



Wedding Packet - 2023

Thank you for your inquiry about holding a Wedding at the Windsor Golf Hotel & Country Club. We have put together this pack for your review.

VENUES:

We have several venues that are ideal for functions. These venues are serviced with water and electricity. We shall charge accordingly depending on the allocated venue, determined by the number of expected guests.

100% payment will be required upon confirmation.

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 guests

2) Lake View *For a more intimate setting then this is the ideal venue. As the name suggests it is set right next to the lake, adding the charm to your event. For this venue, you will be required to hire a mobile toilet.*

This area holds 300 guests

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

This area holds 500 guests.

3) *10th Tee* This is the most popular venue of all, situated at the 10th Tee this venue over looks the expansive golf course and the hotel is set as the backdrop. The 10th Tee really captures the garden wedding theme and adds the romance to your day.

This area can hold receptions of up to 2500 guests

Venue & Tent hire will be at Kshs. 1,000/- per person

(Minimum charge for Kshs. 50,000/- for numbers below 50 guests)

Please note that we have a time limit of 6.00pm for our outdoor venues and that the Please note the required noise levels will be 50 decibels between 7am and 6pm (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 may warrant a complete shutdown.

***MENUS:** We have enclosed our current buffet menus for wedding receptions. For customised Menus or additional items, we shall be glad to accommodate your request. Any changes on the suggested menus 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. Food charges will be based on the minimum guaranteed pax as confirmed by you.*

Billing is done per person and kids under age of 4yrs are free, 4 to 11 yrs at 50% and above 12 yrs at full price.

BEVERAGES: We shall set up a full open bar chargeable on "as per consumption basis" You should avail a representative to witness the opening and closing stock. A senior staff 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 for reference. We can set up a cash bar for other drinks that will not be on offer during the wedding reception.

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, we recommend that you make a contract agreement with them directly.

TENTS & EQUIPMENT: You shall provide your own tables, chairs, linen, tent draping & decoration, flowers PA system & 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.

ACCOMMODATION: We shall provide one honeymoon suite for one night to the couple on complimentary basis for a minimum wedding party of 50 guests. You will also be entitled to:-

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

Fruit Basket & Mineral Water upon arrival

A bottle of house wine

Basket of Flowers in the room

50% discount on green fees for golfers

Late check out at 15:00 hrs (subject to availability)

Half hour Massage for bride and groom @ Kshs. 5,000/-

Additional stay at the studio will be at Kshs. 24,000/- per night on bed & breakfast.

For guests wishing to stay at the Windsor, we shall charge:-

Kshs. 15,000 per single room, on Bed and Breakfast

Kshs. 19,000 per double room, on Bed and Breakfast

Kshs. 24,000/- for a studio suite on Bed and Breakfast

Kshs. 40,000 per cottage per night on Bed and Breakfast for a max of 4 pax.

***NEMA LICENCE:** This is a requirement by the National Environment Management authority for all Outdoor functions. Cost Is Kshs. 5,000/ You may also outsource and furnish us with a copy*

***HELICOPTER LANDING:** Any helicopter landing within the premises will be charged @ 200 US dollars.*

***DRONES:** Kindly note that use of drones in Kenya need a certificate from Kenya Civil Aviation Authority, therefore use of drones during functions must be authorised by the Management*

***PAYMENT POLICY:** You shall be required to pay a 100% deposit for the venue function to be confirmed. The balance of the payment should be settled at least 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 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 considering The Windsor Golf Hotel & Country Club for your wedding and we will be looking forward to hosting your function and making it a memorable event.

Yours Sincerely

Jane Muthoni

For: Windsor Golf Hotel & Country Club

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. You will be required to provide a contact person for the day that will be the hotel liaison and will give approval for serving extra guests.
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. Set down/clearance should be done by 12.00pm, the day after the wedding.
6. For outdoor functions, the cut-off time is 6.00p.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%
8. Drinks and food from outside are not allowed into the hotel premises.
9. Set up will begin once the final payment has been received.
10. All Set up should be done during working hours (8am-5pm)
11. The Flower supplier is required to provide a small flower tent if the flowers are being done on site.
12. We require a floor plan a week before the event. Once the tents are set up, they cannot be moved.