.00
31-60	6 500.00	7 500.00

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)
- ♥ Dance Floor space (6 round tables max)
- ♥ 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 Pool Room 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

Special Bridal Option

Dear Bride, this fee includes the following, to ensure your special day runs smoothly.

Please note this is not compulsory.

We are here for you 24/7 during the journey to your special day:

<u>Amount of guests</u>	<u>Jan to Dec</u>
1-100	7 500.00
101-150	9 500.00
151-250	10 500.00

The Coordinating Fee includes the following:

- ♥ Unlimited visits and meetings (**Bookings required**)
- ♥ Full coordinating of ceremony and reception
- ♥ 2 x Deluxe Rooms for The Night before for the Bride to be and 3 friends including a special turn down platter with Bubbly. On the morning of your special day you will be treated to breakfast buffet in the Restaurant
- ♥ Dressing room for Bride and Groom on the wedding day
- ♥ Snack platter during dressing time
- ♥ Full use of premises for photo shoot
- ♥ Honeymoon suite for wedding night with specialized gift for bride and groom and special turn down platter and bubbly.

NOTES

In the Garden after the Ceremony:

While taking your Wedding photos on our premises, your guests can enjoy a Welcome drink and Canapé's in our Beautiful Garden.

Welcome Drinks

Choice off:

Juice

Sherry

Champagne with a Maraschino Cherry

Water infused with fresh fruits

Lords Alcoholic Cocktails

Lords Non-Alcoholic Cocktails

Should you have something else in mind please ask your coordinator then we will quote accordingly.

Drinks on the tables:

Choice off:

Jugs of Juice

Jugs of Water

Champagne bottle

Wine bottle

Please enquire prices of the above with your Coordinator.

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
Bride and Groom 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 wedding date.

Please ask your coordinator for a bar list.

Waiter Service Fee

Waiter service is an essential part of a Wedding reception to ensure your guest receives the utmost Wedding 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

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.

NOTES

Booking your Wedding

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

- ♥ On this visit we can look at the diary and secure a date.
To Secure your date we need:
- ♥ Deposit payment of R15 000.00 to secure the booking (will be deducted from final invoice)
- ♥ Wedding Terms and Conditions to be signed (Contract between you and LS Hotel)
60 Days (2months) prior to wedding date:
- ♥ Confirm the menu with your coordinator
- ♥ Wedding tasting (Free for Bride and Groom 1st time)
- ♥ 50% of total amount of invoice should be paid by now
2 Weeks prior to wedding confirm the following:
- ♥ Final amount of guests
- ♥ Total of outstanding balance to be paid
- ♥ Final Menu changes
- ♥ Procedure and times of Wedding to be discussed
- ♥ Table plan and seating arrangements
- ♥ Confirm the MC responsibilities
2-3 Days prior to the wedding date:
- ♥ Discuss final procedures
- ♥ Discuss any changes
1 Day before wedding day:
- ♥ Should there be no function the day before in your wedding venues, the set up and décor can be done the day before, otherwise it will be done the morning of the wedding.
- ♥ Please note we do not take responsibility for the Wedding cake.
On the wedding day:
- ♥ Relax and enjoy your special day

List of Suppliers

*This is a list of potential Suppliers you can contact for your Wedding.
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

Hair & Make-up

Impressions Make-up Studio – 083 284 4267
Make-up Magic - Chrizaan 084 299 2618

Mobile Photo Booths

Snap-Ease- Booth - Annelien Van Basten 082 429 2481
Peekabooth Photobooth – 081 896 8564

Decorators

Crystal Designs -Barbara 079 884 4722
Angel Wings Event Hire - Natasha 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

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