



Banqueting Portfolio 2022

Esteemed guest...

Host life's most important moments at Kloofzicht Lodge & Spa, 30 minutes from the hustle and bustle of the city in the archeologically-rich Cradle of Humankind. Whether you are planning a birthday celebration, family reunion, a company year end party, or celebrate a personal or corporate milestone, Kloofzicht Lodge is the perfect location.

The serenity at the lodge embodied by water, as the lodge, comprising of 60 suites, overlooking six exquisite fly-fishing dams and the lower reaches of the Blaauwbank Spruit, as it meanders through the unspoilt Zwartkops gorge. The dramatic scenery, natural vegetation and the abundant wildlife set the mood for a memorable event or function.

Event venues at Kloofzicht Lodge & Spa offer an ideal setting for:

- Corporate celebrations
- Anniversaries
- Birthdays
- Product launches

Kloofzicht Lodge & Spa is ideal for either the business traveler or leisure guest. Allow the highly trained and experienced staff to take care of all the details to ensure a stress free event. Naturally, the lodge features all the facilities you could want to make your stay particularly rewarding, including an excellent Spa for relaxation and fly-fishing facilities.





KLOOFZICHT

LODGE & SPA

VENUE HIRE & CAPACITY:

Venue	Venue hire	Capacity at round tables
Sandstone	R 9 500.00	70 People
Sandstone Terrace	R4 750.00	40 people
Dolomite & Quartz Combined	R 11 500.00	120 People
Dolomite & Quartz Separate	R 5 750.00	50 People
Boma	R 5 500.00	50 People
Emerald & Jade Combined	R 11 500.00	120 People
Emerald & Jade Separate	R 5 750.00	50 People
Wedding Lapa	R 4 500.00	60 people seated
Wine Cellar	R 4 500.00	20 people

Please note the above is subject to availability

INCLUDED IN THE VENUE HIRE:

- Our Function Rooms have the capacity of seating up to maximum 120 guests around round tables with a maximum of 10 guests per round table.
- The following facilities are included in the charge:
 - Full Bar Service
 - Buffet area
 - Tables and Chairs
 - Crockery and a full setting of Cutlery
 - Wine & champagne glasses, and ice buckets
 - Our standard range of white Table Linen
 - White chair covers
 - Cake Table
 - The presence of a Coordinator or Duty Manager
 - Waiters and Barman for a period of **eight** hours, but not beyond 24h00, from the scheduled time of the function.
 - We provide one waiter per every **ten** guests for **plated menus** and one waiter per every **twelve** guests for **buffet menus**.
 - Extra waiters requested will be available at a minimum fee of **R 165.00** per waiter per hour.
- The Terrace is available for welcoming drinks.
- Ample parking is available at no additional charge.



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NOT INCLUDED IN THE VENUE HIRE:

- **Accommodation** – Accommodation for your guests is available as per our tariff sheet. It is advisable to book well in advance. A deposit will be required to confirm bookings.
- **Menus and Wine List** – Kloofzicht does not supply personalized menus or wine lists.
- **PA system** – PA system can be hired in at an additional charge.
- **Overlays/runners** – Overlays can be rented in on your behalf from independent suppliers.
- **Tie-backs** – Tie-backs can be rented in on your behalf from independent suppliers.
- **Candles** – No candles are allowed to be placed directly on the table linen.
- **Printing**- menu cards, wine lists, name cards, seating arrangements and table numbers.
- **Décor & Flowers** – Draping, décor and flowers for the function are not included in the venue hire. All décor supplied by independent décor suppliers

PLEASE NOTE:

- We are a fully licensed establishment. Drinks are charged at the rates current at the time of the function. You may select your own wine from our comprehensive range. A bar limit can be arranged as per your request. As a licensed establishment, we regrettably cannot allow drinks of any nature to be brought onto the premises.
- A corkage fee of **R 100.00 per bottle** will be charged for beverages i.e. wines that the client want to bring onto Kloofzicht Lodge's premises for their function. **Please note that you may not bring in any beverages that we can supply at Kloofzicht Lodge.**
- The Owners, Management and Staff members do not take responsibility for any of the guest or host's belongings or any injuries, damage or loss suffered by any persons, and damage to such belongings, the host waives any claim it may have.
- Please note that our facilities are **NON SMOKING**.
- **RIGHT OF ADMISION RESERVED.**
- Due to the nature of our business, Kloofzicht Lodge cannot restrict access to the hotel by members of the public or our lodge guests.
- Out of consideration for other lodge guests, music volume should be reduced to an acceptable level after 24h00.
- All décor and flowers should be removed directly after the function. Failing to do so will result in a charge to be raised.
- All decorations to be discussed with management prior to the function to ensure that no damage is done to the venue.
- We will make every effort to make your day a success. Therefore, in order to avoid confusion and misunderstandings, persons not involved in the final Coordination meeting, should not make changes on the day of the function. Changes should only be made by an authorized person and should be done via the Banqueting Coordinator and no other members of staff.
- All rates quoted include VAT at 15%. All rates are subject to change.



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- Children to be under adult supervision at all times – children to be disciplined and not run around the venue.
- Please be advised that a final co-ordination meeting must take place no less than **fourteen working days** prior to the function date. All details in respect of the function, decided and agreed upon by both Kloofzicht Lodge Management and the client, will and shall only be changed through written communication. These changes may only be made by the due signatories of this document. No verbal changes will be accepted by Kloofzicht Lodge Management after the confirmation of this document.
- Our Banqueting Coordinator is available to see you by appointment.
- Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
- Regrettably food tasting sessions are not available, but you are welcome to book for our lunches or dinners to make sure that you are happy with the standard of food served. Booking is essential.
- Exclusivity may be arranged at an additional cost and only if all the accommodation is booked by the client.

TERMS & CONDITIONS:

1. A non-refundable deposit to the value of the **venue hire** is required within **7 (seven) days** of Provisional Booking in order to guarantee your booking. Failure to make payment could lead to Kloofzicht Lodge cancelling the function, unless other arrangements are made with Management.
2. The deposit paid only guarantees availability for the date originally booked. It is NOT transferable to another date.
3. **50%** of the estimated Function Bill is payable the latest 3 (three) months prior to the function day. The balance, including the estimated bar bill, to be paid 14 (fourteen) days prior to the function date.
4. The final account for the function will be reconciled and settled on the day of the function or the following morning.
5. By paying a deposit you automatically indicate your acceptance of Kloofzicht Lodge's policies, regarding payment, cancellation and postponement.
6. Please note that Kloofzicht Lodge & spa is a cashless property. Payment via EFT, debit card and all major credit cards are welcomed.
7. Failure to make payments as per clauses 1 to 4 above could lead to Kloofzicht Lodge cancelling the Function.
8. Deposits will only be accepted by Credit Card or Direct Bank Transfer. No cheques will be accepted.
9. In the case of a Direct Bank Transfer, a proof of payment must be sent to the banqueting Coordinator.



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10. The reference number issued when the Provisional Booking was made should be noted on all Direct Bank Deposits.
11. Final number of guests must be confirmed in writing no less than **14 (fourteen) days** prior to the function date, in order to facilitate catering arrangements. Photographer, Disk Jockey etc. to be included in the number of guests. Unfortunately Kloofzicht Lodge cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for, unless numbers increase.
12. Anything hired on behalf of the client will be charged directly to the client, plus a **12%** handling charge plus VAT.

CANCELLATIONS & POSTPONEMENTS:

13. Cancellations:

- The initial confirmation deposit for the venue hire is non-refundable.
- If the function is cancelled up until **6 (six) months** prior to the function, a **25%** cancellation fee of the total function account will be charged.
- If the function is cancelled **6 (six) to 3 (three) months** prior to the function, a **50%** cancellation fee of the total function account will be charged.
- If the function is cancelled less than **3 (three) months** prior to the function, a **100%** cancellation fee of the total function account will be charged.

14. Postponements:

- Should you postpone your function for whatever reasons, Kloofzicht Lodge will only refund or move the money paid to us onto the new date, once the original date has been booked by another function.
- In the event of the function of the original date not being rebooked by another function, Kloofzicht Lodge will charge a **30% handling fee**.





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OPERATING POLICIES:

1. The venue will be available to you from 08h00 on the day of your function.
2. Please be advised that all final operational details, as well as cleaning, will be completed by Kloofzicht Lodge, no less than two hours prior to your function.
3. Kloofzicht Lodge will accept no deliveries prior to the date of your function unless prior arrangement has been made with the Coordinator.
4. No decorating or flower arranging may take place at Kloofzicht Lodge prior to the date of your function.
5. We accept no responsibility for any deviation by you from the signed final function sheet.
6. We accept no responsibility for poor service deliverance, actions or opinions from third party suppliers, recommended or otherwise.
7. All third party supplier details must be made known to Kloofzicht Lodge no later than the final appointment (latest fourteen days prior to the function date.)
- 8. No liquor, other than that supplied by Kloofzicht Lodge may be used at the function. No outside or private catering is permitted at Kloofzicht Lodge.**
9. The venue is available for a period of 8 (eight) hours from the scheduled starting time of the function, but not beyond 24h00.
10. Should you wish to keep the venue and bar open after that time, you will be charged **R 1 800.00** per hour. (This is to cover operation costs.) Up until maximum 02h00 am.
11. Kloofzicht Lodge reserves the right to close the bar at any time, as its discretion to protect property, guests or staff of Kloofzicht Lodge.
12. Kloofzicht Lodge will allocate a Banqueting Manager as well as staff to run your function. The staff allocation will be done at our discretion and will be to the level that we see functional to run a successful function.
13. Kloofzicht Lodge or any of its employees do not accept responsibility for any loss or damage of personal property. All damages caused to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client. (Signatory as per the service agreement). Kloofzicht Lodge does not accept responsibility for any loss, damage to personal property or inconvenience due to power failures and/or acts of God.
14. Kloofzicht Lodge reserves the right to cancel any bookings (provisional or confirmed) forthwith and without liability on its part in the case of any damage and/or destruction caused to the venue by fire, acts of God, industrial unrest and any other cause beyond the control of Kloofzicht Lodge, which shall prevent Kloofzicht Lodge from performing its obligations. However in these circumstances, Kloofzicht Lodge will make every effort possible with available resources to assist in finding an alternative venue for your function.
15. NO fireworks will be allowed on the Kloofzicht Lodge property.
16. No live animals will be allowed on Kloofzicht Lodge property.
17. No candles are allowed to be placed directly on the table linen. It is your responsibility to ensure appropriate precaution is made in this regard. Candle holders must be wide enough to prevent the wax from dripping onto any of Kloofzicht Lodge's table linen (including linen napkins). Kloofzicht Lodge reserves the right to remove any candles, should such precaution not be taken. Kloofzicht Lodge furthermore reserves the right to charge client (signatory of the

service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.

18. Kloofzicht Lodge does not accept responsibility for any damages to decorations should they have to be removed by Kloofzicht Lodge employees.
19. All prices are inclusive of VAT and exclude any staff gratuity.

MENU OPTIONS:

Your Group needs to be 40 people or larger to qualify for our buffet options.

- Menus are costed per person. The selection of the menus is available with your banqueting coordinator.
- Buffet Menu – Included in the price per person is a choice of starter and salad buffet, hot buffet and dessert buffet.
- Plated Menu – Included in the price per person is a choice of starter option, main course option and dessert option.
- **Alternative Menu's available with the banqueting coordinator, such High Tea Menu, Breakfast Menu, Brunch, Braai menu, Spit Braai Menu and much more.**
- Alternative catering – For an extensive menu selection, feel free to ask your coordinator and should you wish to make any changes, our chef would be delighted to assist. Halaal and kosher catering can be arranged at an additional charge, but no more than 10% of your total numbers.
- Ask your Coordinator regarding our year-end Function specialized menus. Valid from October to December.





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ACCOMMODATION:



Deluxe Superior Suite

Rates are available on request from Banqueting Coordinator



Superior Suite

Rates are available on request from Banqueting Coordinator



Family Suite

Rates are available on request from Banqueting Coordinator



Executive Suite

Rates are available on request from Banqueting Coordinator

Please contact our Banqueting Coordinator to inquire about our Royal suite and the options we are able to offer.



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The above leisure rates include:

Overnight Accommodation including breakfast

Children: 5 years & younger sharing with adults will only be charged for meals. Children between 6 - 17 years will be charged our children's rate of R895.00.

Overnight accommodation rate excludes 1% Tourism Levy.

Please note:

- Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationist, as the banqueting department does not hold or book rooms for guests. Kloofzicht Lodge does not accept block bookings without FULL prepayment.

ALTERNATIVE ACCOMMODATION:

Alternative accommodation is available at our 3-Star sister hotel, Glenburn Lodge which is 3km from Kloofzicht Lodge and borders Kloofzicht Lodge on the other side of the mountain. Room types range from Standard hotel rooms to chalets for family stays, and Garden Suites for romantic stays. After your overnight stay, why not extend your weekend in the country and stay for our delectable Sunday Lunch or a Spa treat at Glenburn Spa. Reservations subject to availability

Glenburn Lodge & Spa

Tel: 011 668 1600

E-mail: reservations@glenburn.co.za | www.glenburn.co.za



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ROOM DIMENSIONS:

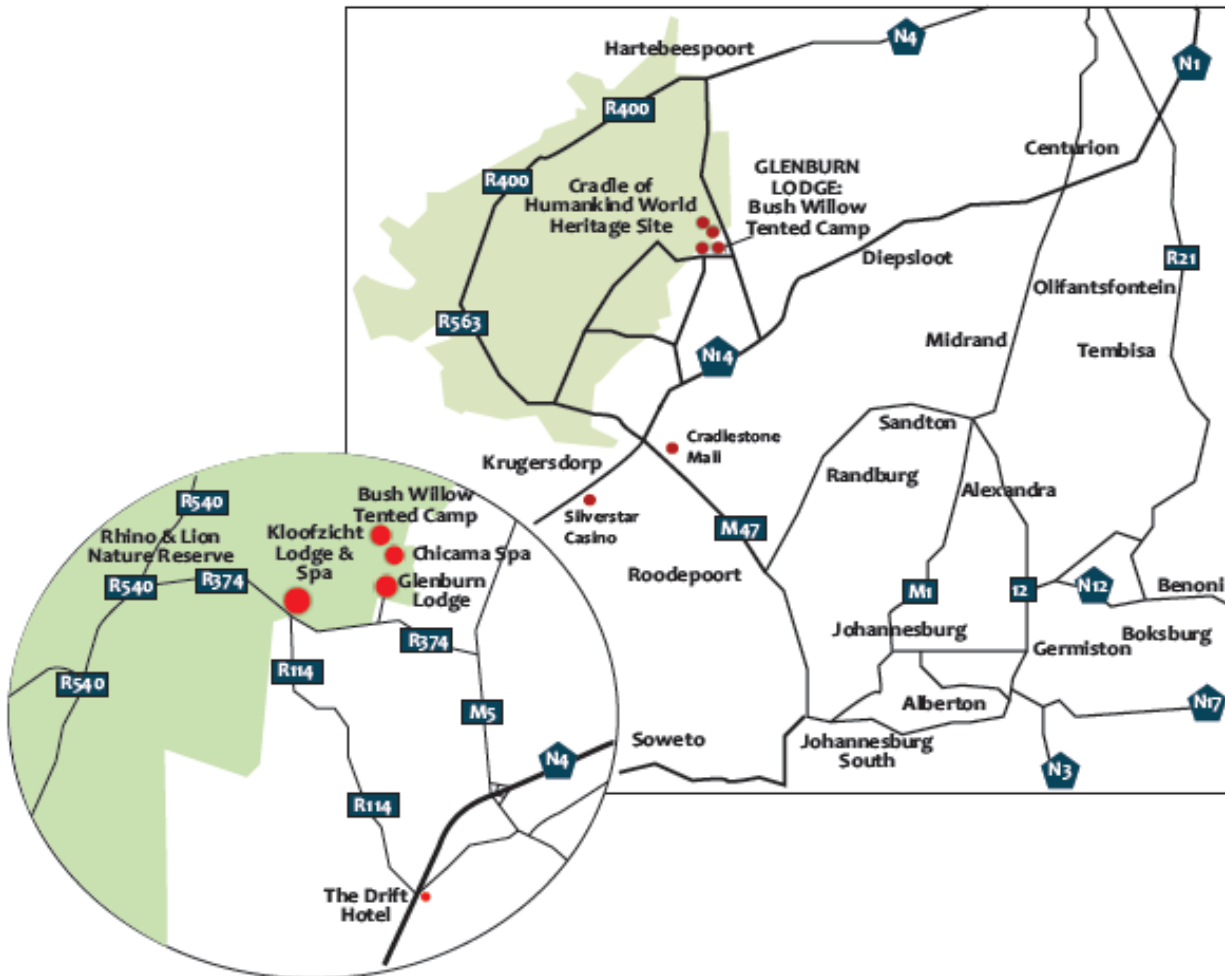
	Wine cellar	Sandstone	Dolomite	Quartz	Emerald	Jade	Boma
Seating capacity							
Banquet	20	70	50	50	50	50	50
Floor Dimensions							
Length – m	1.3	13	10.8	10.8	11	11	10.10
Width – m	3.5	12.9	10.4	10.4	10	10	10.10
Height – m	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Area – Square m	45.5	167.7	112.3	112.3	110	110	102.01
Power – no of sockets	2	6	5	6	5	5	2
Doors							
Height – m	2	2	2	2	2	2	n/a
Width – m	1.6	1.6	1.6	1.6	1.6	1.6	n/a
Screen							
Height – m	n/a	3	2	2	2.3	2.3	n/a
Width – m	n/a	4	3	3	3	3	n/a



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PLEASE NOTE THAT KLOOFZICHT LODGE & SPA IS A CASHLESS PROPERTY.
PAYMENT IS ACCEPTED VIA EFT, DEBIT OR CREDIT CARD.

The Banqueting Team
Kloofzicht Lodge & Spa
Tel: 011 317 0600
E-mail: banquet@kloofzicht.co.za



Map:

GPS co-ordinates: S25 ° 59' 15,07''
E27 ° 49' 8,14''

Tel 011 317 0600
www.kloofzicht.co.za