



LOMBARDY

BOUTIQUE HOTEL & CONFERENCE VENUE

An oasis of peace & beauty

WEDDING INFORMATION GUIDE 2015



Dear Bride and Groom

Congratulations on your engagement and upcoming wedding.

In an attempt to give you an overview of what Lombardy Boutique Hotel has to offer as a wedding location, we have prepared this guide for your perusal.

About Us

Completely private and secluded from the outside world, close enough to a game farm to hear the lions at night, Lombardy is like a little piece of Tuscany only a ten-minute drive from the N1.

The rural charm of the whole estate will win over couples-to-be, but the real magic comes alive when the outdoor chapel is prepared for a wedding. The venue features exquisite finishes, large wooden beams and Italian tiles. It has a high ceiling and is open at the sides, allowing sunshine to illuminate the staircase leading up to the podium, making it a heavenly place to exchange vows with the one you love.

Surrounded by lofty trees, lots of greenery, water features and sculptures, Lombardy provides the ideal venue to perform one of humanity's oldest rituals in a naturally beautiful setting.

Our catering and planning staff will gladly assist you to prepare for the big day and offer hints on how to make your dream wedding a reality.

They will also be happy to discuss room rates for your guests as well as any other extras you require. Spa packages are also available for the bride-to-be and her bridal party.

Venues

We offer bridal couples the opportunity to host their ceremony and reception at one location.

Our open-air chapel, overlooking a meadow, can seat up to 120 guests and is within a 20 meter walking distance from any of our reception venues.

A stone throw from the chapel we have several indoor venues, namely the Casa Milano Ballroom, The Stanza Room and Formal Lounge that have the capacity to accommodate between 20 to 140 guests.

For an outdoor themed wedding we have our informal Courtyard area that can accommodate up to 50 Guests and if requested, are in a position to construct an outdoor facility capable of catering for 250 seated guests.

A breakdown of our venues entail:

TYPE	VENUE	PAX (MIN - MAX)
Indoor	Casa Milano Ballroom	40 - 140
Indoor	Stanza Room	20 - 40
Indoor	Formal Lounge	20 - 40
Outdoor	Courtyard Area	20 - 50
Outdoor	Garden (Tent)	100 - 250

Please note the following –

Any reception venue booked will include the use of our open-air Chapel at no cost on the day of the wedding.

Exclusive use of a reception venue is guaranteed on the day of the wedding.

Outdoor themed weddings can only be accommodated on Saturdays, Sundays and Public Holidays.

The Chapel will be available for set-up as from 8h00 on the day of the wedding.

The Reception Venue will be available for set-up as from 8h00 on the day of the wedding.

The size of your dance floor will depend on the amount of guests attending the reception on the day of the wedding.

There is a maximum noise limit of 80 Decibels in our main venue hall.

Venue Rates

Our pricing structure for 2015 works such that a reception venue is less expensive if booked on a Weekday, Friday or Sunday than on a Saturday and during the Winter (May to August) rather than in Spring and Summer. The use of our Chapel facilities on the day of your wedding is included into any quoted rate for below mentioned venues.

Our venue rates for 2015 are:

PERIOD	VENUE	Monday – Thursday (excl. Public Holiday)	FRIDAY/SUNDAY	SATURDAY/ Public Holiday	PAX
Jan – April Sept – Dec	Casa Milano Ballroom	R4000	R6000	R8000	40 – 140
Jan – April Sept – Dec	Stanza Room OR Formal Lounge OR Patio Area	R2000 p/venue	R3500 p/venue	R5000 p/venue	20 – 40 20 – 40 20 – 60
May – Aug	Casa Milano Ballroom	R3000	R5000	R6500	40 – 140
May – Aug	Stanza Room OR Formal Lounge OR Patio Area	R1500 p/venue	R3000 p/venue	R4500 p/venue	20 – 40 20 – 40 20 – 60

Please note the following:

The cut-off time for the wedding reception will be 00:00. (No option for overtime)

All rates quoted include VAT.

Facilities

Included in the venue hire:

- Chapel
- Standard cutlery, crockery and glassware.
- Round tables and chairs
- White Table Cloths
- White napkins
- Red Carpet
- One waiter for every 10 (ten) guests and bar staff as required.
- Supervisor on duty during your function.
- Coordinator on the day to assist with the proceedings.
- Fully equipped bar
- Operational air conditioning system (cooling and heating).

Excluded from the venue hire:

Decor, draping, flowers and sound system.

Specialized cutlery, crockery and glassware.

Catering and beverages.

Photographer and/or Entertainment

Chair Covers

Catering

We serve innovative contemporary food, making use of seasonal produce with the emphasis on freshness and great taste. The menus are exciting, honest and full of flavour while regular changes ensure that our guest's taste buds are constantly captivated.

The choice of dishes available, either plated or by buffet, ensures that we always are in a position to offer our guests the very best when it comes to both quality and price. Been able to find the right balance has been the key to our catering success.

To accommodate our couples when it comes to choice we have several plated and buffet options available from which to select.

For your perusal hereto attached the various Plated, Buffet and Breakfast Menu options.

Kindly note that we can ONLY offer plated menu for a maximum of 60 guests.

If none of these options are suitable, our Executive Chef will meet with you in an effort to create that special menu for your big day. At the end of day our Executive Chef is prepared to go that extra mile to ensure your complete peace of mind when it comes to the catering of your wedding.

The fact that we were recently rated under the top 10 Gala Dinner Venues in Gauteng and received a Diners Club Diamond Award for our wine list 2 years running, says it all when it comes to quality dining and wining.

Bar Service

No spirits, beer, soft drinks or food are to be brought and consumed on the premises.

A corkage fee of R65.00 (Sixty Five Rand) per bottle will apply to wine and sparkling wine brought onto the premises.

All beverage bills are to be settled on the night of the wedding.

Accommodation

Accommodation at Lombardy Hotel ensures peace and tranquility with an added touch of class. The Hotel Offers 20 luxurious suites which are individually decorated and reflect a cozy, understated, but stylish atmosphere. We do offer the special rate of R1450.00 per room (maximum two guests per room), for the wedding guests sleeping over on the night of the wedding.

Spa Bridal Packages

Spa packages from our in-house Soulstice Spa are available for the bride-to-be and her bridal party.

The spa offers hydrotherapy, massage, skin care, body, hand and foot treatments, as well as some beautifying extras. Two of the treatments that stand out and are great for couple-bonding time are the Floatation Therapy and Amethyst Rasul Chamber.

The floatation therapy allows one to become completely weightless in the water due to its high salt content. This relieves skeletal tension and induces a deep state of relaxation. The room is completely dark, apart from the dim orange glow of the surrounding candles and the occasional sparkle of the Amethyst crystals, making one feel like they are lying in some mystical cave.

Once your body acclimatizes to the environment, you will notice the underwater music, soothing tension and allowing your mind to attain the same floating feeling as your body. Thirty minutes of floatation therapy equates to four hours of undisturbed sleep.

Special rates are available to all bridal couples and guests staying over at the Hotel.

Bookings

Should you want to confirm your wedding with us, we do require a 50% deposit of the total invoice to secure your booking. We gladly offer 7 days for a client to pay the deposit.

Once the quotation is accepted the bridal couple will be required to sign an agreement confirming the terms and conditions relating to the wedding booking.

Your booking will be regarded a **provisional** and will only be confirmed and finalized once we receive the requested deposit payment.

If the 50% (Fifty Percent) deposit is not paid by the 7th day Lombardy Hotel reserves the right to cancel a provisional booking without any notice to the client.

Payments

A deposit of 50 % (Fifty Percent) is required within 7 (seven) day of confirming a date. The outstanding amount of the quotation must be settled 30 (thirty) days before the wedding date. Payment by cash/credit card at the hotel or by electronic or direct transfer to our bank account. The banking details will be supplied with the quotation

Cancellation Policy

Cancellations can only be done by way of written notice.

Due to the limited space available and our exclusive one wedding per day rule we have adapted a strict cancellation policy.

If the wedding is cancelled within 24 (twenty four) calendar months of the wedding date a cancellation fee equal to R4000.00 (Four Thousand Rands) will be charged.

If the wedding is cancelled within 12 (twelve) calendar months of the wedding date a cancellation fee, equal to 25% (Twenty Five Percent) of the total quotation delivered, agreed to and signed-off or an amount of R7 500 (Seven Thousand Five Hundred Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.

If the wedding is cancelled within 6 (six) calendar months of the wedding date a cancellation fee equal to 50% (Fifty Percent) of the total quotation delivered, agreed to and signed-off or an amount of R10 000 (Ten Thousand Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.

If the wedding is cancelled within 3(three) calendar months of the wedding date a cancellation fee equal to 100% (One Hundred Percent) of the total quotation delivered, agreed to and signed-off or an amount of R15 000 (Fifteen Thousand Rands) should a quotation not have been delivered, agreed to and signed-off, will be charged.

The above-mentioned cancellation policy is also applicable to any date or venue changes unless the General Manager of Lombardy his or her sole discretion decides otherwise in writing.

Appointment

We hope that the information supplied has provided you with enough insight into what we at Lombardy can offer to ensure that you have an unforgettable wedding day.

Please forward all enquiries or requests for site meetings to banqueting@lombardy.co.za

Your willingness in considering us as your venue of choice is appreciated.