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# Wedding Portfolio 2019



THE FAIRWAY HOTEL, SPA & GOLF RESORT. MEMBER OF THE GUVON HOTELS & SPAS PORTFOLIO:  
ACCREDITED WITH THE AMERICAN EXPRESS PLATINUM FINE DINING RESTAURANT AWARD  
2013, 2014, 2015, 2016 AND 2017.





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## *Dear future Bride and Groom*

On behalf of the Fairway team we would like to congratulate you on your engagement and thank you for considering The Fairway Hotel, Spa & Golf Resort as the venue for your Big Day. We understand the dreams and wishes of every bride and groom, and will go the extra mile to make sure that all your requirements are met, as we do with all our weddings:

*"Thank you for everything you all did to make our wedding day so special! All the emails, calls and planning before the big day, rehearsal dinner and actual day! Thank you for dealing with me and my dad! We really appreciate it all, you have an incredible team. They all went the extra mile with everything! We love our gifts the hotel made us, they are so special. Thank you!" – Victoria and Jean-Philippe Wedding – 11 April 2015*

The Fairway Hotel Spa & Golf Resort is a unique luxury development overlooking the famous Randpark Golf Course, just north east of the clubhouse and offers unequalled views over the greens. Our slogan "On par with excellence" reflects the commitment and passion we have for the hotel industry – something that will be evident to you and your guests on your wedding day.

Our wedding package is designed to assist you in planning a perfect wedding ceremony and reception. Planning your reception can be a daunting prospect, but our professional services are available to lessen the workload. As the reception is a focal point of your wedding day, the quality of the food and drinks, its presentation and the overall standard of service all contribute to make the day the most memorable. At The Fairway we fully appreciate this and employ our wealth of experience, matched with personal service, to ensure you enjoy a day to remember.

If you have not yet booked your wedding, but would like to come see the facilities, we would like to invite the wedding couple for a Sunday Lunch to experience our wonderful ambiance, the excellent service and the fabulous food. We are also very proud of our rooms and would be delighted to welcome the bridal couple for a stay over for one night including breakfast on us!

To get to know you and your idea of your dream wedding, it would be our pleasure to show you our facilities and supply you with more information regarding our wedding packages over a steaming cup of cappuccino and a personal chat. We trust you will find the contents of enclosed information acceptable and we look forward to having the privilege of hosting your wedding at The Fairway Hotel, Spa & Golf Resort.

Best wishes

Anusha and the Banqueting Team  
The Fairway Hotel, Spa & Golf Resort  
Tel: 011 478 8000 | Fax: 011 431 2256  
E-mail Anusha on: [anushav@thefairway.co.za](mailto:anushav@thefairway.co.za)  
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## Facilities and Tariffs



## Included in the Venue Hire

- Chapel
- Our main function room has the capacity of seating 180 guests at round tables. We recommend a maximum of 10 guests at a round table.
- The following facilities are included in the charge:
  - Full bar service
  - Buffet area
  - Tables, chairs and table numbers
  - Crockery and a full setting of cutlery
  - Wine and champagne glasses as well as ice buckets
  - Our standard range of white or black linen which include table cloths, napkins and chair covers
  - Cake table and gift table
  - Dance floor
  - Aisle carpet
  - A Banqueting Co-ordinator to assist in planning every detail of your important day
  - The presence of a Banquet Manager on the day of your wedding
  - Waiters: Plated menu: one waiter per every eight guests. Buffet menu: one waiter per every ten guests.
- The Vista Deck is available for welcome drinks.
- A bridal suite is made available to the bridal couple on their wedding night. Check in time is 14h00 or earlier by arrangement, but subject to availability.
- Ample parking is available at no additional charge.
- **In case of power or water outages:**
  - **The hotel is 100% powered by our own 630KVA “Silent Pack” generator and the water supply is secured by an 102,000 litre reservoir.**



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Venue	Monday – Sunday & Public Holidays	Venue Capacity
Windsor Ballroom	R 27, 000.00	Min 80 – Max 180
Windsor I	R 22, 000.00	Min 80 – Max 110
Vista Deck	R 20, 000.00	Min 80 – Max 100

Weddings of 180+ guests have the option of using the banquet facilities at the Randpark Golf Club. Weddings of 80 guests and less, kindly approach the co-ordinator to discuss options. Rates are applicable from January 2019 – December 2019. Rates are subject to change without prior notice. Venue hire rates negotiable, unless part of a special or package.

### Facilities not included in the Venue Hire

- **Bar** – We are a fully licensed establishment. Drinks are charged at the rates current at the time of the wedding. You may select your own wine from our comprehensive range. A minimum bar tab is required. Please refer to your quotation.
- **Corkage** – Corkage will be charged for beverages i.e. wines that the couple wants to bring onto The Fairway's premises for their wedding. Please note that you may not bring in any beverages that we can supply. Please discuss with your co-ordinator for more information.
- **Accommodation** – Accommodation for your guests is available as per our tariff sheet. It is advisable to book well in advance. Full prepayment will be required to confirm bookings.
- **Menus and Wine List** – Please arrange your own design and printing.
- **PA system** – The PA system for the wedding chapel and reception venue.
- **Overlays** – Please see suppliers list for our preferred suppliers.
- **Tie-backs** – Please see suppliers list for our preferred suppliers.
- **Candles** – Candles may not be placed directly on the table linen.
- **Name Cards** – Please arrange your own design and printing.
- **Table Seating Plan** – Please arrange your own design and printing.
- **Bar arrangement** – A minimum bar tab is required. Once it is depleted a cash bar option will be available.
- **Décor & Flowers** – Draping, decor and flowers for the function are not included in the venue hire. All décor to be supplied by independent décor suppliers. All decorations to be discussed with management to ensure that no damage is done to the venue.
- **Entertainment** – Will be subject to the approval of the hotel management. Out of consideration for other hotel guests, music volume should be reduced to an acceptable level after 24h00. The venue doors will be closed from 22h00 to avoid sound from travelling. The music volume will be subject to management discretion.

### Menus and Corkage

- Please refer to the menus at the back of the information portfolio for more information.
- **Catering** – For an extensive menu selection, feel free to ask your co-ordinator and should you wish to make any changes our chef would be delighted to assist you. Halaal and Kosher catering can be arranged at an additional surcharge for a limited amount of guests (max. 10 guests) - orders must be made 2 (two) weeks in advance.
- Please note that no drinks can be brought onto the property that the hotel can supply.
- Alternatively a corkage fee will be applicable. Please discuss with your co-ordinator for more information.





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## WEDDING ACCOMMODATION



Wedding accommodation rates are applicable to the date of the wedding, not the date of the booking.

### Summer Rates (valid 01 September 2018 – 30 April 2019)

- On the night of the wedding, one complimentary suite is provided for the bride and groom.
- The parents of the bride and the parents of the groom are entitled to a special wedding rate for accommodation on the night of the wedding.
- The wedding party will also receive a special wedding rate on the day of the wedding.
- Children under the age of 4 years sharing with adults will not be charged.
- Children between the ages of 4 and 12 years, sharing with adults will be charged 50% of the single adult rate.
- The leisure rates include overnight accommodation, breakfast and VAT.

### Winter Rates (valid 01 May 2019 – 31 August 2019)

- On the night of the wedding, one complimentary suite is provided for the bride and groom.
- One complimentary Luxury Room will be provided for the parents of the bride and one complimentary Luxury Room will be provided for the parents of the groom.
- The wedding party will receive a special wedding rate on the day of the wedding.
- Children under the age of 4 years sharing with adults will not be charged.
- Children between the ages of 4 and 12 years, sharing with adults will be charged 50% of the single adult rate.
- The leisure rates include overnight accommodation, breakfast and VAT.



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# *Bridal Spa Pleasures at The Fairway Spa*



The Fairway Spa invites you to immerse yourself in our oasis providing an ideal retreat from the demands of the city. Hidden away in a leafy Randpark suburb, right on the Randpark Golf Course, the Fairway Spa awaits. It offers the finest in massages, facials, hair removal, body bronzing and other day spa services. Hydrotherapy offerings include a Rasul Chamber, a flotation tank, steam rooms, an eight seater Jacuzzi and an outside pool (heated in Winter). Being a hotel & resort spa, The Fairway Spa caters for all the bridal requirements from beautiful nails and body treatments right up to skin peel. Being the perfect bride has never been this easy. A pamper party or bridal shower is a wonderful way of spending quality time with friends and a Jacuzzi and double treatment room is available for this purpose. We will happily tailor-make relaxation and beauty packages for you and your bridal party. Dedicated to nourishing the mind, body and spirit our team will guide you through a journey of fulfilment - focused on your wellness.

The Fairway Spa  
011 478 8020  
spareception@thefairway.co.za  
[www.thefairwayspa.co.za](http://www.thefairwayspa.co.za)



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# Menus

## Cocktail Menu Selection

COCKTAIL MENU SELECTION		
COCKTAIL MENU OPTIONS	PRICE PER PERSON	INCLUDES
Cocktail Snacks Option 1	R 180.00	Kindly refer to menu under the Finger Snack Menu
Cocktail Snacks Option 2	R 225.00	Kindly refer to menu under the Finger Snack Menu
Cocktail Snacks Option 3	R 360.00	Kindly refer to menu under the Finger Snack Menu

Please note these menus serves as guidelines to what we have to offer. If there is anything you don't see on the menu, our Executive Chef, Jean- Pierre Siegenthaler will gladly see how he can assist in making your day as memorable as possible.

### Cocktail snacks Option 1

#### Cold

Parma ham and melon roll on a toasted crouton  
Smoked Chicken in pastry case served with homemade fruit chutney  
Line fish roulade with lumpfish roe on brioche  
Cheese flavoured profiterole filled with babaganoush (V)

#### Hot

Kingklip satay with lime butter  
Mini beef sliders  
Vegetable spring rolls (V)  
Greek lamb meat balls with a minted yoghurt dressing



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## Cocktail snacks Option 2

### Cold

Beef tartare with olive tapenade  
Chicken liver parfait served on a toasted baguette with red onion marmalade  
Bocconcini and cocktail tomato skewer with sweet basil pesto (V)  
Prawn tail served with wasabi mayonnaise  
Artichoke crostini (V)

### Hot

Chicken dumpling and vegetable dumpling (V) with an Asian dipping sauce  
Beef satay with a velvety peanut sauce  
Roasted red pepper risotto arrancini (V)  
Salt and pepper calamari with a sweet chilli sauce  
Mini lamb kofta with cucumber raita

## Cocktail snacks Option 3

### Cold

Smoked salmon on blinis, chives flavoured sour cream  
Mussel and guacamole pita pockets  
Oysters served with lemon and spicy sauce  
Mini brioche with eggs and cress garnish (V)  
Olive ciabatta with roasted aubergine and grilled bocconcini (V)  
Sliced beef pastrami and fruit chutney on a courgette crouton

### Hot

Chicken goujons tempura with a sweet and sour sauce  
Beef chimichangas  
Panko prawns served with a wasabi mayonnaise  
Lamb cutlet with a fresh herb crust  
Baby marrow and mushroom kebabs with a balsamic reduction (V)  
Vegetable spring roll with a jalapeno mayonnaise (V)  
Roasted beef fillet served on cocktail rolls with caramelized onion and mustard

### Dessert

Chocolate and banana spring roll cigars  
White chocolate and macadamia nougat  
Cappuccino cheesecake  
Fruit kebabs with vanilla bean syrup





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# Plated Menu Selection

Tea and Filter Coffee available with all of the below choices

PLATED MENU SELECTION		
STARTERS	PRICE PER PERSON	INCLUDES
One starter	R 95.00	A selection of one item from the cold or hot starter section
A choice of two starters	R 155.00	A selection of two items from the cold, hot or soup section
Soup	R 60.00	A selection of one item from the soup section
Sorbet	R 30.00	A selection of one item from the sorbet section
MAIN COURSES	PRICE PER PERSON	INCLUDES
One main course	R 180.00	A selection of one item from the main course section
A choice of two main courses	R 300.00	A selection of two items from the main course section
DESSERT	PRICE PER PERSON	INCLUDES
One dessert	R 60.00	A selection of one item from the dessert section
A choice of two desserts	R 90.00	A selection of two items from the dessert selection
Cheese platter / Cheese wedding cake		Price available on request

Please note these menus serves as guidelines to what we have to offer. If there is anything you don't see on the menu, our Executive Chef, Jean- Pierre Siegenthaler will gladly see how he can assist in making your day as memorable as possible.

## Corkage

Please note that no drinks can be brought onto the property that the hotel can supply. Alternatively a corkage charge will be applicable. Please discuss with your coordinator for more information.

*\*Please note ALL prices are inclusive of VAT and subject to change without prior notice.*



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# Plated Menu Selection

## Cold Starters

Honey roasted duck breast, thinly sliced and accompanied by pickled beetroot and avocado purée

Herb marinated aubergine and ricotta stack with tomato salsa (V)

Goat's cheese and new potato terrine with green tomato chutney and herb salad

Asian noodle salad with lemongrass poached prawns and sweet chilli sauce

Thinly sliced smoked salmon served with a pickled julienne of cucumber & wasabi mayonnaise

Caesar salad with bacon (optional) and croutons

Caprese salad with basil pesto (V)

Vietnamese vegetable salad with sesame seeds (V)

## Hot Starters

Kingklip medallions served with red pepper puree, sautéed artichoke hearts and crispy pancetta

Smoked mozzarella and walnut pesto parcels on char grilled courgette ribbons (V)

Prawn risotto with tomato and basil coulis

Steamed Mussels in white wine cream sauce

Warm salad of calamari nicoise with lemon and olive oil

Chicken and mushrooms in a light mustard cream sauce, served in a phyllo basket

Sautéed potato gnocchi with basil and tomato cream

## Soups

Vegetable and barley broth

Chilled Vichyssoise

Roasted plum tomato and saffron soup with olive tapenade dressing

Pea soup with pancetta lardons

Cream of forest mushroom soup

Traditional Italian minestrone soup

## Sorbet

Strawberry daiquiri

Lemon and lime

Mango

Grapefruit

Coconut



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### **Main course**

Roasted duck leg served with sweet potato puree, minted peas and gooseberry jus  
Braised lamb shank in red wine served with potato gnocchi and buttered green beans  
Herb and tapenade crusted Kingklip fillet with mashed potatoes, sautéed ratatouille and Saffron cream  
Scottish salmon fillet with a dill butter sauce and barley risotto

Roast lamb rack served with potato fondante, air dried plum tomato and aubergine caviar  
Grilled beef fillet mignon served with roasted vegetables, chateau potatoes and shiraz jus  
Chicken supreme filled with pumpkin & sage mousse served with vegetable couscous & tomato coulis  
Roasted pork neck, served with mashed potatoes, Caponata and Port jus

### **Vegetarian options**

Tian of grilled black mushroom, tomato, spinach and mozzarella with sauce verte  
Vegetable stir fry with egg noodles  
Spinach and ricotta cannelloni, creamy tomato and pesto sauce  
Wild mushroom saffron risotto

### **Desserts**

Almond Brule tart with honey ginger ice cream  
Chocolate mousse cake with bourbon vanilla sauce  
Bittersweet chocolate financier bar with milk chocolate Chantilly and vanilla bean ice cream  
Passion fruit tart with crunchy hazelnut ice cream  
Dulce de Leche cheesecake with chocolate crust and salted caramelized nuts  
Malva pudding with toffee sauce and vanilla ice cream.



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# Buffet Menu Selection

Tea and Filter Coffee available with all of the below choices

BUFFET MENU SELECTION		
SALADS	PRICE PER PERSON	INCLUDES
Three salads	R 85.00	A selection of three items from the salad section
Five salads	R 100.00	A selection of five items from the salad section
CARVERY	PRICE PER PERSON	INCLUDES
One roast	R 90.00	A selection of one item from the carvery section
Two roasts	R 115.00	A selection of two items from the carvery section
Three roasts	R 170.00	A selection of three items from the carvery section
MAIN COURSES	PRICE PER PERSON	INCLUDES
Three main courses	R 195.00	A selection of three items from the main course section
Four main courses	R 225.00	A selection of four items from the main course section
Five main courses	R 260.00	A selection of five items from the main course section
<b>Included in the above price is:</b> A selection of one item from the vegetable section A selection of one item from the rice section A selection of one item from the potatoes section		
DESSERTS	PRICE PER PERSON	INCLUDES
Two desserts	R 75.00	A selection of two items from the dessert section
Four desserts	R 90.00	A selection of four items from the dessert section
Five desserts	R 110.00	A selection of five desserts from the dessert section
Six desserts	R 130.00	A selection of six desserts from the dessert section
Cheese platter / Cheese wedding cake		Price available on request

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# Buffet Menu Selection

(Min 25 pax)

## Salads

- Asian glass noodle salad
- Nicoise salad (green beans, baby potatoes, olives, red onions and tuna fish)
  - Baby potatoes, crème fraiche and spring onion
  - Honey Roasted Butternut with Cinnamon
- Caesar salad with bacon, olive ciabatta croutons
- Roasted vegetable and chicken pea salad
- Smoked chicken breast with spicy pepper and pineapple salad
  - Pickled fish Cape Malay style
- Roasted carrots and orange salad
  - Old fashion Coleslaw
- Tabouleh salad
- Mediterranean cous cous salad

Build your own salad (individual bowls of the following):

Feta cheese, marinated olives, assorted lettuce, cherry tomatoes, roasted peppers, Grilled onions, humus, tapenade, tzatziki, pita breads, falafel etc. served with various salad dressings

## Main course

### Carvery selection

#### Beef\*

- Roasted Rump of beef with pepper crust and red wine jus
- Beef sirloin with grain mustard crust

#### Lamb\*

- Shoulder of lamb Kleffiko style with rosemary and lemon
- Rolled leg of lamb with Middle Eastern spices

#### Chicken

- Chicken roulade with a herb and lemon stuffing
- Roasted whole chicken crusted in five spices

#### Pork

- Roasted smoked loin of pork with apple sauce
- Crisp roasted pork belly roll
- Honey glazed Gammon

\* All meats are prepared medium





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## **Hot buffet**

### **Meat**

Beef Stroganoff  
Beef Bourguignon (red wine, pearl onions and bacon)  
Braised oxtail in a red wine sauce with butter beans  
Traditional lamb curry with accompaniments  
Irish lamb stew  
Tomato bredie (lamb)  
Smoked pork loin with mustard cream sauce

### **Fish**

Herb crusted grilled line fish and basil tomato cream  
Steamed Kingklip with Saffron cream sauce  
Kingklip medallions with lime beurre blanc  
Pan fried line fish in lemon and caper dressing  
Thai green fish curry

### **Poultry**

Roasted apricot and yoghurt marinated chicken  
Pan fried chicken supreme finished in a forest mushroom cream sauce  
Traditional chicken curry  
Chicken roulade with a Port wine rosemary jus  
Chicken a la king  
BBQ Roasted chicken drumsticks

### **Pasta**

Penne tossed in olive oil, sundried tomato, spinach and prawns  
Spaghetti with beef bolognese and parmesan shavings  
Spinach and ricotta cannelloni (V)  
Oriental stir fried vegetables with egg noodles

### **Vegetarian**

Vegetarian moussaka  
Chick pea Cacciatore  
Vegetable and bean curry  
Aloo Gobi (Indian cauliflower and potato dish)

### **Rice**

Basmati rice, pilaf rice, plain white rice, turmeric rice with almond and raisins

### **Potatoes**

Baby roasted potatoes with rosemary, chateau potatoes, lyonnaise potatoes, mashed potatoes and gratin potatoes



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### **Vegetables**

Buttered seasonal vegetables  
Honey glazed carrots  
Oven roasted butternut country style  
Green beans with braised garlic red onions  
Traditional ratatouille  
Cauliflower au gratin

### **Dessert**

Chocolate and banana spring roll cigars  
Berry panna cotta  
Chocolate-mint brownies  
Cappuccino cheesecake  
Chocolate and hazelnut pudding cups  
Lemon-lime bars  
Traditional Crème Brule  
Strawberry Cheesecake  
French apple tart



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## Please note

- The Owners, Management and Staff members do not take responsibility for any of the guest's or host's belongings or any injuries, damage or loss suffered by any persons, and damage to such belongings. The host waives any claim it may have.
- Please note that our facilities are **NON SMOKING**.
- No smoke machines are allowed in the function venues/foyer.
- Although right of admission is reserved, we can due to the nature of our business, not restrict access to the hotel by members of the public or our hotel guests.
- Out of consideration for other hotel guests, music volume should be reduced to an acceptable level after 24h00.
- The Vista Deck is a private venue, however you can only have soft background string music on the deck and unfortunately no dancing is permitted on the deck. The deck holds a maximum capacity of 100pax.  
Should you wish to have dancing and loud music, we can offer you a venue adjacent to the Vista Deck (Randpark banquet room), where you can have your dance floor / DJ and your loud music.
- The Randpark Banquet room leads onto the Vista Deck and the venue hire is R4, 500.00 for the Randpark venue.
- All décor and flowers should be removed immediately after the event, or by prior arrangement with management. Failing to do so will result in a charge to be raised.
- Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationist, as the banqueting department does not hold or book rooms for wedding guests. The Fairway Hotel, Spa & Golf Resort does not accept block bookings without FULL prepayment.
- Wedding guests making use of our special wedding rate must indicate whose wedding they will be attending in order to qualify for this offer.
- Regrettably we cannot make rooms available to wedding guests to get dressed, as the rooms are serviced and ready for other guest check-ins.
- Normal check-in times are applicable to wedding guests who have booked accommodation. Early check-ins cannot be guaranteed. However, we will make every effort to accommodate early check-in requests, subject to rooms being serviced and departure times of guests checking out.
- We will make every effort to make your day a success. Therefore, in order to avoid confusion and misunderstandings, persons not involved in the final co-ordination meeting, should not make changes on the day of the wedding. Changes should only be made by an authorized person and should be done via the Banqueting Co-ordinator and no other members of staff.
- All rates quoted include VAT at 15%. All rates are subject to change.
- Beverage rates are subject to change without prior notice. Please ensure to make a provision for annual increases on beverages due to government legislation and budgets. 1<sup>st</sup> of April being the increase month at The Fairway.
- Children have to be under adult supervision at all times – children to be disciplined and not run around the venue. Babysitters are available by prior arrangement.
- Please be advised that a final co-ordination meeting must take place no less than fourteen working days prior to the wedding date. All details in respect of the wedding, decided and agreed upon by both The Fairway Hotel Management and the client, will and shall only be changed through written communication. These changes may only be made by the due signatories of this document. No verbal changes will be accepted by The Fairway Management after the confirmation of this document.
- Our Banqueting Co-ordinator is available to see you by appointment.



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- Please be advised that we do not allow clients to see wedding venues on dates when weddings have been booked, however this is flexible and prior arrangements for viewing may be made with the Banqueting Co-ordinator.
- Please note that food tasting can only be done for plated menus. One complimentary food tasting per wedding. Conditions apply – please discuss details with your co-ordinator.
- The Fairway Hotel hosts one wedding per day, but due to the nature of the business, conferences and banquets may also be hosted on the day. Exclusivity may be arranged at an additional cost.

## Terms and Conditions

1. A non-refundable deposit equivalent to the full **venue hire** is required within **7 (seven) days** of provisional booking in order to guarantee your booking. Failure to make payment could lead to The Fairway cancelling the wedding, unless other arrangements are made with management.
2. The deposit paid only guarantees availability for the date originally booked. It is **NOT** transferable to another date.
3. **50%** of the estimated wedding bill is payable the latest **6 (six)** months prior to the wedding day. The balance, including the estimated bar bill, to be paid **2 (two)** months prior to the wedding date.
4. The final account for the wedding must be settled on check out.
5. By paying a deposit you automatically indicate your acceptance of The Fairway Hotel, Spa & Golf Resort's policies, regarding payment, cancellation and postponement.
6. Failure to make payments as per clauses 1 to 4 above could lead to The Fairway cancelling the wedding.
7. Deposits will only be accepted by credit card, direct bank transfer or cash.
8. No cheques will be accepted.
9. In the case of a direct bank transfer, a deposit slip must be faxed or mailed to the wedding co-ordinator, where after a copy of the invoice as well as a confirmation letter will be sent to you within 3 (three) working days.
10. The reference number issued when the provisional booking was made should be noted on all direct bank deposits.
11. **Cancellations:**
  - The initial confirmation deposit for the venue hire is non-refundable.
  - If the wedding is cancelled up until 6 (six) months prior to the wedding, a 25% cancellation fee of the total wedding account will be charged.
  - If the wedding is cancelled 6 (six) to 3 (three) months prior to the wedding, a 50% cancellation fee of the total wedding account will be charged.
  - If the wedding is cancelled less than 3 (three) months prior to the wedding, a 100% cancellation fee of the total wedding account will be charged.
12. **Postponements:**
  - Should you postpone your wedding for whatever reasons, The Fairway Hotel, Spa & Golf Resort will only refund or move the money paid to us onto the new date, once the original date has been booked by another wedding.
  - In the event of the wedding of the original date not being rebooked by another wedding, The Fairway will charge a 30% handling fee.
13. Final number of guests must be confirmed in writing no less than 14 (fourteen) days prior to the wedding date, in order to facilitate catering arrangements. Photographer, Disk Jockey etc. to be included in the number of guests. Unfortunately The Fairway Hotel cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for, unless numbers increase.



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14. The Fairway Hotel, Spa & Golf Resort is a fully licensed facility.
15. Availability of accommodation cannot be guaranteed. Please ensure that you book your accommodation with our reservationist, as the banqueting department does not hold or book rooms for wedding guests. The Fairway does not accept block bookings without FULL prepayment.
16. The Fairway will take no responsibility for the wedding cake, should it not be collected on the day after the wedding date
17. Please note should you be expecting monetary gifts, you will have to supply a lockable money box which must be controlled by a member of the wedding party. The money box is solely the responsibility of the client. The Fairway Hotel, Spa & Golf Resort is not liable for any loss or damaged caused to the money box.

## Attendance Figures

The final attendance numbers and venue allocation must be made 30 days prior to the confirmed event date. The following allowances will be permitted:

1. 10% allowance is permitted to number changes from 48 hours to 7 days prior to event.
2. No changes will be accepted to number changes less than 48 hours.

The Fairway Hotel endeavours to cater for extra numbers but this cannot be guaranteed. Additional covers will be charged for at the agreed rate. The Event Owner and/or the Event Organiser are responsible for ensuring that the maximum capacity of the venue is not exceeded.

## Operating Policies

1. Once the final function sheet has been signed, The Fairway will use this as the sole specification to facilitate your wedding. Any changes to this signed document must be made in writing.
2. The venue will be available to you from 08h00 on your wedding day.
3. Please be advised that all final operational details, as well as cleaning, will be completed by The Fairway, no less than two hours prior to your chapel service.
4. The Fairway will accept no deliveries prior to the date of your wedding unless prior arrangement has been made with the Banqueting Co-ordinator.
5. No decorating or flower arranging may take place at The Fairway prior to or on the day of your wedding, however this is flexible and arrangements may be made. Should the florist arrange the flowers on site, they are responsible for the cleaning of the area used.
6. We accept no responsibility for poor service deliverance, actions or opinions from third party suppliers, recommended or otherwise.
7. All third party supplier details must be made known to The Fairway no later than the final appointment (latest fourteen days prior to the wedding date.)
8. No outside or private catering is permitted at The Fairway Hotel, Spa & Golf Resort.
9. The venue is available for a period of 8 (eight) hours from the scheduled time of the reception, but not beyond 00h00.
10. Should you wish to keep the venue and bar open after that time, you will be charged R2 000.00 per hour. (This is to cover operation costs.)
11. The Fairway will allocate a Banqueting Manager as well as staff to run your wedding. The staff allocation will be done at our discretion and will be to the level that we see functional to run a successful wedding.
12. All damages caused to the venue (structural), cutlery, crockery, linen and furniture will be charged directly to the client. (Signatory as per the service agreement). The Fairway Hotel, Spa & Golf Resort does not accept responsibility for any loss, damage to personal property or inconvenience due to power failures and/or acts of God.





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13. The Fairway reserves the right to cancel any bookings (provisional or confirmed) forthwith and without liability on its part for any damage and/or destruction caused to the venue by fire, acts of God, industrial unrest and any other cause beyond the control of The Fairway, which shall prevent The Fairway from performing its obligations. However in these circumstances, The Fairway will make every effort possible with available resources to assist in finding an alternative venue for your wedding.
14. All decorations are to be discussed with the Banqueting Co-ordinator prior of proceeding to ensure no damage is done to the venue.
15. Fixed venue features (e.g. paintings, pot plants, curtains, chapel chairs) will not be moved or removed from the venue.
16. No fireworks will be allowed on The Fairway's property.
17. No live animals will be allowed on The Fairway's property.
18. No candles are allowed to be placed directly on the table linen. It is your responsibility to ensure appropriate precaution is made in this regard. Candle holders must be wide enough to prevent the wax from dripping onto any of The Fairway's table linen (including linen napkins). We recommend the use of non-drip candles. The Fairway reserves the right to remove any candles, should such precaution not be taken. The Fairway furthermore reserves the right to charge clients (signatory of the service agreement) in full for any damages caused to any table linen as a result of burns or wax drippings.
19. Please note, we do not take any responsibility for stored items.
20. Only rose petals may be used as confetti. Strictly no paper confetti, streamers or rice are allowed.
21. All prices are inclusive of VAT and exclude any staff gratuity.
22. Taking photos on the golf course is only permitted from 16h30-18h00, due to safety reasons.
23. A service charge is not included in the food and beverage bill. If you wish to add a tip, this can be done on the evening.
24. All décor/ flowers / entertainment/ draping/ hired furniture/ equipment can only be delivered day of the wedding and must be removed immediately after the reception dinner the same evening. Should this not be removed a storage fee of R 5 000.00 will be charged.



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## Directions

GPS Coordinates: S 26° 06' 86" E 27° 58' 00"

**THE FAIRWAY HOTEL**  
SPA & GOLF RESORT  
GPS co-ordinates: S 26° 06' 86" E 27° 58' 00"

**Key:**  
■ Boom  
➔ Recommended route

**GUVON**  
HOTELS & SPAS

CENTRAL RESERVATIONS TEL: 08611 GUVON  
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SETPERK STREET, RANDPARK (RANDPARK GOLF COURSE), RANDBURG, JOHANNESBURG  
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