



## Wedding Pack

Thank you for your inquiry about holding a wedding function at the Windsor Golf Hotel & Country Club. We have put together this pack for your perusal, and hope that the information is to your satisfaction

**DATE:** To be advised

**PAX:** To be advised

**VENUES:** We have several venues that are ideal for your wedding reception. These venues are serviced with water and electricity. We shall charge accordingly depending on the venues selected. A 100 % deposit will be required upon confirmation.

Also note that we have a time limit of 10.00pm for our outdoor venues. Please note the required noise levels will be 50 decibels between 7am and 7pm and after 7pm it should be 35 decibels pursuant to The Environmental Management And Coordination (Noise And Excessive Vibration Pollution) (Control) Regulations 2009. Legal Notice No.61.

Failure to adhere to these levels will warrant a complete shutdown

**1) Garden Pond** This is the ideal venue to say "I do ", this venue has a pond situated in the centre and divided by four quadrants with well-manicured lawns and surrounded by beautiful flowers. The garden pond can hold up to 150 people

**2) Kigwa View** A picturesque venue set next to a dam and adding glamour to your function. This area holds 500 people. This Venue is available for day functions only.

**3) 10<sup>th</sup> Tee** This is the most popular venue of all, situated at the 10<sup>th</sup> Tee this venue over looks the expansive golf course and the hotel is set as the backdrop. The 10<sup>th</sup> Tee really captures the garden wedding theme and adds the romance to your day. This area can hold receptions of up to 1000 people

**NOTE: Venue hire and tent hire rate will be Kshs. 1,000pp. The tents do not have draping/ roof lining**

**MENUS:** We have enclosed our most popular menus for wedding receptions. For any changes on the suggested menus or additional items required we shall be glad to accommodate your request,

but it will be subject to re-costing and amendment of the quoted price. Please note that we do have a wider variety of theme menus to suit your particular needs

**BEVERAGES:**

We shall set a full open bar chargeable on consumption basis for you. You may also avail a representative to witness the opening and closing stock taking, and a senior staff of from the Food & Beverage department will be at hand to ensure the beverage stocks are well controlled. We may also set-up a cash bar depending on your preference. We have enclosed our beverage price list.

**DECORATIONS:**

We recommend that you make your own arrangements for decoration but should you prefer a professional company to handle it then we can assist you in sourcing for one. However it will be upon you to make a contract agreement with them directly.

**TENTS & EQUIPMENT:**

You shall provide your own tables, chairs, linen, decoration, flowers & any other outdoor facilities required for your function; we can arrange it for you as long as you get into the contract directly with the supplier.

Please note we will provide tents, food & beverage service equipment.

**ACCOMMODATION:**

We shall provide one honeymoon suite for one night to the couple on complimentary basis.

Additional stay will be at \$ 310 per night on bed & breakfast.

For guests wishing to stay at the Windsor, we shall charge \$190 per single room, \$ 230 per double room and \$400 per cottage per night (All on bed & breakfast)

**Your one night on complimentary will include:**

Free use of the hotel Lawns for photo session on your wedding day

Half board accommodation (breakfast and lunch)

Fruit Basket & Mineral Water upon arrival

A bottle of house wine

Basket of Flowers in the room

Free use of gymnasium and steam

Free use of jogging track, and sports facilities ( tennis & squash)

50% discount on green fees for golfers

Late check out at 15:00 hrs (upon availability)

**NEMA LICENCE:**

This is a requirement by the National Environment Management authority for all

wedding functions.

**HELICOPTER LANDING:**

Any helicopter landing within the premises will be charged @ 200 US dollars.

**PAYMENT POLICY:**

You shall be required to pay a 50% deposit for the function to be confirmed and the balance to be settled 14 days prior to the function date.

**Please note that all the above quoted prices are subject to change without notice**

We trust that the above covers all the areas of your wedding requirements but in case you need any further information or clarification do not hesitate to contact us. For viewing our grounds, kindly contact us on the below e-mail to book an appointment.

We take this opportunity to thank you for the consideration of having your function at the Windsor Golf Hotel & Country Club. We will be looking forward to catering for your function and making it a memorable event.

Yours Sincerely

For: Windsor Golf Hotel & Country Club

**ISDN Tel No.:** 8647311/2

**Saficom Line:** 0722 203361-4

**Airtel Line:** 0733 333217/ 0733 333218

**Email:** Weddings@windsor.co.ke

**TERMS & CONDITIONS:**

1. 100 % deposit of all known costs upon confirmation. The balance must be paid at least 2 weeks prior to the function date.
2. Any subsequent consumption must be settled immediately after the function by cash/credit card only.
3. The guaranteed attendance figures will be charged whether attained or not. Any attendance over and above the guaranteed figure will be charged at the menu price agreed on above.
4. Any adjustments to the guaranteed figure must be communicated to the Hotel in writing at least 48 hours in advance to facilitate the necessary arrangements.

5. All equipment brought into the hotel by you must be registered with the hotel on entry and will be verified by hotel personnel on exit. The hotel will not be liable for any damage or loss of the same. Please advise us if any equipment requires special storage.
6. For evening functions, the cut-off time is 10.00p.m
7. Cancellation policy based on the total cost of the wedding
  - 150 Days Prior No charge
  - 120 Days Prior 50%
  - Under 90 Days 100%