



# Allesverloren

FUNCTION AND CONFERENCE VENUE

## Wedding and Function Booking Form

### The Package

**Included in this package:**

- Air-conditioned venue
- All cutlery, crockery & glasses
- Round tables
- Wooden chairs
- Setting of tables and clean-up
- Full bar facilities
- Waitresses

**Extras:**

- Tablecloths round white
- Serviettes, chair covers, ice buckets, champagne, DJ, liquor and venue decorations

**Note:**

- Please email [enquiries@allesverloren-fcv.co.za](mailto:enquiries@allesverloren-fcv.co.za) for Venue Hire services and rates.
- NO outside caterers, soft drinks or liquor allowed - can be ordered from the bar at the venue
- Receptions at venue: maximum of 250 guests without a dance floor or 200 with a dance floor

### Contact details

Contact person:

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Address of person responsible for account:

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.....

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Contact number 1: .....

Contact number 2: .....

### Wedding details

Wedding date: .....

Ceremony venue: .....

Start time of ceremony: .....

Start time of reception: .....

Number of guests: .....

Bride's name: .....

Groom's name: .....

Bride's parents: .....

Groom's parents: .....



## Services provided

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Please circle a Yes or a No answer for each of the following:

### Event organiser

Would you like us to organise your event: Yes / No

If not, please provide the event organiser's name:

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Contact number: .....

### Décor

Would you like us to provide the décor: Yes / No

If not, please provide equipment hiring company's name:

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Contact number: .....

### Flowers

Would you like us to provide flower arrangements: Yes / No

If not, please provide florist's name:

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Contact number: .....

### Music

Would you like us to provide a DJ and/or band: Yes / No

If not, please provide DJ's and/or band's name:

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Contact number: .....

### Photography

Would you like us to provide a photographer: Yes / No

If not, please provide photographer's name:

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Contact number: .....

## Food and drinks

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Please refer to the menu and wine list which you will receive via email after a booking is made. Fill in the selections made from these lists.

### Food

Pre-dinner snacks: .....

Starters: .....

Mains: .....

Vegetables: .....

Sweet vegetables: .....

Starches: .....

Salads: .....

Desserts: .....

Cheese and biscuits: .....

### Drinks

Pre-dinner drinks: .....

Bar requirements (please circle one): Cash bar / Tab bar

White wines: .....

Red wines: .....

Sparkling wines: .....

### Special requirements

Dietary requirements: .....

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Other requirements: .....

.....

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# Venue layout

Please note the following to help you with the venue layout:

- Allesverloren FCV's main-venue hall is 330 square metres (12 metres x 27.5 metres)
- Accommodates 200 guests with a dance area (20 tables with 10 settings each)
- Accommodates 250 guests without a dance area (25 tables with 10 settings each)
- Tables are round with a diameter of 1.8 metres
- Main table is 2.06 metres long and 0.88 metres wide

Number of tables: .....

Number of people per table: .....

Number of people at main table: .....

Colour scheme: .....

Please look at the venue floor plan below and indicate where the following must be placed:

- Main table
- Gift table
- Dance floor
- DJ and/or band
- Buffet table
- Cake table
- Coffee and tea table

