



Executive Guest
Lodge-Hotel &
Conference Centre



39 Pomona Road (M32), Pomona, Kempton Park, 1619. O.R. Tambo International
P O Box 10507, Aston Manor, 1630
Vat Registration Number: 4470184534

Function Request Form

Name: _____
 Name Of Bride & Groom (If Wedding Function): _____
 Company: _____
 Address: _____
 Tel No.: _____ Fax No.: _____
 Cell _____ Email Address: _____

Identity Number: Bride _____ Identity Number: Groom _____
 WEDDING BIRTHDAY PRIVATE / COMPANY FUNCTIONS

Morning Wedding / Functions:
 Brunch / Breakfast From 09h00 - 11h30 (Shumba Venue)
 Brunch / Breakfast From 09h00 - 12h00 (Ndlovu Venu)
 Brunch / Breakfast From 09h00 - 13h00 (Rock Lapa)
Afternoon Spitbraai / Buffet Wedding:
 Rock Lapa From 16h00 - 23h30 & Ndlovu Venue From 14h30 - 23h00
 Shumba Venue From 13h00 - 22h00

Date: _____ Number Of Guests: _____
 Time: _____ Menu: _____
 Wedding Colours: _____ Overlays: _____ Serviettes: _____

Underline:

Sherry / Champagne / Orangejuice / Sangria On Arrival YES NO OTHER _____

Please Tick:
 Square Tables YES NO Tiffany Chrystal Chairs YES No (Additional Cost to be charged for Hiring)
 Juices On The Tables YES NO Round Table YES NO
 Red & White Wines on tables (1 x Red Wine & 1 x White wine per table) YES NO Champagne to Toast YES NO
 Standard Flower Arrangements On Tables & 1 Bridal For Main Table (Delete item not required) YES NO (We pass our exceptional rates onto you)
 (in green plastic holder) or Vases Extra Cost - Amount Willing to Spend R _____
 Chair Covers YES NO Sashes YES NO
 Our Disco YES NO Live Music YES NO (Amount Willing to Spend)
Samro Licenced
 Under Plates (Silver or Gold) - Please specify (underline your choice) YES NO

CHAPEL TIMES
 Garden Chapel YES NO Shumba 13h00 - 13h30
 Ndlovu 14h30 - 15h30
 Rock Lapa 16h00 - 16h30 or 17h00 - 17h30
 Eagle Venue Times to be discussed
 Red Carpet YES NO Priest Pedestal YES NO
 Candle Stands YES NO Candles On Tables YES NO
 Photographer YES NO Bar Amount Compulsory _____
 Negotiate with photographer regarding price. **(Bar Tab Amount: A minimum of R 3000.00 to cover costs of Colddrinks)**

Any Other Requests _____

Note: _____
 Quote P/P _____ Deposit Paid (Amount) _____ Date _____

We need the bridal party to sign and indemnity form.
 If you do have any children attending the function please let management know about it.