



ZULU NYALA

Zulu Nyala Country Manor

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## WEDDING PORTFOLIO 2017 - 2018

Experience the Magic of Africa

Dear Bride and Groom

Firstly congratulations on your Engagement! Thank you for considering Zulu Nyala Country Manor as your proposed wedding venue.

At Zulu Nyala, we understand the importance of your special day and would like to make it as memorable as possible for you, your family and friends. Our wedding planners are here to work closely with you to ensure that all arrangements are done in accordance with your wishes.

On this important journey toward your most special day we strive to take as much as possible off your hands, allowing you to enjoy a stress free, joyful day.

At Zulu Nyala, we understand how important every detail is on the day you will remember forever. As hopeless romantics with a very practical side, we'd love to be part of hosting and planning the perfect occasion for you. Whether you're dreaming of a fairy-tale ball or a small, intimate affair, indoors or outdoors and budget conservative or generous, we have a package that is just right for you.

If you'd like to have a beautiful wedding service itself on the premises, our romantic wedding chapel overlooking a dam is ideal. For the reception afterwards, we can offer the stunning Diamond Events Centre, with its sparkling crystal chandeliers as the perfect setting for a lavish celebration, or several of our smaller thatched function rooms for a more intimate atmosphere. If the weather allows and you prefer the outdoors, our large Zebra patio is perfect.

What sets Zulu Nyala apart from other wedding venues is that we are a fully functional hotel with luxurious rooms, providing a gorgeous setting to say your vows and for you and your guests to stay in once you have partied the night away.

Zulu Nyala Country Manor offers big city glamour with a twist of country charm on 13 acres of beautifully landscaped gardens. Offering unparalleled cuisine, exceptional luxury and attention to detail is the Zulu Nyala standard. This secluded Country Estate has spectacular views of Zebra, Springbok and Blesbok from our Zebra terrace, a beautiful chapel bathed in natural light and our Diamond centre with ample space, rolling lawns and water features. The 49 luxury rooms overlook pristine gardens whilst our dam is home to families of geese and ducks – coupled with sublime sunsets this area provides stunning photographic opportunities.

Please do not hesitate to make an appointment at a time convenient to you.

Best Wishes

The Sales Team

Zulu Nyala Group

Tel: 011 702 9300

## Packages – Friday and Saturday Weddings

### **SILVER**

**2017 - R630 pp**

**2018 - R695 pp**

Chapel with red carpet, stage, podium and registration table  
Reception venue  
3 course buffet menu  
Complimentary Honeymoon Suite  
Complimentary Bridal Change room

### **GOLD**

**2017 - R 670 pp**

**2018 - R 740 pp**

Chapel with red carpet, stage, podium and registration table  
Post ceremony non -alcoholic drink  
Reception venue  
3 course buffet menu with plated starter  
Complimentary Honeymoon Suite with Romantic Turndown  
Complimentary Bridal Change room

### **DIAMOND**

**2017 - R 705 pp**

**2018 - R 790 pp**

Chapel with red carpet, stage, podium and registration table  
Post ceremony non -alcoholic drink  
Reception venue  
3 course buffet menu with plated starter  
Complimentary Honeymoon Suite with Romantic Turndown  
Complimentary Bridal Change room with Snack Platter and Sparkling Wine

## Packages - Monday to Thursday

### **SILVER**

**2017 - R545 pp**

**2018 - R600 pp**

Chapel with red carpet, stage, podium and registration table  
Reception venue  
3 course buffet menu  
Complimentary Honeymoon Suite  
Complimentary Bridal Change room

### **GOLD**

**2017 - R 595 pp**

**2018 - R 655 pp**

Chapel with red carpet, stage, podium and registration table  
Post ceremony non -alcoholic drink  
Reception venue  
3 course buffet menu with plated starter  
Complimentary Honeymoon Suite with Romantic Turndown  
Complimentary Bridal Change room

### **DIAMOND**

**2017 - R 640 pp**

**2018 - R 705 pp**

Chapel with red carpet, stage, podium and registration table  
Post ceremony non -alcoholic drink  
Reception venue  
3 course buffet menu with plated starter  
Complimentary Honeymoon Suite with Romantic Turndown  
Complimentary Bridal Change room with Snack platter and Sparkling Wine

**\* These rates include 14% VAT and are nett.**

**Package rates for Sundays and Public Holidays are available on request**

### **Included in All Packages:**

- An Indoor Chapel with banquet chairs and white chair covers:  
Podium and Stage as well as a red carpet for the aisle and a Registration table
- Our Diamond Events Centre has a capacity of 250 guests at round tables of 10 guests and a Dance floor, 300 guests without a dance floor.
- Outdoor Garden area for Ceremony and Reception available at same package prices
- The following facilities are included in the venue hire
  - Round Tables and Chairs
  - Crockery and a full setting of Cutlery
  - Wine, water & champagne glasses, ice buckets
  - One waiter per 10 guests
  - One Barman
  - Our standard range of White Table Linen (Table Cloths & Napkins)
  - Cake Table
  - Gift Table
  - The presence of a Banqueting Manager
- The Terraces and Lawns are available for welcoming drinks
- A Honeymoon Suite is made available to the Bridal Couple on their Wedding night for weddings 100 guests and above. Check in time is 14h00 or earlier by arrangement only and subject to availability.
- Ample parking is available at no additional charge.

- **Additional Barmen, Wine Stewards and Waiters may be required based on the final menu and bar package chosen. This will be determined by your Wedding Planner in order to optimise your guest experience on the day**

## **Not included in Packages**

- **Accommodation** – Accommodation for your guests is available as per our tariff sheet. It is advisable to book well in advance. A 100% deposit will be required to confirm bookings.
- **Wedding guests accommodation rates** are R 1098.00 bed and breakfast for a Double room and R 825.00 for a Single room, subject to availability.
- **Menus and Wine Lists**
- **PA system** – The PA system for the ceremony & reception venue as well as any Technical Support.
- **Chair Covers** – Chair Covers for the Reception
- **Overlays** – Overlays may be hired on your behalf from independent suppliers.
- **Tie-backs** – Tie-backs may be hired on your behalf from independent suppliers.
- **Candles** – No candles are allowed to be placed directly on the table linen.
- **Name Cards**
- **Floor Plan**
- **Décor & Flowers** – Draping and flowers for the function are not included in the venue hire.

### **Please note**

- We are a fully licensed property. Drinks are charged at the rates current at the time of the wedding. You may choose your own Bar Package and arrangements including bar staff will be charged accordingly.
- We do not allow for any food or beverages to be brought onto the property whatsoever.
- 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 ADMISSION RESERVED**
- Due to the nature of our business, Zulu Nyala 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 23h30.
- All décor and flowers should be removed directly after the wedding. Failing to do so will result in a charge to be raised.
- All decorations to be discussed with management prior to the wedding to ensure that no damage is done to the venue.
- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guest check-ins.
- 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 wedding. Changes should only be made by an authorized person and should be done via the Wedding Coordinator and no other members of staff.
- All rates quoted include VAT at 14%. All rates are subject to change.
- Children to be under adult supervision at all times
- Please be advised that a final co-ordination meeting must take place no less than **14 Working Days prior** to the wedding date. All details in respect of the wedding, decided and agreed upon by both Zulu Nyala 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 Zulu Nyala Management after the confirmation of this document.
- Our Wedding Coordinator is available to see you by appointment, with a maximum of 4 appointments. Extra appointments will be charged for accordingly.
- Please be advised that we do not allow clients to see wedding venues on dates when weddings have been booked, however this is flexible and prior arrangements for viewing may be made with the Wedding Coordinator.

- Please ensure that once you have booked a viewing time, that reception is informed, before proceeding to the venues.
- **Zulu Nyala hosts one Wedding per day, but due to the nature of the business Conferences and Banquets may also be hosted on the day.**
- Exclusivity may be arranged at an additional cost and only if all the accommodation is booked and paid for by the wedding party.

## 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 Zulu Nyala cancelling the wedding, 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 Wedding Bill is payable the latest 6 (six) months prior to the wedding day. The balance, including the estimated bar bill, to be paid 14 (fourteen) days prior to the wedding date.
4. The final account for the wedding will be reconciled and settled on the day of the wedding or the following morning.
5. By paying a deposit you automatically indicate your acceptance of Zulu Nyala's policies, regarding payment, cancellation and postponement.
6. Failure to make payments as per clauses 1 to 4 above could lead to Zulu Nyala cancelling the Wedding.
7. Deposits will only be accepted by Credit Card or Direct Bank Transfer. No cheques will be accepted.
8. In the case of a Direct Bank Transfer, a deposit slip must be faxed to Zulu Nyala.
9. The reference number issued when the Provisional Booking was made should be noted on all Direct Bank Deposits.
10. *Cancellations:*
  - a. The initial confirmation deposit for the venue hire is non-refundable.
  - b. If the wedding is cancelled up until **6 (six) months** prior to the wedding, a **25%** cancellation fee of the total wedding account will be charged.
  - c. If the wedding is cancelled **6 (six) to 3 (three) months** prior to the wedding, a **50%** cancellation fee of the total wedding account will be charged.
  - d. If the wedding is cancelled less than **3 (three) months** prior to the wedding, a **100%** cancellation fee of the total wedding account will be charged.
11. *Postponements:*
  - a. Should you postpone your wedding for whatever reason, Zulu Nyala will only refund or move the money paid to us onto the new date, once the original date has been booked by another wedding.
  - b. In the event of the wedding of the original date not being rebooked by another wedding, Zulu Nyala will charge a 30% handling fee.
  - c. Final number of guests must be confirmed in writing no less than **14 (fourteen) days** prior to the wedding date, in order to facilitate catering arrangements. Photographer, Disc Jockey etc. to be included in the number of guests. Unfortunately Zulu Nyala 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 **25%** handling charge plus VAT.
13. Zulu Nyala will take NO responsibility for the wedding cake, should it not be collected on the day after the wedding date.

## OPERATING POLICIES

1. Once the final function sheet has been signed, Zulu Nyala will use this as the sole specification to facilitate your wedding. Any changes to this signed document must be made in writing with the Wedding co-ordinator.
2. Please note that Zulu Nyala Staff are not available for the assistance and set-up of any décor or flowers, necessary arrangements need to be in place to ensure that the venue is set-up according to your agreement with the necessary party.
3. Please be advised that all final operational details, as well as cleaning, will be completed by Zulu Nyala, no less than two hours prior to your chapel service.
4. Zulu Nyala will accept no deliveries prior to the date of your wedding unless prior arrangement has been made with the Wedding Co-ordinator.
5. No decorating or flower arranging may take place at Zulu Nyala prior to the date of your wedding.
6. Should you require the venue for set-up the day prior to the event, a set-up fee of 75% of your wedding will be charged.
7. Should you require a room for flowers & décor to be done on site, we can arrange for that at a Venue hire fee based on which venue is being utilized.
8. We accept no responsibility for any deliveries which are not indicated on the signed final function sheet.
9. We accept no responsibility for poor service deliverance, actions or opinions from third party suppliers, recommended or otherwise.
10. All third-party supplier details must be made known to Zulu Nyala no later than the final appointment (latest fourteen days prior to the wedding date.)
11. No liquor, other than that supplied by Zulu Nyala may be used at the wedding. No outside or private catering is permitted at Zulu Nyala.
12. The venue is available for a period of 8 (eight) hours from the scheduled time of the reception, but not beyond 24h00.
13. Should you wish to keep the venue and bar open after that time, you will be charged R 2 500.00 per hour. (This is to cover operation costs.)
14. Zulu Nyala reserves the right to close the bar at any time, at its discretion to protect property, guests or staff of Zulu Nyala.
15. Zulu Nyala will allocate a Banqueting Manager as well as staff to run your wedding. The staff allocation will be done at our discretion and will be to the level that we see functional to run a successful wedding.
16. Zulu Nyala 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). Zulu Nyala does not accept responsibility for any loss, damage to personal property or inconvenience due to power failures and/or acts of God. Zulu Nyala 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 Zulu Nyala, which shall prevent Zulu Nyala from performing its obligations. However in these circumstances, Zulu Nyala will make every effort possible with available resources to assist in finding an alternative venue for your wedding.
17. NO fireworks, Chinese Lanterns or Confetti/Glitter Canons will be allowed on the Zulu Nyala property.
18. No live animals will be allowed on Zulu Nyala property.



19. 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 Zulu Nyala's table linen (including linen napkins). Zulu Nyala reserves the right to remove any candles, should such precaution not be taken. Zulu Nyala 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.
20. Should decorations not have been removed by this time, Zulu Nyala does not accept responsibility for any damages to such decorations should they have to be removed by Zulu Nyala employees.
21. Only rose petals, bubble confetti and bird seed may be used as confetti. Strictly no paper confetti streamers or rice are allowed.
22. All prices are inclusive of VAT and exclude any staff gratuity.

### **Accommodation**

- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guest check-ins.
- Normal check-in times are applicable to wedding guests who have booked accommodation. However, we will make every effort to accommodate early check-in subject to rooms being serviced and departure times of guests checking out.

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