



LYNGROVE

Wines and Guesthouse

STELLENBOSCH · SOUTH AFRICA

Thank you for your interest shown in Lyngrove Country House as a venue for your special day. Attached you will find our wedding guide that provides detailed information on weddings held at Lyngrove Country House.

Lyngrove's colonial style country house and picturesque vineyards and gardens provide the perfect ambience for a special wedding. The management and staff of this fine retreat are committed to making your wedding an exquisite experience to remember!

We will gladly assist and guide you through the planning of your wedding – according to your needs.

Because each wedding is a portrayal of the wedding couple's unique tastes and personalities, we do not offer set wedding packages. We would certainly make suggestions, based on successful experiences. However, your personal preferences and ideas are vital in ensuring a really magnificent experience for you. Consequently, costs provided in this guide are merely indications and will be adapted according to your personal choices.

If you decide on Lyngrove Country House as your wedding venue, may we suggest that you arrange an appointment with us so that we can meet and discuss your wedding from start to finish. We look forward to hearing from you.

Lyngrove Weddings

Option 1

Upon selecting Lyngrove Country House as the venue for your wedding, you may choose to make your own wedding arrangements or make use of a wedding co-ordinator. Please note the following points when choosing option 1.

- ❖ Venue hiring fee of R 40 000.00, which includes 9 double rooms, including breakfast, for 2 nights and private use of the whole property for 2 days and nights.
 - ❖ For booking and confirming Lyngrove Country House as your wedding venue a 50% deposit of the venue hiring fee will be required. The balance must be settled within 7 days prior to the wedding and any extras needs to be settled upon departure.
 - ❖ For cancellation of the function more than 60 days prior to the wedding date will result in no refund on deposit paid. Unfortunately the canceling of the function within 60 days of wedding date will result in a cancellation fee of the full deposit paid plus the balance on the venue hiring fee.
 - ❖ The main house can provide an intimate wedding setting for up to 25 wedding guests. Any weddings larger than that will need to put a tent on the grass in front of the main house. When using a tent a additional fee of R 2000.00 is charged for the lawn. The tent may be put up the day before the wedding and must be taken down the day of departure. If the tent must be up longer a fee of R 1000.00 per day will be charged.
 - ❖ Lyngrove Country House plays host to a full selection of wines from the adjacent Lyngrove wine estate and do not allow wine to be brought in from outside. Should you wish to provide your own special wines a corkage fee of R 50.00 per bottle will apply. If you choose Lyngrove Country House as your wedding venue, a wine tasting can be arranged prior to the wedding. If you decide on Lyngrove wine the wine tasting is on the house other wise R 250.00 p/p applies.
 - ❖ Lyngrove Country House is fully licensed and stock a variety of malt, brandy, whiskey, cognacs, liqueurs, ciders etc. The Lyngrove bar is a honesty bar where all the guests help themselves and write down what they took. During the 2 days the bar will operate as a honesty bar but for the wedding itself a fee of R1000.00.applies which includes barmen, ice and glasses. If you would like to make use of the bar for the second night aswell it will be R 1000.00 again. The bar can also be set-up at the outside bar next to the pool and braai area. The bar can either be operated as a cash bar or you can put a tab on. Please note that you will not be allowed to provide your own beverages.
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- ❖ When an outside caterer is used for the catering a fee of R 30.00 per head applies, to cover our power, water, gas etc. Your caterer is more than welcome to use our kitchen area. The kitchen will be available from 12:00 on the day of the wedding and must be left in the same condition by 02:00 the next morning.
- ❖ Should there be music involved during the event, please note that the level of noise must be lowered at midnight and turned off at 12:30 to avoid any inconvenience caused to your in-house guests and our neighbours. Please note that power via an extension cord can be provided by Lyngrove at an additional fee of R 50.00 per 10m cord.
- ❖ Under normal circumstances, Lyngrove Country House allows guests to pay tips and service fees at their own discretion to members of staff. Hosting a wedding, however requires our staff to work extended hours. Management will thus require a service fee of 10% of the total food and beverage, supplied by Lyngrove, account. This amount will be distributed evenly among all staff members.
- ❖ Lyngrove Country House would be happy to organize you a braai the night before the wedding for close friends and family at our outside braai and bar area next to the swimming pool. The cost of the braai will be between R 250.00 and R 300.00 per person depending on the menu. On the day of the wedding Lyngrove Country House can supply your inhouse guests with a light lunch for between R 150.00 and R 200.00 per person, depending on the menu.
- ❖ Check-out the day after the wedding is 11:30 and all items used or rented for the wedding must be removed before 17:00 on the day of check-out. Please note that Lyngrove Country House is not liable for any rented items, decorations or personal items brought onto the premises before, during and after the function.

Option 2

Alternatively, we would gladly take responsibility for coordinating the event from start to finish (your personal input being taken into account) on your behalf. In this event we will provide you with a final quote once we have received quotations from service providers such as florists, musicians, photographers, etc. Coordinating a grand event such as your wedding, requires careful planning, commitment, and lots of time. Thus, the management of Lyngrove will require a planning fee of R 5000.00 for weddings smaller than 30 guests and R 7500.00 for weddings bigger than 30 guests. Please note the following points when choosing option 2.

- ❖ Venue hiring fee of R 40 000.00, which includes 9 double rooms, including breakfast, for 2 nights and private use of the whole property for 2 days and nights.
- ❖ For booking and confirming Lyngrove Country House as your wedding venue a 50% deposit of the venue hiring fee will be required. The balance must be settled within 7 days prior to the wedding and any extras needs to be settled upon departure.

- ❖ For cancellation of the function more than 60 days prior to the wedding date will result in no refund on deposit paid. Unfortunately the canceling of the function within 60 days of wedding date will result in a cancellation fee of the full deposit paid plus the balance on the venue hiring fee.
- ❖ The main house can provide an intimate wedding setting for up to 25 wedding guests. Any weddings larger than that will need to put a tent on the grass in front of the main house. When using a tent a additional fee of R 2000.00 is charged for the lawn. The tent may be put up the day before the wedding and must be taken down the day of departure. If the tent must be up longer a fee of R 1000.00 per day will be charged.
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- ❖ Should there be music involved during the event, please note that the level of noise must be lowered at midnight and turned off at 12:30 to avoid any inconvenience caused to your in-house guests and our neighbours. Please note that power via an extension cord can be provided by Lyngrove at an additional fee of R 50.00 per 10m cord.
- ❖ Lyngrove Country House will be responsible for suppling you with quotes for flowers, musical entertainment, photographers, videographers, make-up artists, hairstylis, wedding stationary, decorations, candles, a weddingcake, gifts for guests, a priest if needed etc., table, chairs, tents, cutlery etc. Please note that for any wedding with more than 25 guests, Lyngrove Country House will need to rent tables, chairs, cutlery, tablecloths etc. All details concerning the wedding needs to be finalised at least 30 days prior to the wedding date. Lyngrove Country House will not take responsibility for anything not arranged less than 30 days prior to the wedding date if not mentioned before.
- ❖ As soon as the planning of your wedding starts you will be responsible for the payment of deposits that needs to be made. These payments need to be made directly to the different suppliers.

- ❖ Under normal circumstances, Lyngrove Country House allows guests to pay tips and service fees at their own discretion to members of staff. Hosting a wedding, however requires our staff to work extended hours. Management will thus require a service fee of 10% of the total food and beverage, supplied by Lyngrove, account. This amount will be distributed evenly among all staff members.
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- ❖ Check-out the day after the wedding is 11:30 and all items used or rented for the wedding must be removed before 17:00 on the day of check-out. Please note that Lyngrove Country House is not liable for any rented items, decorations or personal items brought onto the premises before, during and after the function.

I hereby choose option.... for my wedding at Lyngrove Country house to be held.....

Name.....

Signature

Date