



Glenburn
LODGE & SPA

Year-end Portfolio



THE PERFECT VENUE FOR ANY CELEBRATION

Celebrate the year's success in style with scenic views, elegant event spaces, and exceptional hospitality.

VALID 1 OCTOBER - 18 DECEMBER 2026



WHAT MAKES GLENBURN GREAT

- Affordable and safe stayover accommodation for all your guests – 100 hotel/chalet bedrooms sleeping 200 people or our 60 sleeper BushWillow Tented Camp means no driving is needed after the event
- Assorted Function venues to choose from.
- Restaurants and bar serving breakfast, lunch and dinner daily
- Poolside GlenPalms restaurant & bar or picturesque Rock Pool with outdoor jacuzzi for lounging and relaxing before or after the function event.
- Hiking trails to keep your guests busy and active during their stay.
- Babysitting services can be arranged.
- On-site décor specialist Belle-Amé to assist with all your décor & flower needs
- Glenburn Spa for all your pre and post event pampering.
- Quick access to Lanseria airport
- A dedicated function coordinator to assist with everything on the event day
- All function venues inclusive of: Standard crockery, cutlery, glassware and linen
- Venue manager, kitchen service, bar staff and waitering staff to ensure the smooth running of your event
- Delectable menus to choose from courtesy of our inhouse Chefs
- Generator in the case of load shedding or power outages

Our Venues

- 1 **GLENCOVE - R4000 VENUE HIRE + MENU PRICE**
*DISCOUNTED VENUE HIRE
Minimum 50 pax Maximum 100 pax (5 Hour Function)
Includes Mimosa welcome drink per person on arrival
- 2 **GLENKYLE - R6000 VENUE HIRE + MENU PRICE**
*DISCOUNTED VENUE HIRE
Minimum 100 pax Maximum 250 pax, (5 Hour Function)
Includes Mimosa welcome drink per person on arrival
- 3 **RIVERLAPA - R95 P.P VENUE HIRE + MENU PRICE**
Minimum 30 pax Maximum 60 pax
5 Hour Function
- 4 **GLENPALMS - R95 P.P VENUE HIRE + MENU PRICE**
Minimum 30 pax Maximum 60 pax
Venue with Pool
5 Hour Function (Not available over weekends)
- 5 **BUSHWILLOW BOMA - R95 P.P VENUE HIRE + MENU PRICE**
Minimum 30 pax Maximum 60 pax
Venue with Small Pool, 5 Hour Function
Excludes Tented Camp Accommodation
- 6 **RESTAURANT OPTION - NO VENUE HIRE - MENU PRICE**
Minimum 10 pax Maximum 30 pax
Not private, one table setting may not be possible
Minced pies on the table/s
12h30 - 14h30
- 7 **CONSERVATORY/GALLERY RESTAURANT - R95 P.P VENUE HIRE + MENU PRICE**
Minimum 40 pax Maximum 100 pax
5 Hour Function (Semi-private)

***ALL RATES INCLUSIVE OF 15% VAT**



Included in the Package

- Venue Hire for 5 hours (Excludes the restaurant option) from the scheduled start of your event as agreed on your function sheet. (Please note – if you are running late then the time due will not be adjusted) – Strictly 5 hours from the scheduled start time of the event).
- Standard crockery and cutlery, Standard glassware: wine and champagne glasses.
- **GlenKyle Venue:** Standard ceiling draping and fairy lights, Rectangular Wooden Tables (10 seaters), Tiffany/Phoenix Chairs.
- **GlenCove Venue:** Standard ceiling fairy lights, main table backdrop, Rectangular Wooden Tables (10 seaters), Tiffany/Phoenix Chairs.
- **GlenWillow Boma:** Wooden benches with plastic chairs around the boma fire
- **Riverlapa/Conservatory:** Venues have oval/Rounds tables (seating 8-10 guests per table) - Standard set with white linen and Burgundy Banquet Chairs (No chair cover included) Picture below.
- **GlenPalms:** Glass plastic wicker tables and chairs.
- **Gallery:** Wooden tables with chairs.
- **Piazza Restaurant:** Wooden tables with chairs.
- Red carpet, DJ table & podium.
- Venue manager, Kitchen service, bar staff and waitering staff. Waiter Guideline: Plated Menus: 1 waiter to 10 guests/Bufferet menus: 1 waiter to 20 guests, Should the menu requirements or the nature of service differ and require more service staff, please note a surcharge will be applied for additional. Please consult with your coordinator.
- Generator in the case of an unexpected power failure.

Table décor not included

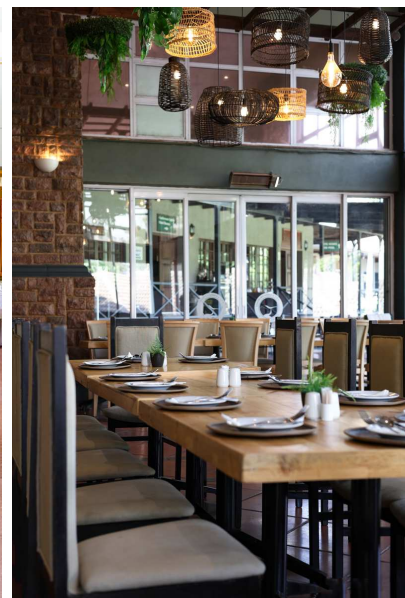




Excluded from the Package

- Additional Welcome drinks
- Bar arrangements
- Accommodation
- Audio and Visual Equipment or DJ
- Photographer/Videographer
- Venue and Table décor - For alternative options please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Draping and flowers - for additional options please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Data projector - can be hired at an additional cost
- Printing, stationary and supplies
- Drinks are charged at the rates current at the time of the function.
- 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.
- The following charges will apply should you wish to keep the venue and bar open after the 5 hours. No overtime option at Glencove venue, unless all the Garden suites are booked out by your guests.
- Venue Overtime P/H After 5 Hrs – 1st hour R2000.00
- Venue Overtime P/H After 5 Hrs – 2nd hour R3500.00
- Venue Overtime P/H After 5 Hrs – 3rd hour R5000.00

Please note: Overtime charges are cumulative and will be added together should multiple additional hours be required.



Menu Options

RESTAURANT LUNCH MENU

3 COURSE BUFFET
Minimum 10 pax
Maximum 30 pax
**Designated restaurant
only (Not private)**
R340 p.p.

COCKTAIL MENUS

Minimum 40 pax
**GlenCove, GlenPalms,
Conservatory/Gallery,
Riverlapa Only**
From R345 p.p.

BURGER, PIZZA & SALAD BAR MENU

3 COURSE BUFFET
Minimum 30 pax
**BushWillow Boma,
RiverLapa, GlenPalms
Only**
R395 p.p.

STANDARD CHOICE MENU

3 COURSE BUFFET
Minimum 30 pax
GlenPalms, Riverlapa
Minimum 50 pax/100 pax
GlenCove/GlenKyle
R435 p.p.

OUTDOOR BRAAI MENU

3 COURSE BUFFET
Minimum 30 pax
**Bushwillow Boma,
Riverlapa and GlenPalms
only**
R435 p.p.

POTJIEKOS MENU

3 COURSE BUFFET
Minimum 30 pax
**BushWillow Boma,
RiverLapa, GlenPalms only**
R365 p.p.

TRADITIONAL BRAAI MENU

3 COURSE BUFFET
Minimum 50 pax
**BushWillow Boma,
Riverlapa. GlenPalms,
GlenCove, GlenKyle**
R555 p.p.

OPTIONAL EXTRAS (ADD ONS)

- Christmas Crackers - **R25 per person**
- Minced Pies - **R20 per person**
- Arrival snack platters
- Welcome drinks (**please request beverage list**)
- Kiddies Menu - **R160 per person** (Hamburger & Chips, Juice, Ice cream)
- Bluetooth speaker rental (own USB) - **R450**

PLEASE NOTE THAT MENUS ARE NOT TRANSFERABLE FROM VENUE TO VENUE - IF ADDITIONAL MENU ITEMS OR CHANGES TO DISHES ARE REQUESTED THEN THESE ITEMS WILL BE PRICED AND QUOTED ADDITIONALLY BY YOUR COORDINATOR. ALL RATES INCLUSIVE OF 15% VAT



Onsite Inhouse Decor Specialist

BELLE ÂME EVENT & DECOR SPECIALISTS

Welcome to Belle-Âme Wedding & Events, our on-site preferred supplier, where your dreams become a reality and where your wedding day perfection is our passion. Belle-Âme Weddings & Events provides a one-stop direct link to third party suppliers of décor, flowers, draping, linen and more, to assist in making the planning of your big day as memorable as possible. Creativity, commitment, professionalism and integrity is what you will find at Belle-Âme Weddings & Events.



Contact the Belle-Âme for pricing and to design your dream wedding

060 887 2800

info@mybelle-ame.co.za

Accommodation Options

Glenburn Lodge and Spa can accommodate up to 200 guests in a total of 100 bedrooms made up of chalets, standard hotel rooms, garden suites and hotel suites.

26 STANDARD HOTEL ROOMS



20 CLASSIC HOTEL ROOMS



3 HOTEL SUITES



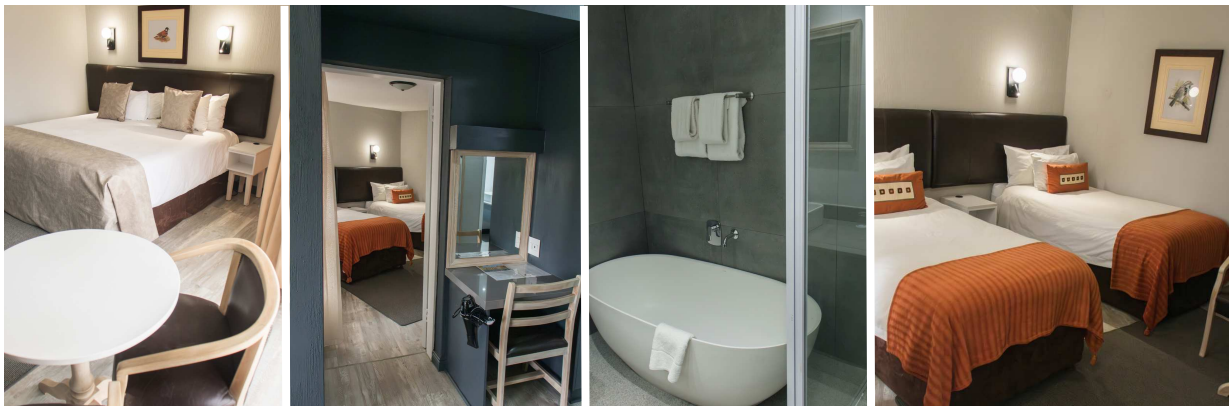
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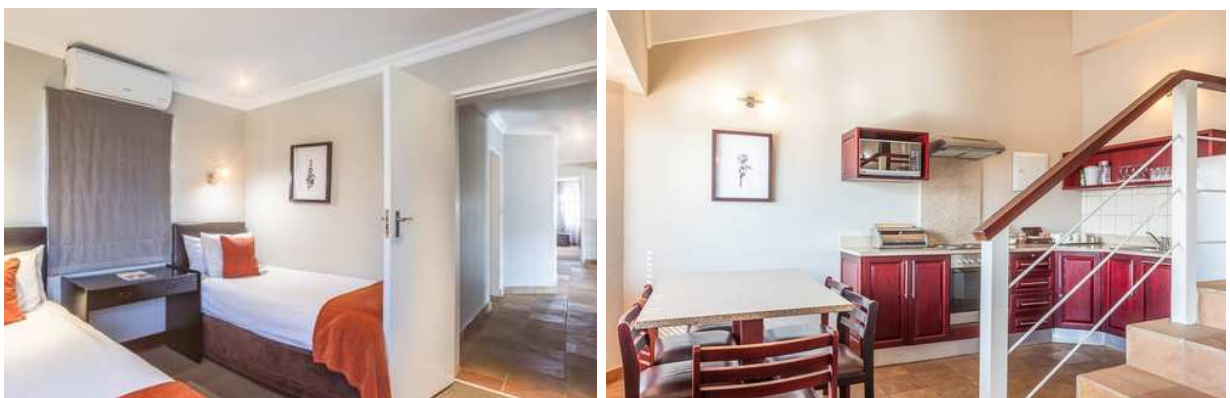
18 GARDEN SUITES



3 FAMILY HOTEL ROOMS



13 SELF CATERING CHALETs (2/3 BEDROOM UNITS)



Accommodation Options

BUSHWILLOW TENTED CAMP - SLEEPS 60 PEOPLE

Rustic tented accommodation comprises ten large comfortable walk-in tents, sleeping up to six people each. The tented accommodation includes a hot indoor shower, toilet and a small kitchenette. The Boma provides a fun-filled African safari experience for guests, be it for weddings, functions or just a simple weekend getaway. The tented camp can be booked exclusively by a group in conjunction with the full take-up of all the tents, accommodating up to 60 people. There are 4 x open plan tents and 6 x partitioned tents, of equal size and offer the same facilities. The only difference is the layout of the sleeping area. Make use of the Boma for your rehearsal dinner or after party.

6 PARTITIONED TENTS



4 OPEN PLAN TENTS





Glenburn Spa

PRE OR POST EVENT PAMPERING FOR YOUR GUESTS

Glenburn Lodge Spa offers individual treatments, half day and full day packages. Aside from ten beautifully decorated treatment rooms, its hydro facilities include a private Jacuzzi, indoor heated swimming pool with built in Jacuzzi, Rasul chamber and steam room. For hungry tummies, buffet lunches / A la Carte Menu are served outside on the terrace or in the dining area, in quiet surroundings. The Spa also offers a selection of fine wines that can be enjoyed during lunch or while relaxing outside and taking in the restful scenery.

Spa treatments: individual treatments, half day and full day packages can be booked. Or why not host a pamper party or bridal showers? Looking for a treat for the little ones, contact us for a tailor-made quote on hosting her very own spa-party? Spa gift vouchers are available and makes for the perfect gift.

Glenburn Spa is a proud member of the South African Spa Association and strives to align itself with the principles and guidelines set by the association.



SCAN TO VIEW OUR TREATMENT MENU





YEAR-END STANDARD CHOICE- R435 P.P.

**3 COURSE BUFFET
MINIMUM 30 PAX**

SALADS OR SOUP

OPTION 1: BUFFET SALADS

Glenburn Salad with Chef's Dressing & Vinaigrette * Roasted Butternut & Feta Salad *
Pickled Beetroot & Balsamic Salad served with Bread Rolls & Butter

OR

OPTION 2: SOUP (SELECT 1)

Butternut & Coriander
Potato & Leek
Tomato & Basil
Carrot & Citrus
Cucumber & Mint

Served with Herbed Croutons, Bread Rolls & Butter and Glenburn Salad with Chef's Dressing & Vinaigrette

MAIN COURSE BUFFET (SELECT 3)

Beef Goulash with Potato Dumplings
Portuguese-Style Roast Chicken Pieces
Asian-Style Honey, Soya & Ginger Pork
Grilled Line fish with Lemon & Caper Butter
Vegetable Lasagne, Gratinated with Mozzarella

All main courses served with Chef's Choice Seasonal Vegetables, Rice & Potatoes.

DESSERTS BUFFET (SELECT 2 COLD & 1 HOT)

Cold Selection: Traditional Milk Tart * Chocolate Nut Brownies * Fresh Fruit Pavlova *
Strawberry Cheesecake * Lemon Cheesecake * Berry Panna Cotta * Carrot Cake Squares *
Traditional Koeksisters * Seasonal Fresh Fruit

Hot Selection: Bread & Butter Pudding * Malva Pudding * Cape Brandy Pudding * Sticky
Toffee Pudding * Warm Apple Crumble * Sago Pudding * Chocolate Pudding

Filter coffee/Tea

**YEAR-END BURGER, PIZZA
& SALAD BAR - R395 P.P.**

MINIMUM 20 PAX
MAXIMUM 50 PAX

| BURGER, PIZZA & SALAD BAR |

Prepared Burger Buns
BBQ Basted Beef Patties
BBQ Basted Chicken Breasts
Golden Potato Wedges

Salad Leaves
Sliced Tomato
Onion Rings
Cheddar & Mozzarella Cheese
Gherkins
Jalapenos
Pineapple
Mustard Sauce & Tomato Sauce

EXTRA TOPPINGS AVAILABLE AT AN ADDITIONAL CHARGE

Vegetarian Pizza
BBQ Beef Brisket Pizza
Spicy Cajun Chicken Pizza

Glenburn Salad with Chef's Dressing & Vinaigrette
Butternut & Feta Salad
Beetroot & Balsamic Salad

| DESSERT |

Ice Cream & Seasonal Fruit Salad
Toppings & Chocolate Sauce





**YEAR-END OUTDOOR BRAAI
MENU- R435 P.P.**

**3 COURSE BRAAI BUFFET
MINIMUM 30 PAX**

SALADS (SELECT 2)

Glenburn Salad with Chef's Dressing & Vinaigrette * Roasted Butternut & Feta Salad * Pickled Beetroot & Balsamic Salad * Tangy Coleslaw with Sundried Fruit * Citrus Carrot & Pineapple Salad * Creamy Pasta & Cheddar Cheese Salad * German Potato Salad with Bacon * Traditional Chakalaka & Chilli Salad

BREAD

Crispy Garlic, Cheese & Herb Bread

FROM THE FIRE (SELECT 3)

Garlic & Paprika Sirloin Steaks
Traditional BBQ Boerewors
Honey & Mustard Chicken
Soya & Ginger Pork Chops

SAUCES (SELECT 2)

Pepper Sauce * Mushroom Sauce * Garlic Sauce * Lemon Sauce

FROM THE POTJIE POT (SELECT 1)

Beef Goulash with Potato Dumplings
Shona Chicken in Spicy Tomato & Peanut Butter
Sweet & Sour Pork with Pineapple
Seafood Medley in White Wine and Dill Cream

STARCHES (SELECT 1)

Parsley & Garlic New Potatoes
Fragrant Yellow Rice with Raisins
Pap & Sheba

FROM THE VEGGIE PATCH (SELECT 1)

Sautéed Green Beans & Onion * Braised Cabbage & Tomato * Sugar & Cinnamon Pumpkin * Citrus-Glazed Carrots * Grilled Brinjal Chasseur * Buttered Corn on the Cob * Pap & Sheba

**YEAR-END OUTDOOR BRAAI
MENU- R435 P.P.**

CONTINUED

DESSERT BUFFET (SELECT 2 COLD & 1 HOT)

Cold Selection:

Traditional Milk Tart
Chocolate Nut Brownies
Fresh Fruit Pavlova
Strawberry Cheesecake
Lemon Cheesecake
Berry Panna Cotta
Carrot Cake Squares
Traditional Koeksisters
Seasonal Fresh Fruit

Hot Selection

Bread & Butter Pudding
Malva Pudding
Cape Brandy Pudding
Sticky Toffee Pudding
Warm Apple Crumble
Sago Pudding
Chocolate Pudding

Filter coffee and Tea

OPTIONAL EXTRA

Arrival Braai Snack Platters – R185 per person

Includes: Pork Chipolatas, Sweet Chili Chicken Winglets, BBQ Meatballs, Chimichurri Beef Kebabs





**YEAR-END TRADITIONAL BRAAI
MENU - R555 P.P.**

**3 COURSE BRAAI BUFFET
MINIMUM 50 PAX**

| SALADS | (SELECT 3)

Glenburn Salad with Chef's Dressing & Vinaigrette * Roasted Butternut & Feta Salad * Pickled Beetroot & Balsamic Salad * Creamy Pasta & Cheddar Cheese Salad * German Potato Salad & Bacon * Peppered Rocket & Spinach Salad * Cous Cous & Roasted Bell Pepper Salad * Curried Green Bean & Feta Salad

| BREAD |

Crispy Garlic, Cheese & Herb Bread

| FROM THE FIRE| (SELECT 3)

Garlic & Paprika Sirloin Steaks
Traditional BBQ Boerewors
Honey & Mustard Chicken
Balsamic & Basil Lamb Chops
Marinated Pork Loin Ribs

| SAUCES | (SELECT 2)

Pepper Sauce * Mushroom Sauce * Garlic Sauce * Lemon Sauce

| FROM THE POTJIE POT | (SELECT 1)

Beef Goulash with Potato Dumplings
Shona Chicken in a Spicy Tomato & Peanut Butter
Sweet & Sour Pork with Pineapple
South African Lamb & Vegetable Potjie
Seafood Medley in White Wine and Dill Cream

| STARCHES | (SELECT 1)

Parsley & Garlic New Potatoes
Fragrant Yellow Rice & Raisins
Creamy Garlic & Chive Potato Bake
Pap and sheba
Traditional Pap Tart with Mozzarella

**YEAR-END TRADITIONAL BRAAI
MENU - R555 P.P.**

CONTINUED

| FROM THE VEGGIE PATCH | (SELECT 2)

Sugar & Cinnamon Pumpkin
Grilled Brinjal Chasseur
Buttered Corn on the Cob
Creamed Spinach & Feta
Steamed Broccoli Polonaise
Cauliflower & Cheese Sauce
Pap and sheba
Traditional Pap Tart with Mozzarella

| DESSERT BUFFET | (SELECT 2 COLD & 1 HOT)

Traditional Milk Tart
Chocolate Nut Brownies
Fresh Fruit Pavlova
Strawberry Cheesecake
Lemon Cheesecake
Berry Panna Cotta
Carrot Cake Squares
Traditional Koeksisters
Seasonal Fresh Fruit
Bread & Butter Pudding
Malva Pudding
Cape Brandy Pudding
Sticky Toffee Pudding
Warm Apple Crumble
Sago Pudding
Chocolate Pudding

Filter coffee and Tea

OPTIONAL EXTRA

Arrival Braai Snack Platters – R185 per person

Includes: Pork Chipolatas, Sweet Chili Chicken Winglets, BBQ Meatballs, Chimichurri Beef Kebabs



YEAR-END POTJIEKOS MENU- R365 P.P.

3 COURSE BUFFET
MINIMUM 30 PAX

SALADS

Glenburn Salad with Chef's Dressing & Vinaigrette * Roasted Butternut & Feta Salad *
Pickled Beetroot & Balsamic Salad

BREAD

Crispy Garlic, Cheese & Herb Rolls

POTJIE POTS

Braised Osso Bucco with Red Wine & Thyme
Shona Chicken in Spicy Tomato & Peanut Butter
Tomato & Basil Vegetable Potjie

STARCH (SELECT 1)

Pap & Sheba
Samp & Beans
Savoury Rice

All potjies served with Chef's Choice Seasonal Vegetable Bake.

BUFFET DESSERT (SELECT 2 COLD & 1 HOT)

Cold Selection:

Traditional Milk Tart * Chocolate Nut Brownies * Fresh Fruit Pavlova * Strawberry
Cheesecake * Lemon Cheesecake * Berry Panna Cotta * Carrot Cake Squares * Traditional
Koeksisters * Seasonal Fresh Fruit

Hot Selection:

Bread & Butter Pudding * Malva Pudding * Cape Brandy Pudding * Sticky Toffee Pudding *
Warm Apple Crumble * Sago Pudding * Chocolate Pudding

Filter coffee and Tea

OPTIONAL EXTRA

Arrival Braai Snack Platters – R185 per person

Includes: Pork Chipolatas, BBQ Chicken Winglets, Sweet Chilli Meatballs, Chimichurri
Beef Kebabs

YEAR-END COCKTAIL MENUS**MINIMUM AND MAXIMUM
NUMBERS APPLY****SILVER MENU – R345pp** (Minimum 30 guests | Maximum 80 guests)

Mini Vetkoek filled with Bobotie
Vegetable Spring Rolls with Thai Dip
Chicken & Mayonnaise Bruschetta
Sundried Tomato & Feta Quiche
Cocktail Chicken & Mushroom Pies
Mini Beef Kebabs with Garlic Aioli
Desserts: Lemon Meringue * Chocolate Brownie * Fruit Kebabs

GOLD MENU – R415 pp (Minimum 40 guests | Maximum 90 guests)

Vegetable Spring Rolls with Thai Dip
Smoked Chicken & Mango Wrap
Thai Fish Cakes with Tartare Sauce
Sundried Tomato & Feta Quiche
Tempura Chicken with Sweet Chili
Mini Beef Kebabs with Garlic Aioli
Seafood Kebabs with Lime & Dill Cream
Desserts: Lemon Meringue * Chocolate Brownie * Carrot Cake * Fruit Kebabs

PLATINUM MENU – R485 pp (Minimum 50 guests | Maximum 100 guests)

Tomato & Mozzarella Skewer with Pesto
Smoked Chicken & Mango Wrap
Smoked Salmon & Prawn Roulade
Roast Beef & Horseradish Crostini
Parma Ham & Spicy Melon
Parmesan-Crusted Arancini Balls
Spicy Chicken Satays with Peanut Sauce
Cocktail Beef Fillet Prego Rolls
Kingklip Goujons with Lime Aioli
Lamb Kebabs with Chimichurri
Desserts: Lemon Meringue * Chocolate Brownie * Crème Brûlée * Pecan Nut Pie * Fruit Kebabs



SNACK PLATTER MENU

PRICED PER
5 PAX/10 PAX

**SNACKS SERVED ON TAKE AWAY PLATTERS, STOCK SUBJECT TO AVAILABILITY,
CHANGES MAY BE MADE WITHOUT PRIOR NOTICE**

BREAKFAST PLATTER (No Pork)

Spinach, feta & tomato quiche * Croissants filled with chicken loaf, lettuce and peppadew *
Croissants filled with Cheese, lettuce & tomato * Fresh fruit kebabs * Cocktail beef sausage rolls
* Cream cheese, salmon and cucumber mini wraps

Platter for 5 pax - R625

Platter for 10 pax - R1050

SAVOURY PASTRY PLATTER

Assorted Mini Quiches * Chicken and Mushroom Vol au Vent * Beef Samosa * Sausage Rolls

Platter for 5 pax - R365

Platter for 10 pax - R585

BBQ MEAT PLATTER

Pork Chipolatas * BBQ Chicken Winglets * Sweet Chili Meatballs * BBQ Beef Kebabs served with
Smokey BBQ Mayonnaise

Platter for 5 pax - R615

Platter for 10 pax - R985

EASTERN PLATTER

Chili Bites * Vegetable Spring Rolls * Vetkoek and Curry Mince * Assorted Samosas served with
Sweet Chili Sauce

Platter for 5 pax - R385

Platter for 10 pax - R605



SNACK PLATTER MENU

PRICED PER
5 PAX/10 PAX

GLENBURN PLATTER

Pork Chipolata's * Mini Pies * Assorted Rissoles * Greek meatballs * Assorted Spring rolls served with a BBQ sauce

Platter for 5 pax - R425

Platter for 10 pax - R680

SANDWICH PLATTER

A mixture of Cheese & Tomato, Chicken Mayonnaise, Smoked Ham and Cheese, Tuna Mayonnaise and Egg Mayonnaise on White or Brown Bread

Platter for 5 pax - R365

Platter for 10 pax - R575

SWEET & SAVORY PLATTER

Mini Croissants filled with Egg Mayonnaise, Ham & Cheese, Salami & Mozzarella * Mini Wraps filled with Salmon Cucumber & Cream Cheese * Danish Custard & Jam

Platter for 5 pax - R630

Platter for 10 pax - R1055

DELUXE DRY SNACK PLATTER

Biltong * Drywors * Pretzels * Peanuts * Potato Crisps

Platter for 5 pax - R870

Platter for 10 pax - R1590

STANDARD DRY SNACK PLATTER

Pretzels * Peanuts * Potato Crisps

Platter for 5 pax - R285

Platter of 10 pax - R455

**STOCK SUBJECT TO AVAILABILITY, CHANGES MAY BE MADE WITHOUT PRIOR NOTICE,
VALID 2026 ONLY**



Payment Policies

1. Once a date has been provisionally booked at Glenburn Lodge & Spa (further to be known as GBL), a deposit must be paid within a seven-day period of this provisional booking.
2. Deposit Structure: To confirm the provisional booking, the respective venue hire cost is payable. This deposit is non-refundable.
 - 50% of the estimated and proposed menu price is payable at the latest six months prior to the function/event date. Final payment (balance of menu cost) and the stipulated bar limit (if an account bar is applicable), is due fourteen working days prior to the wedding date.
3. By paying a deposit you automatically indicate your acceptance of GBL's policies, regarding payment, cancellation and postponements.
4. Should the required deposit not been paid by the required date, GBL reserves the right to cancel the provisional booking.
5. Deposits will only be received by credit card or direct bank transfer. (For banking details, please refer to your function/event quotation or kindly contact the coordinator at (011) 668 1600. Regret no cheques are excepted.
6. In the case of a deposit or payment being made at GBL, an original invoice will be given to you directly, with a reservation number.
7. In the case of a direct bank transfer, a deposit slip must be emailed to GBL, where after a copy of the invoice as well as a confirmation letter will be emailed to you.
8. The reference number issued, when the provisional booking was made, must accompany all direct bank deposits.
9. Cancellation Structure:
 - The initial confirmation deposit (venue hire charge) is nonrefundable.
 - Should you cancel the function/event within a three-to-six-month period prior to your function/event date, GBL will only refund you the 50% deposit less a 25% handling fee, once the cancelled date is re-sold to another function/event for the same date. Should GBL be unable to re-sell the cancelled date with another function/event, then the full 50% deposit will be forfeited.
10. Postponements:

Should you postpone your function/event for whatever reasons, GBL will only refund or move the money paid to us onto the new date, once the original date has been rebooked by another function/event. In the event of the original date not being rebooked by another function/event, GBL will charge 30% handling fee.
11. The full and final payment for the function/wedding must be made no later than fourteen working days prior to the wedding date. Should full payment not be received by the required date, GBL reserves the right to cancel the function/event and hold all prior payment.
12. Food & Beverage Items and Prices quoted are subject to change without prior notice.
13. All outstanding liquor accounts are to be settled on the date of the function/event or the following morning at reception. Please note that the final account must be settled on the morning after the function/event, before departure.



Admin Policies

1. A provisional booking form must be completed with the Coordinator once a date has been selected. This provisional booking will be held for no longer than seven days, unless the required deposit is received.
2. Should you not contact the Coordinator during this period, GBL will assume that you are no longer interested and will release the booking.
3. Once the first 50% nonrefundable deposit (venue hire charge) has been paid, please contact our coordinators should you wish to have further meetings; the Coordinator will make the necessary arrangements to see you.
4. Please be advised that our function/event venues are open for viewing by other guests up to 3 hours before your service starts.
5. Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
6. A final appointment will be scheduled with you, no less than fourteen working days prior to your function/event date. This final appointment will be to finalize details such as final number of guests, final payment; supplier details etc. (A copy of this final function sheet will be forwarded to you.)
7. Please be advised that once the final function sheet is signed, no changes will be accepted, unless done so in writing, and is agreed to by both parties signing the agreement.

Operating Policies

1. Once the final function sheet has been signed, GBL will use this as the specifications as to how your function /event day is to be run, any changes to this signed document must be made in writing, and agreed to between the parties.
2. The venue will be yours from 08h00 on your function/event day for setup only.
3. Please be advised that all final operations details, as well as cleaning will be completed by GBL, no less than one hour prior to your chapel service/function start time.
4. GBL will accept no deliveries prior to the date of your function/event unless prior arrangement has been made with the Coordinator. GBL takes no responsibility for damage or loss.
5. No decorating or flower arranging may take place at Glenburn Lodge & Spa prior to the date of your wedding; however, this is negotiable, and alternative arrangements may be made in writing.
6. We accept no responsibility for any deviation by yourself from the signed final function sheet.
7. We accept no responsibility for poor service deliverance; actions and/or opinions from any other suppliers, recommended or otherwise.
8. For additional draping and/or furniture kindly contact our in-house décor specialist - Belle Ame. Please note: no other décor company is permitted to install/provide draping and/or furniture (tables, chairs, informal seating) at Glenburn Lodge & Spa - unless otherwise agreed to in writing with management.

Operating Policies

9. All other supplier details must be made known to GBL no later than the final appointment (fourteen working days prior to the function/event date).
10. No liquor, other than that supplied by GBL may be used at the function/event. No corkage allowed.
11. No outside or private catering is permitted at Glenburn Lodge.
- 12. Wedding duration is 8 hours from start of the Ceremony, and last rounds will be called half an hour before your 8-hour period has lapsed. Function duration is 5 hours from start of event and last rounds will be called half an hour before your 5-hour period has lapsed. Intimate wedding duration is 6 hours from the start of the Ceremony, and last rounds will be called half an hour before your 6-hour period has lapsed. Should you wish to keep the venue and bar open after that time, the above-mentioned overtime rates will apply. No overtime option at Glencove venue, unless all the Garden suites are booked out by your guest.**
13. The music will be turned down to background music at 00:00, due to the fact that Glenburn Lodge & Spa is situated in a World heritage site.
14. GBL reserves the right to close the bar at any time, and for any reasons that may be harmful to the property, guests or staff of GBL.
15. GBL will allocate a Banqueting Manager as well as staff to run your function/event. This staffing allocation will be done at our discretion and will be to the level that we see functional to run a successful function/event.
16. Glenburn Lodge & Spa, any of its venue or any employees do not accept responsibility for any loss or damage of personal property. A safe is provided in selected venues for safe keeping. - See a copy of our disclaimer below.
17. All damages occurred to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client (signatory as per the service agreement).
18. GBL does not accept responsibility for any losses, damage to personal property or inconvenience due to power failures and / or acts of God. - See copy of a indemnity below.
19. GBL reserves the right to cancel any booking (provisional or confirmed) forthwith and without liability on its part in the event of any damages and / or destruction caused of the venue by fire, acts of God, industrial unrest and any other cause beyond the control of GBL, which shall prevent GBL from performing its obligations. However, in these circumstances, GBL will make all efforts possible with available resources to assist in finding an alternative venue for your wedding.
20. All event suppliers are to be discussed with the Coordinator prior of proceeding to ensure no damage is done to the venue.
21. NO fireworks will be allowed on the property of GBL.
22. 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 GBL table linen (including linen napkins). GBL reserves the right to remove any candles, should such precaution not be taken. GBL furthermore reserves the right to charge the client (signatory of service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.

Operating Policies

- 23. All decorations must be removed from the venue directly after the function/event ends.
- 24. If decorations have not been removed at this time, the signatory will be liable for a R3500.00 penalty (staff labour). Glenburn Lodge & Spa does not accept responsibility for any damage to such decorations should they have to be removed by Glenburn Lodge & Spa employees.
- 25. Only bio degradable materials e.g. rose petals may be used as confetti (no paper or foil-based confetti)
- 26. Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationists at reception, as the banqueting department does not hold rooms or book rooms for function/event guests. GBL does not accept block bookings without full prepayment of this block booking.
- 27. All prices are inclusive of VAT and exclude any staff gratuity.
- 28. Due to health regulations and policies, food left over from the function/event may unfortunately not be taken from the venue.

UPON ACCEPTANCE, GLENBURN LODGE & SPA WILL ONLY PERFORM/SUPPLY THE SERVICES QUOTED. ANY ADDITIONAL SERVICES/PRODUCTS REQUESTED BY THE CLIENT (NOT DISCUSSED OR QUOTED) ARE NOT COVERED BY THE ORIGINAL AND WILL INCUR ADDITIONAL COSTS.

The above terms and conditions apply to all venues used at Glenburn Lodge & Spa to facilitate a function/event.. Please be advised that a final co-ordination meeting must take place no less than fourteen working days prior to the function/wedding date. All details in respect of the function/event, decided and agreed upon by both Glenburn Lodge & Spa 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 Glenburn Lodge & Spa Management after the confirmation of this document.

Disclaimer Notice/Indemnity

Anyone entering this establishment and / or parking lot does so at their own risk.

The Proprietor / Owner, it's agent(s) and /or its employee(s) shall not be liable for, any damages and or claims of whatsoever nature, including but not limited to theft, injury, loss or damage of any nature, against the Proprietor / Owner, whether arising from the Proprietor / Owner, visitor(s) and or their guest(s), vendor(s) and or employee(s) default, negligence or otherwise.

Entrance of the property is automatically considered an acceptance of the terms and conditions of this disclaimer.