Glenburn
LODGE & SPA

Banqueting Portfolio







Every celebration deserves Glenburn Lodge & Spa
— the better place to be

2026

Glenburn
LODGE & SPA







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
- 11 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 wedding menus to choose from courtesy of our inhouse Chefs
- Generator in the case of load shedding or power outages

Glenburn
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Our Venues



1 **GLENCOVE - R20 500 VENUE HIRE**
Minimum 50 pax Maximum 100 pax
5 Hour Function



2 **GLENKYLE - R 27 000 VENUE HIRE**
Minimum 100 pax Maximum 250 pax
5 Hour Function



3 **RIVERLAPA - R8 500 VENUE HIRE**
Minimum 30 pax Maximum 50 pax
5 Hour Function



4 **GLENPALMS - R8 500 VENUE HIRE**
Minimum 30 pax Maximum 50 pax
Venue with Pool
5 Hour Function (Not available over weekends)

5 **WINECELLAR - R3 200 VENUE HIRE**
Maximum 14 pax
5 Hour Function



6 **MINNOW - R4 000 VENUE HIRE**
Minimum 20 pax Maximum 40 pax
5 Hour Function

7 **MARABOU - R7 700 VENUE HIRE**
Minimum 30 pax Maximum 60 pax
5 Hour Function

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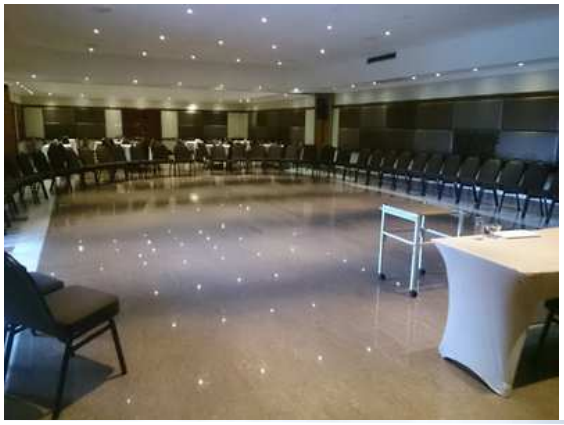
Our Venues

MINNOW & MARABOU - R11 000 HIRE

Minimum 30 pax Maximum 80 pax
5 Hour Function



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COACHMAN - R8 400 VENUE HIRE

Minimum 30 pax Maximum 60 pax
5 Hour Function



9

CONSERVATORY - R8 500 VENUE HIRE

Minimum 30 pax Maximum 80 pax
5 Hour Function (Semi-private)



10

GALLERY - R4 100 VENUE HIRE

Minimum 20 pax Maximum 40 pax
5 Hour Function (Semi-Private)

CONSERVATORY & GALLERY - R10 400 HIRE

Minimum 40 pax Maximum 100 pax
5 Hour Function



11

GLENWILLOW/BOMA - R10 070 HIRE

Minimum 30 pax Maximum 60 pax
5 Hour Function in GlenWillow **(Midweek only)**
1 x Night Stayover in Tented Camp **(Midweek only)**

** Exclusive Use - including 10 x six-sleeper tents (excludes bed linen).
** Two night stay for only R17 000



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Included in our Venue Hire

- Venue Hire for 5 hours 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 (Tented Camp)- Oval tables (seating 8-10 guests per table) with white table cloths and burgundy banqueting chairs (no chair covers) . Venues have with oval/Rounds tables (seating 8-10 guests per table) include: Riverlapa, Coachman, Minnow, Marabou, Conservatory - Standard set with white linen and Burgundy Banquet Chairs (No chair cover included) Picture below.
- Red carpet, DJ table & podium.
- Venue manager, Kitchen service, bar staff and waitering staff. Waiter Guideline: Plated Menus: 1 waiter to 10 guests/Buffet 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.
- GlenPalms - Glass plastic whicker tables and chairs.
- Wooden rectangular table in the WineCellar.
- Gallery - wooden tables with chairs.
- Generator in the case of an unexpected power failure.

Table décor not included







Excluded from our Venue Hire

- Menu choice and Welcome drinks
- Bar arrangements
- Accommodation
- Audio and Visual Equipment
- DJ
- Photographer/Videographer
- Venue and Table décor - Please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Additional draping and flowers - Please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Data projector - can be hired at an additional cost
- Printing, stationary and supplies
- We are a fully licensed establishment.
- Drinks are charged at the rates current at the time of the wedding.
- 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 guest.
- 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







Glenburn LODGE & SPA

Menu Options

STANDARD CHOICE

3 COURSE BUFFET
Minimum 30 pax

R435 per person

OUTDOOR BRAAI

3 COURSE BUFFET
Minimum 30 pax

R435 per person

GALA

5 COURSE MENU
Minimum 50 pax

R535 per person

TRADITIONAL BRAAI

3 COURSE BUFFET
Minimum 50 pax

R555 per person

DELUXE

5 COURSE BUFFET
Minimum 100 pax

R635 per person

BURGER, PIZZA & SALAD BAR

Minimum 20 pax
Maximum 50 pax
11h00 - 16h00

R345 per person

POTJIEKOS

3 COURSE BUFFET
Minimum 30 pax

R365 per person

TABLE D'HOTE

INDIVIDUALLY PRICED
Minimum 20 pax
Only available at Minnow, Marabou, Gallery & Conservatory









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

Adele - 060 887 2800

info@mybelle-ame.co.za

Glenburn
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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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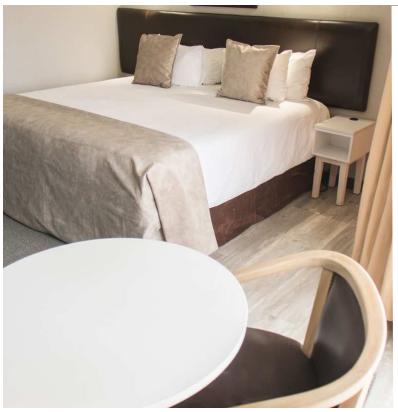
Accommodation Options

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.

18 GARDEN SUITES




3 FAMILY HOTEL ROOMS






13 SELF CATERING CHALETS (2/3 BEDROOM UNITS)

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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 littles 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









Glenburn
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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.

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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.We accept no responsibility for any deviation by yourself from the signed final function sheet.
6.We accept no responsibility for poor service deliverance; actions and/or opinions from any other suppliers, recommended or otherwise.
7.For all corporate functions, conferences, gala dinners, weddings & banquets hosted at Glenburn Lodge & Spa, all décor and furniture supply and installation will be undertaken exclusively by Belle Âme Décor & Rentals. No external décor or furniture suppliers are permitted on site. Please note: Floral elements may be sourced from an external florist; however, no floral arrangements may be assembled, constructed, or installed on site. All ceiling installations, suspended décor, rigging, and elevated floral installations will be carried out exclusively by Belle Âme Décor & Rentals.

Operating Policies

8.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).

9.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.

10. 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.

11.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.

12.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.

13.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.

14. 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.

15.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).

16.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.

17. 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.

18.All event suppliers are to be discussed with the Coordinator prior of proceeding to ensure no damage is done to the venue.

19. NO fireworks will be allowed on the property of GBL.

20. 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

21. All decorations must be removed from the venue directly after the function/event ends.
22. 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.
23. Only bio degradable materials e.g. rose petals may be used as confetti (no paper or foil-based confetti)
24. 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.
25. All prices are inclusive of VAT and exclude any staff gratuity.
26. 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.