



Sea Side Hotel and Spa Wedding Planner 2017

Dear Guest

Thank you for the interest that you have shown in hosting your wedding reception at the Sea Side Hotel and Spa.

We believe that your wedding day is a significant event in your life and that we provide the ideal location, range of services and facilities to help you create an unforgettable day.

Our experienced team of coordinators, service staff and chefs will ensure that all the arrangements are done in accordance with your exact requirements.

We would like you to enjoy the full Sea Side Hotel and Spa experience; a beach wedding, our tranquil spa experience, luxury accommodation and superb food and beverage service at an affordable price.

We are looking forward to receiving your family and friends on your big day.

Warm regards

Sea Side Hotel Team

Tel 064 415 900 Fax 064 415 999

chef@seasidehotelandspa.com



FUNCTION INFORMATION

DAMAGE DEPOSIT

A Deposit of N\$ 3900-00 are required to cover any cost of damages your wedding may cause the Hotel. This includes breakages, property damage, extra cleaning, loss, etc.

This amount, minus the deductions, will be refunded within 7-14 days after the function.

WEDDING CEREMONY

The Hotel provides a white Gazebo that is erected on the beach a few meters away from the sea. This includes linen skirted outdoor chairs, white flags and a cloth roof. Draping and floral arrangements are excluded. An attractive bamboo gazebo is also available on the lawn in front of the hotel. This Gazebo can also be used for welcome cocktail venue after a beach wedding.

Cost: N\$ 2050 (wood platform gazebo)

N\$ 2050 (bamboo gazebo)

WEDDING RECEPTION

Venue hire for Whale Function room: N\$9050.00

The payment of the venue hire secures the booking.

*The payment is **non-refundable in the event of cancellation.***

Minimum number of guests: 30

Maximum number of guests: 150 (with dance floor)

Venue hire includes:

- Square or round tables, chairs, chair covers, white linen tablecloths, crockery, cutlery and glassware
- Bar facilities, barman
- Buffet tables, chefs to assist
- Gift table
- Waiter service
- Wireless projectors
- Screens

- DVD player
- Wireless Internet Connection
- Dance floor
- Background music



*****Please note that the hotel requires that a professional, recognized, wedding planner is used for wedding planning and set-up. No exception to this rule will be entertained.***

SERVING TIMES

Wedding times can range from morning weddings with a brunch menu served in our Sea View Restaurant, to dinner functions hosted in our function room.

Sunset in mid-winter (June) in Swakopmund is as early as 17H30 and in mid-summer (December) at 20H00.

Afternoon beach weddings can be prolonged with a welcome cocktail, served in front of the hotel after the church ceremony. Pre-dinner drinks can also be enjoyed on the grass to allow time for the wedding couple to take photographs.

*Waiter, bar service, music & all entertainment **ends at midnight.** Please bear in mind that the venue needs to be cleaned.*

FOOD

Taylor made menus vary from set menus, full buffet menus and partly plated (starters and or desserts) menus with buffet dishes as main course. We provide tried and tested menu suggestions, but are flexible in order for you to suggest personal favorites.

We can cater for a wide range of special dietary requirements. Guests are guided through the buffet by service staff from the kitchen.

BEVERAGE

Wine and Sparkling wine on the table – We have a well-stocked cellar and wine list in order for you to choose a selection of pouring wines for your function.

Cash bar – A fully stocked bar is available in the function room. In the case of a cash bar, wedding guests are normally informed by the Master of Ceremonies that they can purchase their own drinks after the initial toasts.

Credit bar – The credit bar limit is agreed to prior to the wedding and is payable in advance. The limit can be raised during the function as long as a signatory and the range of beverage served have been agreed to prior to the function.

No Corkage fee available – The hotel has obtained a full liquor license and beverages are reasonably priced. With reasonable notice we will go out of our way to find your favourite

wine for your function.



WELCOME COCKTAIL SUGGESTION

A popular tendency is to serve cocktails after the church ceremony in the garden; this gives wedding guests an informal platform to mingle. Popular choices are:

- Kir Royale (*crème de cassis, maraschino cherry, sparkling wine*) 45.00
- Buck's Fizz (*sparkling wine and orange juice*) 40.00
- Black Velvet (*sparkling wine and stout*) 40.00
- Blushing Bride (*sparkling wine, peach schnapps and grenadine*) 55.00
- Sherry (*dry, medium or full bodied, served with bowls of olives*) 40.00
- Blue Lagoon (*blue Curacao, maraschino cherry, lemonade*) 40.00
- Sangria (*red wine, orange juice and fresh fruit, served in jugs*) 40.00 per person

Please feel free to suggest an alcoholic or non-alcoholic cocktail of your own choice to suite your theme.

SNACK PLATTERS

Pre-dinner snacks are available to tie guests over if the wedding ceremony takes place early.

- Cheese Board (*camembert, blue, brie, cheddar, feta, and cream cheeses with cracker breads, seasonal fruits and preserved figs*) 105.00
- Namibian Meat Platter (*smoked chicken, salami, Black forest ham, ox tongue, calves liver pate, biltong served with baguette breads and spreads*) 105.00
- Walvis Bay oysters (*served on ice*) 20.00

OWN ARRANGEMENTS

(the hotel can co-ordinate and facilitate with selected suppliers for the following functions)

- Flowers and décor (*Wedding Organizer list available*)
- Photographer (*professional, locally available*)
- DJ (*depending on range, genre*)
- Entertainer or band (*Specialises in 60s to 80's, Frank Sinatra to Elton John*)
- Marquee Tent (*for larger functions*)
- Wedding Cake (*traditional, croquembouche or contemporary*)

OTHER EXTRAS

- Traditional Dancers or musical groups
- Camels or other theme props to amuse your guests
- Bachelors Parties in our Cellar for the groom-to-be or a hen party for the bride-to-be can be arranged incorporating our Spa facilities
- Flower girl pampering including facial, nail or massage treatment should be booked well in advance

**The hotel provides electricity points and tables for DJs both in the function room and at the ceremony set-up. DJ's should be informed that they need to provide their own extension cords and adaptors.



COSTS INVOLVED

The hotel raises a venue hire fee for the wedding ceremony and also for the function room. We sell menus at a fixed price per head (kid's price available) and pre-arrange beverage requirements. In order to secure a date and receive confirmation for your booking, we require a non-refundable deposit for the venue. The total cost of your function consists of:

- Complimentary Accommodation*
- Venue hire
- Food price per head
- Beverage selection or bar limit
- Re-fundable Deposit

**Accommodation – The hotel provides a Honeymoon Room on the night of the wedding on a complimentary double, bed and breakfast basis. This includes use of the Spa facilities (Jacuzzis. Sauna, Steam room). Subject to availability this room can be upgraded to a Luxury Suite.*

FINAL BOOKING

In order to enable us to make your function a true success, our co-coordinators will approach you approximately two weeks prior to the function to set up an appointment for final meeting, final number of attendees as well as all the other aspects of the function and procedures will be confirmed in writing two week in advance. NO CHANGES after this meeting will be accepted.

The final booking will only be confirmed upon receipt of the full outstanding balance of the complete function account. **Sea Side Hotel reserves the right to cancel any booking if the account is not settled 14 (fourteen) days prior to the function date.**

BANKING DETAILS:

Account Name: Sea Side Hotel and Spa Account number: 8001223810
Branch code: 481 772 Bank: Bank Windhoek Swakopmund

Please forward a deposit slip when paying by electronic transfer or direct payment into our account to fax nr: 064 415999. *Specify date of function and booking detail on payment.*