



L'Ermitage Wedding Options Form

Franschhoek Elegant Wedding & Event Venue

Client Information:

Wedding Date:	
Bride & Groom / Couple's Name:	
Contact Number:	
Email Address:	
Inhouse Wedding Coordinator:	Joanne de Abreu 083 456 2950 (weddings@lermitage.co.za)
Estimated Number of Guests:	
Estimated all-inclusive Budget	

For Weddings an additional venue fee of R10,000 will apply.

Refundable Breakage Deposit Required of R1,000.00

Corkage fee for outsourced mobile bar will apply

Offerings:

- ☐ Elopement
- ☐ Day Package
- ☐ Village Package
- ☐ Hotel Package
- ☐ Lunch Package



Wedding Package Selection:

(Tick your preferred option)



Silver Wedding Package
Includes venue, basic décor, coordination support

☐

Gold Wedding Package
Includes venue, Mid-tier décor, coordination support

☐

Platinum Wedding Package
Includes venue, top-tier décor, floral arrangements, coordination support)

☐

Bespoke Custom Package
Please specify details below
Special Requests: _____

☐

Package Includes:

- ☐ Standard Cutlery, Crockery & Glassware
- ☐ Round or Trestle Table's Included
- ☐ Conference chairs
- ☐ 20 PAX or More - Buffet Options menu selections
 - 1 waiter for every 20 guests
 - 1 Barman for every 30 guests
- ☐ 19 PAX or less - Plated Options menu selections
 - 1 waiter for every 10 guests
 - 1 Barman for every 30 guests
- ☐ Set up & Breakdown
- ☐ Pre & Post Cleaning
- ☐ Reception Hall & Chappel Venue Hire Fee
- ☐ White / Black Tablecloths & Disposable white Napkins
- ☐ Inhouse Wedding Coordinator: 9 hrs on-site services

Bar Requirements:

Bar Tab Amount: R_____

Selections:

Selections:

Selections:

Selections:

Selections:

Audio-Visual & Equipment Needs

R45 Per Person (compulsory fee)

(Tick Required Options)

- ☐ PA System (Speakers + Microphone)
- ☐ Projector / TV Screen (70")
- ☐ Wi-Fi



Catering Options:

(Tick preferred selections) *12.5% gratuity will be added to all quotations*

Getting Ready (Bridal/Groom Party):

☐ Snack / Platter Menu **Number of guests to cater for :** _____

☐ Bubbly/Mimosa **Number of guests to cater for :** _____

Arrival:

☐ Bottled water **Number of guests to cater for :** _____

Pre-Reception Style:

☐ Canapés & Welcome Drinks

Welcome Drinks request (juice, water, bubble etc. _____)

☐ In-House Gin Tasting

☐ Harvest Table

☐ Outsourced Mobile Bar (corkage fee applies)

Reception Meal Style:

☐ Plated – Standard / Luxury / Executive (If less than 20 PAX)

☐ Buffet – Standard / Luxury / Executive (If more than 20 PAX) **Number of guests to cater for :** _____

☐ Braai Menu **Number of guests to cater for :** _____

Dessert Options:

☐ Plated Dessert (If less than 20 PAX)

☐ Dessert Station (If more than 20 PAX)

Late-Night Bites(late snack for guests):

☐ Midnight Grazing Table (See platter menu) **Number of guests to cater for :** _____

Bridal Couple Special treats(For in the Honeymoon suite):

☐ Romantic Turn-down for Bridal Couple (includes bubbles and room set up)

☐ Charcuterie board **Number of guests to cater for :** _____

Dietary Requirements (R250 pp surcharge):

☐ Vegan: Estimate number guests: _____



☐ Gluten-Free: Estimate number guests: _____

☐ Strictly Halaal: Estimate number guests: _____

The Reception area includes the following furniture items:

Conference Chairs



Round Tables



Trestle Tables



Reception Area



Chapel



Alternative décor can be discussed with our co-ordinator and costing for your desired look and feel can be arranged on your behalf.

We encourage you to share inspiration images so that a full mood board can be created for you.

Please tick below if you require any of the following decor options along with images of the style and colour you are interested in:

Decor:

- | | |
|--|--------------------------------------|
| ☐ Chairs | Qty and style required _____ |
| ☐ Candles & Vases | Qty and style required _____ |
| ☐ Plinth | Qty and style required _____ |
| ☐ Fairy Lights / Festoon Lighting | Qty and style required _____ |
| ☐ Draping | Style and colour required _____ |
| ☐ Tables | Qty and style required _____ |
| ☐ Tablecloth | Qty and style, colour required _____ |
| ☐ Table Runner | Qty and style, colour required _____ |



- ☐ Linen Napkins Qty and style, colour required _____
- ☐ Ice Buckets Qty required _____
- ☐ Water baths Qty required _____
- ☐ Underplates Qty and style, colour required _____
- ☐ Stationary (menu's, name cards, welcome board, seating chart) **Please share example images of your needs*

Flowers:

We encourage you to share inspiration images so that a full mood board can be created for you

- ☐ Bridal Bouquet Style, flowers required (*please share inspiration image*) _____
- ☐ Bridesmaids Bouquet **Qty required, St,yle, flowers required** (*please share inspiration image*): _____
- ☐ Boutonniere **Qty required, Style, flowers required** (*please share inspiration image*): _____
- ☐ Ceremony Flowers Style, flowers required (*please share inspiration image*) _____
- ☐ Reception Flowers Style, flowers required (*please share inspiration image*) _____
- ☐ Confetti (Rose Petals)
- ☐ Cake Flowers Style, flowers required (*please share inspiration image*) _____

Accommodation Needs (Fill in pax)

1 Bedroom Units Total Pax _____ Date: _____ No. of Adults: _____ No of Children: _____

2 Bedroom Units Total Pax _____ Date: _____ No. of Adults: _____ No of Children: _____

(2 Bedroom Villas: Each bedroom has an en-suite bathroom, sharing kitchen and living area)

Disabilities: _____

VIP Guests: _____

Check in date: _____ Check out date: _____ (*required for quotation purposes*)

For quotation purposes, we require the date, as rates vary and are seasonal. Please note this can be amended if the date changes and we still have availability. To determine unit allocation, we will need to know if the guests will consist of couples and children, as we typically place 4 PAX in a two-bedroom unit. Additional units can be added or removed without a penalty up to 30 days prior to the check-in date.

Special Offer:



If you opt to invite all guests to sleep at L'Ermitage, we can offer a PCO rate. This 10% commission (Total accommodation excl. VAT) can be used as a contribution toward your wedding cost or a refund for your honeymoon expenses.

Need More Information:

(Tick if required)

- ☐ Shuttle Services (L'Ermitage Shuttle)
- ☐ Family Blending Activities (Team Orange Events)
- ☐ Wine Tasting (Paserene)
- ☐ Spa Treatments
- ☐ Mobile Bar Hire
- ☐ Pre-Wedding Photo Locations
- ☐ Planning Site Visit Request
- ☐ Cocktail furniture & Lounge pockets **please share inspiration image*
- ☐ Marriage Official (any specific religious requests _____)
- ☐ Additional Crockery, Cutlery & Glassware Request Style, colour required _____
- ☐ Additional Crockery, Cutlery & Glassware Request Style, colour required _____
- ☐ Wood-fired hot tub
- ☐ Grooms Den **Option 1** : A Separate villa. **Option 2**: Use of one of the villas already booked for a guest (perhaps where the groomsmen are staying), and the bride and bridesmaids can use the Honeymoon Suite. **Note, room-keeping leaves midday hence cleaning of the honeymoon suite after getting ready is not possible.*
- ☐ Basic Naked Wedding Cake
- ☐ Organist (Based on Availability)

Date

Bride/Groom/Organizer Signature

Please return this completed form to: weddings@lermitage.co.za



Tel : 076 962 3122.

Terms & Conditions apply.

Confetti (Non-biodegradable confetti is not permitted)

Noise Restrictions (Operating hours 07h30 – 00h00)

Closing Times (Operating hours 07h30 – 00h00)

Bar Operating Times (Operating hours 07h30 – 00h00)

