



*Accommodation | Conference Centre | Function Venue*

### ***Function Venue***

#### ***Venue***

Poolside		Hall
10 to 30 pax		10 to 20 pax

#### ***Timeslots***

Morning – 10h00 am to 13h00 pm		Afternoon – 13h00 pm to 17h00 pm		Evening – 17h00 pm to 20h00 pm
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#### ***Types of Functions***

Baby Shower		Bridal Shower		Year End Function		Themed Parties
Birthday Celebration		Christening		Memorial Services		Formal Dinner

#### ***Inclusive***

PA System (speakers & microphones)		Décor		Secure Parking (20 vehicles)		Waiters
Projector / LCD Screen (indoor venue only)		Coffee & Tea Station				

15 Firwood Avenue • Hazelwood • Pretoria • 0081 • Gauteng • South Africa

Vat Registration Number: 4620 2680 88 • Company Registration Number: 2011/096672/23

Telephone: +27 12 346 1526 • Mobile: +27 82 882 9326 • Email: [events@firwoodlodge.com](mailto:events@firwoodlodge.com) • Website: [www.firwoodlodge.com](http://www.firwoodlodge.com)



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***Packages***

***Platter Package R345.00 per guest***

Basic décor		All furniture, linen, glassware, overlays, tiebacks & artificial flowers
All crockery and cutlery		Jugs of juice & lemon water and one soft drink per guest
Choice of four platters for 10 to 20 pax		Choice of six platters for 21 to 25 pax   Choice of ten platters for 26 to 30 pax

**Platter options**

Mini croissant platter		Cocktail platter		Breakfast platter		Sandwich platter		Chicken platter
Toasted sandwich platter		Fruit platter		Cocktail platter		Cold meat platter		Cheese and biscuit platter
Rib and chicken platter		Pastry platter		Vegetarian platter		Pita platter		Cheese platter

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### ***Packages***

***Basic Package R395.00 per guest***

Basic décor		All furniture, linen, glassware, overlays, tiebacks & artificial flowers		
All crockery and cutlery		Jugs of juice & lemon water and one soft drink per guest		
Choice of one sauce or salad or desert		Choice of two vegetables		Choice of two starches
				Choice of two meats

#### Buffet options

##### Sauces

Chakalaka sauce		Cheese sauce		Mushroom sauce
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##### Salads

Garden salad		Greek salad		Potato salad
Beetroot salad		Coleslaw		Carrot salad

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Buffet options

Vegetables

Sweet carrots	Fried spinach	Creamed spinach
Vegetable stir fry	Oven roasted vegetables	Sweet butternut with baby marrow

Starch

Creamy samp	Pap	Creamy mash potato
Roasted potato wedges	White jasmine rice	Savoury basmati rice

Meat

Traditional beef stew	Grilled brisket	Barbeque chicken drumsticks	Traditional chicken stew
Deep fried battered hake	Crispy fish fillets	Grilled pork chops	Flame grilled boerewors

Desert

Fruit salad	Variety of cakes	Ice cream served with chocolate sauce
Sticky chocolate pudding	Malva pudding served with custard	Chocolate brownies served with vanilla ice cream

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**FIRWOOD LODGE**



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### ***Packages***

***Standard Package R445.00 per guest***

Standard décor		All furniture, linen, glassware, overlays, tiebacks & artificial flowers						
All crockery and cutlery		Jugs of juice & lemon water and two soft drink per guest						
Bottled still and sparkling water		Dry snack platter		Non-alcoholic welcome drinks (choice of one)				
Choice of one sauce and desert		Choice of two salads		Choice of two vegetables		Choice of two starches		Choice of two meats

Buffet options

Sauces

Chakalaka sauce		Cheese sauce		
Mushroom sauce		Pesto sauce		Pepper sauce

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Buffet options

Salads

Garden salad		Greek salad		Potato salad		Chicken salad
Beetroot salad		Coleslaw		Carrot salad		Cabbage salad

Vegetables

Sweet carrots		Fried spinach		Creamed spinach
Vegetable stir fry		Oven roasted vegetables		Sweet butternut with baby marrow

Starch

Creamy samp		Pap		Spaghetti bolognese
Roasted potato wedges		Golden crisp roast potatoes		Creamy mash potato
White jasmine rice		Savoury basmati rice		Yellow Thai rice

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Buffet options

Meat

Traditional beef stew		Grilled brisket		Barbeque chicken drumsticks		Traditional chicken stew
Deep fried battered hake		Crispy fish fillets		Grilled pork chops		Flame grilled boerewors
Vegetable lamb stew		Grilled lamb chops		Chicken pie		Cottage pie

Desert

Fruit salad		Variety of cakes		Ice cream served with chocolate sauce
Sticky chocolate pudding		Malva pudding served with custard		Chocolate brownies served with vanilla ice cream

Non-alcoholic welcome drinks

Fruit punch		Virgin mint mojitos		Lemonade with mint and lemon
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### ***Packages***

#### ***Executive Package R595.00 per guest***

Executive décor		All furniture, linen, glassware, overlays, tiebacks & artificial flowers
All crockery and cutlery		Jugs of juice & lemon water and two soft drink per guest
Bottled still and sparkling water		Dry snack platter
		Alcoholic and Non-alcoholic welcome drinks (choice of one of each)
Choice of one bread, soup and sauce		Choice of two salads
		Choice of two deserts
Choice of three vegetables		Choice of three starches
		Choice of three meats

#### **Buffet options**

##### **Breads**

Garlic bread		Ciabatta bread		Portuguese rolls
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Buffet options

Soups

Pasta E Faggioli	Black bean soup	Tomato soup
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Sauces

Chakalaka sauce	Cheese sauce	
Mushroom sauce	Pesto sauce	Pepper sauce

Salads

Garden salad	Greek salad	Potato salad	Chicken salad	Celery and apple salad
Beetroot salad	Coleslaw	Carrot salad	Cabbage salad	Broccoli salad

Vegetables

Sweet carrots	Fried spinach	Creamed spinach
Vegetable stir fry	Oven roasted vegetables	Sweet butternut with baby marrow

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## FIRWOOD LODGE



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### Buffet options

#### Starch

Creamy samp	Pap	Spaghetti bolognese	Creamy squash linguine
Roasted potato wedges	Golden crisp roast potatoes	Creamy mash potato	Mediterranean cous cous
White jasmine rice	Savoury basmati rice	Yellow Thai rice	Brown rice

#### Meat

Barbeque T-bone steak	Traditional beef stew	Grilled brisket
Oven roasted chicken quarter leg	Barbeque chicken drumsticks	African chicken stew
Blackened salmon fillets	Crispy fish fillets	Deep fried battered hake
Leg of lamb	Vegetable lamb stew	Grilled lamb chops
Barbeque pork ribs	Pork belly	Grilled pork chops
Chicken pie	Cottage pie	Flame grilled boerewors

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Buffet options

Desert

Fruit salad	Variety of cakes	Ice cream served with chocolate sauce
Sticky chocolate pudding	Malva pudding served with custard	Chocolate brownies served with vanilla ice cream

Non-alcoholic welcome drinks

Fruit punch	Virgin mint mojitos	Lemonade with mint and lemon
Fresh orange juice with crushed ice		Strawberry, cucumber and lemon flavoured water

Alcoholic welcome drinks

Pimms with cucumber and lemon slices	Strawberry daiquiris	Sherry
Port with crushed ice and cherries		Kalua or Amarula on crushed ice

**\*\*\*Executive package requires a minimum of 20 guests\*\*\***

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## FIRWOOD LODGE



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### *Additional Options (extra charges apply)*

#### Vegetarian meals

Vegetarian biriyani		Pasta with creamy greens and lemon		Caponata pasta
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#### Halaal meals

Choose from a menu containing a variety of popular certified Halaal restaurants

#### Kids meals

Fish fingers served with fries		Mini beef burgers with fries
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Mini chicken burger served with fries		Chicken nuggets served with fries and cheese sauce
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#### Beverages

Bottled still or sparkling water	500ml	R10.00		Soft drinks	330ml	R15.00
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Glass of Juice	400ml	R10.00		Ciders	330ml	R20.00
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South African beer	330ml	R15.00		International beers	330ml	R25.00
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A selection of whisky, brandy, gin, cognac, sparkling wine, white wine and red wine is available

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***Function Details***

Organisers name & surname	
Organisers contact details (Landline & mobile)	
Organisers email address	
Type of function and the date	
Number of guests	
Guest of honour name & surname	
Time of arrival and departure	
The time the food should be served	
Seating style (Round table or long table)	
Special dietary requirements	
Special instructions	

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***Menu Selection***

Breads			
Soups			
Sauces			
Salads			
Vegetables			
Starch			
Meats			
Deserts			
Welcome drinks			
Platters			
Beverages			

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***Additional Options (extra charges apply)***

Specialized chairs (tiffany / chameleon chairs / Wimbledon)		Specialized tables (cocktail / glass )
Balloon stands		Balloons
Specialized tents		Specialized structures ( marquee )
Photo booth		Gazebos / Umbrellas
Specialized sound equipment		Stages / Dance floors

**\*\*\*price list available on request\*\*\***

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## **TERMS AND CONDITIONS**

### **Deposit:**

Upon making a reservation / booking the guest, the company or representative is required to follow the steps below:

- Make a payment or deposit of 50% of the total cost of the reservation / booking.
- Issue and send a purchase order or a voucher from an affiliated company or travel agent.
- All reservations / bookings are provisional until a payment, purchase order or a voucher is received.

### **Payment Options:**

Upon making a reservation / booking and receiving an invoice the guest, the company or representative is required to make a payment or deposit with the banking details located at the bottom of the invoice.

The payment options are listed below:

- Bank Transfer, Cash Deposit or Credit Card Payment (we accept Visa, Mastercard and Diners Club)
- The invoice number should be used as the reference for all payments.
- Proof of the payment / transaction should be emailed to [bookings@firwoodlodge.com](mailto:bookings@firwoodlodge.com)

### **Cancellation Policy:**

Upon cancellation of a booking / reservation, the guest, the company or a representative prior to the check-in / arrival date the following policy prevails:

- Cancellation 0 - 3 days forfeit 100% of the payment / deposit amount.
- Cancellation 7 - 14 days forfeit 75% of the payment / deposit amount.
- Cancellation 14 - 21 days forfeit 50% of the payment / deposit amount.
- Cancellation 21 - 30 days forfeit 25% of the payment / deposit amount.
- Cancellation 31 days or more forfeit 0% of the payment / deposit amount, an admin fee of R200.00 will be charged which will be deducted from the payment / deposit.
- No show / failure to check-in forfeit 100% of the payment / deposit amount.
- Firwood Lodge reserves the right to cancel a booking / reservation without notice when the deposit and payment terms / conditions are not honoured.

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## **TERMS AND CONDITIONS**

### **Refund Policy**

Upon requesting a refund for a booking / reservation, the guest, the company or a representative is subject to the following policy:

- An admin fee of R200.00 will be charged which will be deducted from the payment / deposit amount.
- The refund amount will only be paid into the account from which the payment / deposit was received.
- Refunds may take five (5) to seven (7) working days to be processed and are subject to banking institutions terms and conditions.
- The guest, the company or representative will be required to complete a refund authorization form or submit a letter from a bank confirming the banking details.

### **Indemnity Agreement**

**Firwood Lodge** is a private property and right of admission to the grounds and premises is reserved. Electronic surveillance is employed on the property. All persons who enter and remain on the premises do so entirely at their own risk and indemnify the owners, and/or their staff or employees and/or representatives against any loss of whatsoever nature, inclusive but not limited to: a) personal injury. b) damage to property and loss of property. c) any other incident, event or circumstance that may lead or result in loss. Please do not print this email unless it is necessary. Every unprinted email helps the environment.

### **Disclaimer Agreement**

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