



Wedding

Please complete the form below, read and sign Terms and conditions and email to:
banqueting@imvubulodge.co.za

Bride Name	
Groom name	
Contact Details	
Email address	
Wedding date	
Venue Ceremony	
Ceremony time	
Equipment needed for Ceremony	
Venue Reception	
Reception Time	
Mealtimes Welcome snacks Starter's Mains Dessert	
Number of Delegates (Max 120)	
Wedding Color	
Decor	
DJ - We Can supply When own DJ hired, please supply contact details	
Wedding Cake	
Seating Arrangement	
Welcome Drinks	
Cash Bar	
Champagne and Juice per table	
Special Requests	
Comments	



Terms and Conditions

Conference and Banqueting

It is the responsibility of Organizer, to inform their vendors, representatives, and guests of the following:

- Final numbers to be confirmed 2 weeks prior an event
- Absolutely no food or beverages not provided by Imvubu Lodge are to be brought to or consumed in the Imvubu Lodge Parking lot of premises and /or consumed during setup or cleanup.
- All bookings must be Prepaid
- Menu selection must be submitted to the lodge in writing no later than 15 working days prior to the date of event
- Organizer/ Customer will be held Liable for any damages to the premises, furnisher, or equipment.
- Functions commencing in the morning must end at 18h00. Functions commencing after 18h00 must end at 23h00. Fine of R 1000 per half hour will be added to your bill after 23h00
- Thumbtacks, nails, pins, and staples are not to be used on any surface. Please make use of hooks provided within the venue.
- The Client shall be liable for payment of any additional services
- The Lodge will not be held responsible for any lost or damaged personal property
- All doors must remain closed when aircon is running.
- Any use off candles must be approved by the Facility. All candles must be contained or enclosed by glass. No oil lamps due to ventilation
- The Conference and Banqueting department must be notified in advance of any deliveries to the lodge. All items should be marked for Att Banqueting Manager with the Reference number on your Quote and number of items being delivered
- The Lodge will not supply office supplies or extension cords for vendors, other than standard complimentary items.
- The Lodge will not supply or Lend ladders due to Liability
- Security cameras within the venue and on the property should not be blocked or restricted from functioning in any way.
- Smoking is Prohibited inside the venues
- Pets are Prohibited inside the Lodge or any venues
- Collection of donations, registration fee, sales promotion advertisement or any commercial transaction are not permitted within the premises of Imvubu Lodge
- The Lodge is only bound by its written confirmation. Verbal agreements will not be accepted
- If the lodge has reason to believe that the function will affect the smooth running of the lodge's business, security, or reputation the management reserve the right to cancel at its discretion, and without notice or liability.

Signature -----

Date -----