

**PRE WEDDING INFO**



Name of client

Contact numbers

Date of event  Time of event  h

**1 Where will the wedding be held, chapel/banquethall/pool area:**

Ceremony:  Reception:

**2 Will there be pre-drinks?** YES  NO

*If yes, where will it be held? (mark with x)*

CLUBHOUSE  DECK OF BANQUET HALL  POOL AREA

*(Please note that no setting is included in the pre-drinks and should be negotiated seperately)*

**3 What time does the wedding start:**  h

**4 How many guests are you expecting:**

**5 Will you be getting dressed in our ladies locker room?** YES  NO

*If YES, how many ladies will be joining you?*

**6 Will you be using our honeymoon suite for the wedding night?** YES  NO

*If YES, number of nights:*

Date in

Date out

Special requests:

Special request will be considered and approved by Fynbos management before the event.

*Accommodation will be invoiced seperately and is subject to availability*

**7 Items and setting required from Fynbos Golf Club**

*(mark with X)*

Round tabels 12 max 8-10/table 1.8m

White round table cloths

Square tabels 2 available

Square table cloths 5 available

Plastic chairs/covers 130 available

White cotton servettes 90 available

Round cake table

White wine glasses

Red wine glasses

Champagne glasses

Ice buckets 12 available

Underplates gold 150 available

Underplates silver 150 available

Woodboards with hearts 112 available

Brides table 2 square available

YES	QUANTITY	TARIFF	COMMENTS
		Incl.	
		Incl.	
		Incl.	
		Incl.	
		Incl.	
		Incl.	
		R5*	
		R5*	
		R5*	
		Incl.	
		R7	
		R7	
		R7	
		Incl.	

TABLE SETTING REQUIRED? YES  NO

OPTION OF TABLE SETTING: Number of settings per table:

BASIC SETTING  (One glass included per setting)\* FULL SETTING  (Two glasses included per setting)\*

Setting to be done by Fynbos personnel? YES  NO  (Add fee applies, R3 Basic setting and R5 Full Setting)

If yes, date and time setting should be completed: DATE  TIME  h

8 **Do you need a coffee station at the reception?** YES  NO

(Coffee station supplied at R600, limited to 100 cups)

9 **Need a quote for wine/champagne/other fluids for tables?** YES  NO

	BRAND	TYPE	QUANTITY
Wine	<input type="text"/>	<input type="text"/>	<input type="text"/>
Champagne	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

No thanks, we will pay the corkage fee to bring our own wine/champagne

(No other beverage allowed, Fynbos Golf Club will provide cash bar)

10 **DÉCOR**

Name of decorator

Contact number

Setup date  Setup time FROM  TO

11 **Do you need to use our Hair/makeup salon?** YES  NO

DATE  TIME  h

Please note, no hairstylist of makeup artist provided, brides should arrange it themselves

12 **FLOWER ARRANGEMENTS**

Name of florist

Contact number

Setup date  Setup time FROM  TO

13 **Will you be using our "Just Married" golf cart?** YES  NO

If YES:

Where will cart be collected

Who will collect the cart

Date cart needed:  Time cart needed:  h

14 **Do you need the use of our kitchen for catering?** YES  NO

Please note: Fee applicable for use of kitchen, caterer uses kitchen at own risk and should be left in same order as received

15 **Do you need waitresses to be arrange?** YES  NO

Please note: Payment of waitresses to be made to them directly by wedding party\*

	DATE	FROM TIME	TO TIME
NUMBER OF WAITRESSES	<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER OF WAITRESSES	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Recommended rate R200 for 8 hours

**PLEASE NOTE:**

1. Fynbos Golf Club takes no responsibility for any items/décor that is not the property of Fynbos.
2. All items should be removed on the day following the wedding.
3. Fynbos kitchen may be used for washing up by caterer, but own staff should be supplied.
4. All tariffs are subject to change without prior notice.