

# Wedding Package Information

01 JANUARY 2017 – 31 DECEMBER 2017



## Dear Wedding Couple,

Thank you for considering Tala as a venue to host your big day! At Tala we are here to ensure that you have a very special, perfect day in our tranquil bush setting. Our wedding package is specially designed to assist you so that you can enjoy a stress free day

### **‘Tala Collection’ ‘Passionate about weddings and service excellence’**

Please kindly read through our venue options and wedding menu options in order to determine which options best suit your requirements

#### **Kindly Note:**

- Should your final numbers be below the minimum requirement you will be charged a surcharge of R100-00 per person short of the minimum requirement
- Final numbers **MUST** include all service providers that need to be catered for on the day of your wedding. Our wedding coordinator will discuss menu options available for service providers
- A full list of guests attending the wedding needs to be provided to your coordinator at the final meeting as this will be required for the main security gate entering the reserve. Please note that the list needs to be provided in alphabetical order to avoid confusion at the main gate
- Tala does not offer exclusivity of the reserve and can host more than one wedding on the same day. The ceremonies and receptions will be hosted at our various venues within the reserve



## Styling your wedding / Tips for planning your special day:

- Put together your budget for the wedding
- Book the venue and select your colour scheme
- Decide on the look & feel you would like for the wedding (Romantic, Modern, Vintage etc)
- The style of your wedding affects everything from dress to décor to invitations
- Start the planning process from A-Z and keep a file with all relevant sections and quotes received etc
- Ensure that contracts are in place with ALL of your suppliers
- Use platforms such as pinterest ([www.pinterest.com](http://www.pinterest.com)) to create your own mood boards and collect ideas that suit the style you are aiming for OR collect images from publications and other forms of media
- The wedding coordinator at Tala can always log on to pinterest at anytime and view the progress of your board and get a clear idea of what you are looking for. You will need to send the coordinator the link
- Discuss the mood board & your ideas with your coordinator to ensure your expectations are met

## Venue Hire:

- Tala has a number of stunning and versatile venues with magnificent views set in the African bush. Our venues can cater for between 40-300 guests. These venues include:
- Fig Tree Barn
- Acacia
- In addition there is the option of having an intimate wedding for two, a marquee wedding styled to your personal taste or a simple picnic wedding for a small group of guests. Please chat to the wedding coordinator regarding any special requests you might have regarding the venues. Please note that additional rates may apply according to your personalized requirements

Venue	Venue Hire	Time Period	Guests
<b>Fig Tree Barn</b>	R14 950-00	10 Hours	100-150
	R16 675-00	10 Hours	150-200
	R18 975-00	10 Hours	200-300
<b>Acacia</b>	R10 350-00	10 Hours	60-80
	R12 075-00	10 Hours	80-100
	R13 225-00	10 Hours	100-120

- The above rates include VAT
- Please note the above rate includes service staff such as waiters, barmen and banqueting supervisor

## Ceremony Options:

- Figtree Barn: Outdoor garden & indoor ceremony options available.
- Acacia: Outdoor ceremony on the deck, garden option and covered ceremony option



### Please note:

- **Tala cannot control the weather and will not be held liable for any ceremonies that are rained out. Our wedding coordinator will consult with you on possible back up plans and discuss this with you leading up to the wedding**

### Venue Hire Includes:

- Use of the stipulated booked venue for set-up and wedding day.
- Round tables that seat a maximum of 10 guests per table will be included at no charge
- Standard crockery, cutlery and glassware
- Easel & frame for seating plan
- Podium for speeches
- Cake knife & cake table
- Standard set up & breakdown of the venue (This excludes additional wedding décor set up such as centre pieces, draping etc that are supplied by external suppliers) \* It is recommended that the suppliers do their own set up
- Dedicated in house wedding coordinator \*This is for all on site coordination
- DJ table
- Gift table
- Ceremony set up (Outdoors / Deck & Covered ceremonies) Excludes additional wedding ceremony décor such as draping on gazebos etc supplied by external suppliers
- Accommodation for the night before the wedding for the bride ONLY. Additional rooms can be booked at an additional rate  
\*Please view the accommodation rates and chat to the coordinator or contact reservations via e-mail [reservations@tala.co.za](mailto:reservations@tala.co.za)
- Honeymoon room on the night of the wedding -Subject to availability

### Venue Hire Excludes:

- Flowers, Draping, Fairy Lights and any additional décor that does not form part of the standard set up
- Bar account, welcome beverages or any other beverages
- Wedding Cake, Canapes, Menu, Candy Stations etc
- DJ or any other form of entertainment
- Wedding stationary (Seating Plans, Name Cards, Table Names)
- Accommodation
- Gratuity on all food and beverage items
- Off site coordination of your wedding



### **Children:**

- Children age 4 - 12 meals can be arranged by the bridal couple ordering off the children's menu. All children will however be served the same option. The cost for the children's meal is R95 per child
- Children need to be supervised at all times to avoid any breakages charged to the bridal couple
- Baby sitters can be arranged through Tala. Please discuss with the wedding coordinator or e-mail [frontoffice@tala.co.za](mailto:frontoffice@tala.co.za). Cash needs to be paid directly to the baby sitter on the day of the wedding

### **Bar Services:**

- Tala bar areas are fully licensed
- No alcohol will be served to guests under the age of eighteen years
- We will require clients to brief us on the bar requirements prior to the wedding take place
- Beverage & Wine list is available upon request
- Bar items are subject to availability
- Various billing options are available

### **Cash Bar:**

- Guests pay for their own beverages
- Please note that Tala has a no cash policy and that guests will be required to pay via debit or credit card
- A tab can be opened for guests on the condition that a debit / credit card is handed in at the bar

### **Open Bar:**

- Client will be liable and pay for all beverages consumed during the wedding

### **Limited Open Bar:**

- Client will pay for all beverages specified by the client as per the specified bar tab amount
- Clients may specify items permitted



### Bar Services Continued:

- **Open bar tabs and limited open bar tabs are payable upfront by the client. The dedicated coordinator or banqueting supervisor will update the bride / groom or any nominated member from the bridal party on the progress of the bar tab throughout the wedding. Should the final bill be less than the pre-paid tab the balance will be refunded**

### Corkage Rates:

- Please enquire with our wedding coordinator regarding the rates as they are brand & volume dependant
- No corkage is available on soft drinks, beers, bottled water, spirits and ciders.
- Corkage rates will not be refunded on items which are not consumed but you are welcome to remove these items after your function

### Menu:

- Please note that Tala will be responsible for all catering at the venues
- Should you wish to make any changes or tailor make your menu please discuss this with your coordinator and the coordinator will consult with our in house Executive Chef.
- Final menu choices need to be confirmed one month before wedding
- A menu tasting will be arranged leading up to the wedding based on your preferred selection
- Please note that a 10% gratuity will be charged on all menu costs
- Children age 4-12 are charged at the children's menu rate of R95 per child
- Our standard wedding menu options vary from R320-R600 per person \*Buffet & Plated Options



### Gratuity:

- A gratuity fee of 10% is charged on all food and beverage items pre-booked and paid by the bridal couple. This will be included in your final breakdown of costs once your final meeting has taken place

### Pre Reception:

- Tala offers a selection of canapés for your guests to enjoy after your wedding ceremony
- Welcome drinks / Signature cocktails can be served during this time
- A maximum variety of 3 welcome drinks may be selected off the beverage menu. The cost of welcome drinks may vary according to the items you have selected to serve

### Pre Ceremony:

- Pre ceremony welcome drinks can be served. Please chat to our coordinator regarding the options

### Venue Set Up & Breakdown:

- Should Tala's in house coordinator be required to coordinate and set up your external décor items / centre pieces provided this will be charged at a rate of R10 per wedding guest. This is payable directly to Tala
- Breakdown of centre pieces & additional décor items will take place on a Monday morning unless otherwise arranged with your coordinator
- Should you wish to have the décor broken down the morning after your wedding a surcharge may apply
- Please note that should you be using an external company for décor Tala will not be held liable for any breakages / damages & loss that may occur after the wedding and before the external décor company collects the items
- Depending on availability of the venue that you have chosen for your big day we will start setting up the venue the day before the wedding between 07:30am and 15:30pm.
- Should you be using an external company for your linen, party favors, printed menus, name cards, draping, fairy lights and base plates these items MUST be delivered TWO days prior to the wedding taking place as we will need all the items to complete the set up.

### Guest Transfers:

- Guests can be transferred to and from the venue at a charge of R30 per person. Please note that vehicles can take up to twenty guests at a time
- Please arrange the transfer with our wedding coordinator beforehand so that they can be charged to the master account or the guest room accounts



### Accommodation:

- Tala offers accommodation for you and your guests in a range of lodges from Rustic to Luxury. Many of these lodges are perfectly designed to suit the bride, bridal party, family and guests for their prep and spending the night with us. Some of the lodges are conveniently situated alongside the wedding venues and are in within walking distance. Your coordinator will advise you on the most suitable rooms
- All accommodation block bookings require a 50% deposit upfront and balance is payable no later than 7 days prior to the wedding taking place. The rates vary from Lodge to Lodge.
- As Tala Private Game Reserve can host more than one wedding per day it is advisable to block book your accommodation or ask your guests to please contact our friendly Front Office Reservation Office on 031 781 8000 or via email at [frontoffice@tala.co.za](mailto:frontoffice@tala.co.za) as soon as you have confirmed your special day with us

### Confetti:

- Only natural products may be used such as rose petals, leaves or bubbles
- Baskets / confetti holders need to be provided

### Additional Extras:

- **CREATIVE PHOTO SHOOTS**

The game viewer can be used for photos at a rate of R1437.50 for a maximum of 2 hours. If you chose to use a private vehicle for photos a ranger will need to accompany you at a rate of R750 for a maximum of 2 hours. Tala offers amazing photo options such as game, lush landscapes and much more

- **BOMA BRAAI**

The perfect way to start your wedding celebrations is under our gorgeous African skies. A Boma setting with a huge bon fire accompanied with a delicious menu \*Coordinator can discuss menu options with you

- **GAME DRIVE FOR WEDDING GUESTS**

Game drives are available for your guests at Tala at an additional rate per person

- **LUNCH ON WEDDING DAY FOR BRIDAL PARTY**

A light finger lunch can be arranged and served in the room at a rate of R95 per person

- **PREP ROOMS**

Prep rooms can be arranged at R975 per room (ONLY AVAILABLE UNTIL CEREMONY BEGINS) unless you have booked a room for the night





### **BOOKING PROCESS:**

- Once you have received the initial quote and you are happy to go ahead and confirm your venue and date we will require a deposit. The deposit payable is the stipulated venue hire quoted on
- We will also require the signed off contract. Each page of the contract is to be initialed by the bridal couple. Should the bridal couple not be liable for payments the relevant person responsible will also need to sign the contract
- The terms & conditions will form part of the wedding contract
- Every page of the wedding package is also to be initialed by the bridal couple

All of the above documents and proof of payment is to be e-mailed to the wedding co-ordinator at [weddings@tala.co.za](mailto:weddings@tala.co.za)

### **DEPOSIT PAYMENT PROCEDURE:**

The deposit is non-refundable and needs to be paid in full in order to confirm the Date & Venue for your wedding. This deposit needs to be paid within 7-10 days of you provisional booking, failing which your booking will automatically fall away. We will notify you by email. The balance of the initial quote will be split up over three payments leading up to the wedding. This will be on your booking form

### **DAMAGE DEPOSIT:**

Please note that a R1 500 refundable damage deposit is payable. This amount will be included in your initial quote. This amount will be refunded two weeks after the wedding should there be no breakages.

### **BANKING DETAILS:**

Standard Bank

Account Name: Gradoscope Pty Ltd t/a Tala Game Reserve

Account Number: 252 039 688

Branch: PMB

Branch Code: 007 525

Reference to be used: Bridal Couple name & Date of Wedding

**Please contact our coordinator to arrange a site visit to view the venue. Please note that site visits are by appointment only.  
Contact details are as follows: 031 781 8000 or e-mail [weddings@tala.co.za](mailto:weddings@tala.co.za)**

