



Coordinator Name

Booking Number

Have you read our General Agreement for Weddings?

Yes

No

**YOUR INFORMATION**

Brides name

Brides surname

Brides email address

Brides cell number

Grooms name

Grooms surname

Grooms email address

Grooms cell number

**Alternative / In case of emergency Information**

Name and surname

Relation

Email address

Cell number

**WEDDING DAY INFORMATION**

Date dd/mm/yyyy

**Reception Venue**

Lobola Hall

Tswana Hall

Other

**Wedding Package Type**

DIY

Classic

Deluxe

Premium

Diamond

Guest count adults

Children count

Suppliers count

Do you have guests with special requirements / or disabilities?

Total guests

**SERVICE INFORMATION****Will you be using our Thaba Church?**

Yes, at 11:00 till 12:00

Yes, at 14:00 till 15:00

Yes, at 16:00 till 17:00

Other time slot - Please get approval

No, using own

**Do you require a rehearsal?**

Yes

No

When (Your coordinator will schedule a date and time when it is suitable for you)

**Do you require the following in our Church?**

Standard flowers

Registry table

Podium

Other

**How will you get to the Church?**

Own car

Thaba Golf Cart

Other

**Who will be doing the Audio Visual in the Church****Who will be doing the Flowers in the Church (if not the standard Thaba flowers?)****Would you like a water station outside the Church?**

Yes, before arrival

Yes after service

Other

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**SUPPLIERS DETAILS****DJ Information**

Company name / contact person name and surname

Cell number

Email

Estimated arrival time

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**Photographer Information**

Company name / contact person name and surname

Cell number

Email

Estimated arrival time

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**Videographer Information**

Company name / contact person name and surname

Cell number

Email

Estimated arrival time

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**Entertainment / DJ / Band**

Name and surname

Estimated arrival time

Cell number

Email

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**Cake supplier**

Name and surname

Estimated arrival time

Cell number

Email

**Decor company**

Name and surname

Estimated arrival time

Cell number

Email

**Florist**

Name and surname

Estimated arrival time

Cell number

Email

**YOUR TEAM****Wedding Coordinator / Planner**

Name and surname

Relation

Cell number

Email

Estimated arrival time

**Master of ceremony Information**

Name and surname

Relation

Cell number

Email

Estimated arrival time

**Best man**

Name and surname

Relation

Cell number

Email

Estimated arrival time

**Maid of honour**

Name and surname

Relation

Cell number

Email

Estimated arrival time

**Minister**

Name and surname

Estimated arrival time

Cell number

Email

**SETUP****Do you require a main table?**

Yes

No

**Do you require a main table on a stage?**

Yes

No

**Do you require draping and fairy lights behind main table?**

Yes, white

Yes, black

No

Other

**Number of guests at main table****Do you require a podium?**

Yes

No

Other

**Do you require a gift table?**

Yes

No

Other

**Do you require a cake table?**

Yes

No

Other

*Please place your gift table close to the main table and ask a friend or family member to keep an eye on it.*

**Number of round tables required (Max 10 guests)****Number of square tables required (Max 12 guests)****Table linen**

Standard white

Standard cream

Standard black

Other

**Chair linen**

Standard white

Standard cream

Standard black

Other

**Table numbers**

Thaba standard silver

Own

Other

**Will you be using the THABA items in the package?**

- Round mirror bases
  - Square mirror bases
  - Silver candelabras
  - Black candelabras
  - White trees
  - Photo booth
  - Kids room
  - Flower wall
  - Gin Station
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**Items to be brought in**

By whom - name and surname

Cell number

Estimated drop off date and time

**Items brought in - please list quantity and description (*Special instructions*)**

Who will be responsible to remove these items from the venue on the night of the wedding

Cell number

**Thank you gifts**

*Please give a short description of the thank you gifts and the instructions of placing these items. Also specify the quantity.*

**Additional notes for venue setup**

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**BAR**

**Type of bar service**

- Cash bar
- Pre paid bar
- Combination of both
- Pre paid amount

**No drinks will be allowed to be brought in without written approval from Management. Drinking in the parking area is not permitted and is subject to a R5000 fine. Guest drinking in the parking area will be asked to leave. Please respect hotel and other guests visiting Thaba Eco Hotel premises.**

**When does the pre-paid bar limit apply?** *(Tick all applicable boxes)*

- Bar service before the Church service
- Bar service after Church service
- Bar service only during reception
- Bar service after speeches
- Other instructions

**What does the pre-paid bar limit include?** *(Tick all applicable boxes)*

- All drinks
- Soft drinks only - including Red bull and mineral water
- Soft drinks only - excluding Red bull and mineral water
- Soft drinks and beer
- Soft drinks, beer, cider, coolers and wine
- Soft drinks, beer, cider, coolers, wine and LOCAL spirits
- Soft drinks, beer, cider, coolers, wine and PREMIUM spirits
- Other instructions

LOCAL: Smirnoff Triple Distilled Vodka, Tanqueray Gin, Klipdrift Premium Brandy, Bells/J&B/JW Red Whisky

PREMIUM: Snow leopard Vodka, Hope Gin, Bisquite 3yr Cognac, KWV 10yr Brandy, JW Black/JW Gold/JW Blue *(all other Whiskey over 10 years)*

**Does the pre-paid bar limit include?** *(Tick all applicable boxes)*

- Shooters
- Cocktails
- Local Spirits
- Premium Spirits
- Other instructions

**Which wine will the pre-paid bar limit include?** *(Tick all applicable boxes)*

- Wine less than R200 per bottle
- Wine less than R300 per bottle
- Wine less than R400 per bottle
- Wine less than R500 per bottle
- All wine included
- Other instructions

**Which sparkling wine will the pre-paid bar limit include?** *(Tick all applicable boxes)*

- Local sparkling wine
- Methode cap classic
- Champagne less than R2000
- Champagne less than R4000
- Other instructions

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Person responsible for signing the bill

How often would you like to sign the bill (example every R2500)

Cell number

Will you be bringing in a bar auditor

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**Welcome drinks selection** *(Please check package allocation)*

- Orange juice
- Peach and Lemon home-made ice tea
- Sherry
- Sparkling wine
- Amarula on crushed ice
- Cosmopolitan cocktails
- Upgrade option

**When must the bar open for service?**

- As guests arrive
- After guest leave the Church
- As guests enter reception hall
- Other instructions

**Wine selection** *(Please check package allocation)*

- No table wine
- Non alcoholic
- Classic package
- Deluxe package
- Premium package
- Diamond package
- Upgrade option

**How would you like the wine to be served?**

- Placed at the tables (Red wine on the table and white and sparkling wine next to or close to tables)
- Served from the bar as per glass
- Other

**Special requirements / instructions for bar service**

**CATERING**

**Bread Station**

- Buffet style
- Other

**Bread station selection**

**Starters**

- Platters on the tables
- Buffet style
- Plated individually
- Other

**Starter selection**

**Main course**

- Buffet style
- Plated individually
- Other

**Main course selection**

**Dessert**

- Buffet style
- Plated individually
- Other

**Dessert selection**

**Is the wedding cake part of the dessert to be served?**

- Yes
- No
- Only some of the cake must be cut and served
- Other

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**Adult catering**

- Buffet
- Plated
- Quantity

**Children catering**

- Buffet
- Kids menu
- Special meal
- Quantity

**Supplier catering**

- Buffet
- Plated
- Special meal
- Quantity

**Total catering quantity**



**Dietary and special meal requirements. Please specify what and how this must be served**

Halaal and Kosher meals will be bought in for guests with special requests at an additional cost. Also please indicate any food allergies here.

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**HOTEL ACCOMMODATION**

Thaba Eco Hotel offers special rates on group bookings. Please enquire with your coordinator. Hotel rooms can only be secured by full payment as it needs to be blocked off on all international and local travel websites.

**Will the Bride require a room to get ready in?**

Yes, normal check in at 14:00

Yes, early check in please

No thanks, no room needed

What is the estimated arrival time for the Bride

**Do you require a bridal platter in the room? (Serves 6 guests)**

Yes

No

**Will the Groom require a room to get ready in?**

Yes, normal check in at 14:00

Yes, early check in please

No thanks, no room needed

If yes, please indicate complimentary room in package that can be allocated for this

What is the estimated arrival time for the Groom?

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**ROOM LISTING**

Honeymoon Suite *(Please indicate name & surname of guests)*

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**Classic Package**

Classic Package Room *(Please indicate name & surname of guests)*

Classic Package Room *(Please indicate name & surname of guests)*

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**Add on 2 extra for Deluxe Package**

Classic Package Room *(Please indicate name & surname of guests)*

Classic Package Room *(Please indicate name & surname of guests)*

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**Add on 2 extra for Premium Package**

Premium Package Room *(Please indicate name & surname of guests)*

Premium Package Room *(Please indicate name & surname of guests)*

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**Add on 2 extra for Diamond Package**

Premium Package Room *(Please indicate name & surname of guests)*

Premium Package Room *(Please indicate name & surname of guests)*

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Do you require any additional rooms?

Yes, please

No, thank you

Guest can book direct if needed

Quantity

Discount only given on group bookings of 10 or more hotel rooms. Please confirm room numbers and allocations with your coordinator before the wedding. Room numbers can not be guaranteed, nor guests in the same block or area.

**Accommodation billing instructions?**

Guests to settle direct

All guest accommodation and extras to the main account

Other

**Do you require a group booking for breakfast?** (Hotel check out is at 10:00)

Yes, please make a reservation for us

No, guest can enjoy breakfast at their own leisure

Booking name, guest count and time

*Our weekend breakfast buffet is served from 07:00 till 11:30*

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## AGENDA

Guest arrival time

Walk in order at the church - Groom

Bride pick up time

Ceremony starting time

Walk in order at the church - Bride

Bride to enter at (time)

Ceremony ending time

Golf cart collection on Bride and Groom for photos

Photo shoot starting time

Photo shoot ending time

Welcome drinks and canapes serving time

Bar opens? (Time)

What time should guests enter the hall

What time will the Bride and Groom enter the hall

What time will the MC welcome guests and give house rules

What time will starters be served

What time is the toast?

What time will speeches start

How much time is allocated for the speeches

What time must main course be served

What time will the cake be cut

**Will the cake be:**

- Served with dessert, Thaba Chefs to cut
- Served with dessert, Not to be cut by Thaba Chefs
- Not served
- Kept for collection
- No cake
- Dummy cake
- Other

What time will the first dance take place

What time will the dance floor be opened

What time will the dessert and coffee be served

What time will the garter and bouquet take place

Last rounds to be called for drinks

Departure time

**Overtime**

*No overtime 14:00 till 22:00*

*No overtime 16:00 till 00:00*

*Overtime +1 hour (Please see pricing - payment needed up-front)*

*Overtime +2 hours (Please see pricing - payment needed up-front)*

*Overtime +3 hours (Please see pricing - payment needed up-front)*

*Other*

**Special instructions/requirements**

**Is there anything else Thaba Eco Hotel Management team can assist you with in the preparation of your special day?**

Please email completed form to [weddings@thabahotel.co.za](mailto:weddings@thabahotel.co.za)

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