

<p>ELEGANCE defined to perfection</p>  <p>from the largest to smallest selection</p> <p>RATE</p>	<p>SOPHISTICATION is not just about location</p>  <p>it's expertise and innovation</p> <p>GRADE</p>	<p>EXCLUSIVE VENUES for a stylish affair</p>  <p>immediate facilitation</p> <p>PROMOTE</p>
<p>EXCLUSIVE LOCATIONS, FACILITATION AND LOGISTICS</p> <p><small>WE WILL BRING THE EXCLUSIVE CLIENTS TO YOUR EXCLUSIVE VENUE</small></p>		

info@exclusivevenues.co.za / +27 (21) 837 1226

COMPANY PROFILE INFORMATION

Name of your Venue: _____

Contact Person: _____

Job Title: _____

Contact Details: (W) _____ (CEL) _____

Email Address: _____

Website: _____

Facebook: _____

Twitter: _____

Pinterest: _____

Postal Address: _____

Physical Address: _____

DOES YOUR VENUE FIT INTO THE FOLLOWING CRITERIA?

1. BASICS

- Does your venue currently have a Star Grading? YES / NO
- If yes, please indicate how many stars. 1/2/3/4/5
- Do you have transport / shuttle services available? YES / NO
- Do you have secure parking onsite? YES / NO

2. ACCOMMODATION

- Do you offer Bed & Breakfast Accommodation? YES / NO
- Do you have Self Catering Accommodation? YES / NO
- Do you offer Room Service? YES / NO
- How many rooms do you have? _____
- Do you have a bridal suite? YES / NO
- Do you have dressing facilities? YES / NO

3. FOOD & BEVERAGE

- Do you have a Restaurant onsite? YES / NO
- Do you have a Banqueting Kitchen? YES / NO
- Do you offer Buffet Menus? YES / NO
- Do you offer Plated / Set Menus? YES / NO
- Do you offer Canapés / Snacks? YES / NO
- Do you have a licensed Cash Bar Facility? YES / NO
- Do you offer a Wine & Champagne list? YES / NO
- Can guests bring their own wine for the tables? YES / NO
- What are you Corkage Fees? _____
- Do you supply pre drinks e.g. – Cocktails etc YES / NO
- Are you Halaal friendly? YES / NO

4. SERVICES

Do you offer Wedding Planning / Coordination services?	YES / NO
Do you offer Decor & Flower services onsite?	YES / NO
Do you offer DJ, Sound & Lighting services onsite?	YES / NO
Do you offer Stationery & Invitation services onsite?	YES / NO
Do you have a Non Denominational Minister available?	YES / NO
Do you supply Wedding Cakes?	YES / NO
Do you offer Photography Services?	YES / NO
Do you supply Waitrons & Barman?	YES / NO

5. CEREMONY SETUP

Can you host an outdoor ceremony?	YES / NO
Do you supply any chairs for the ceremony?	YES / NO
Please describe the chairs you have available for the ceremony.	

Do you supply a signage of the register table?	YES / NO
Do you have outdoor umbrellas?	YES / NO
Do you have a Bridal Arch / Gazebo?	YES / NO
Do you have any isle carpets? (RED OR IVORY)	YES / NO
In case of bad weather, do you have an alternative option?	YES / NO
Do you have a chapel on your premises?	YES / NO
Are there any alternative Chapels / Churches in your Area?	YES / NO
Do you allow confetti (Natural Form)	YES / NO
Do you have a P.A (Sound & Mic) System on site	YES / NO

6. PRE DRINKS SETUP

Do you have an indicated outdoor pre drinks area?	YES / NO
Do you have an indoor pre drinks option in case of bad weather?	YES / NO
Do you supply High Cocktail tables with table cloths?	YES / NO
Do you offer any other furniture i.e. Couches, Ottomans etc?	YES / NO

7. RECEPTION SETUP

Do you have Round Table seating? YES / NO

Do you have Long Table seating? YES / NO

Do you have Square Table seating? YES / NO

Do you supply all Glassware, Cutlery & Crockery? YES / NO

Please specify the make / style of your Cutlery & Glassware

Do you have a Dance Floor? YES / NO

Do you have fairy lights? YES / NO

Do you supply draping? YES / NO

Do you have Under Plates? YES / NO

Do you supply chairs? YES / NO

Do you supply Linen? I.e. Napkins, table cloths, chair covers, over layers? YES / NO

Do you supply Gift Tables YES / NO

Do you have a buffet setup in the reception hall? YES / NO

Do you do all the setup and breakdown of the above? YES / NO

Are you wheelchair friendly? YES / NO

Do you have sufficient toilet facilities, Male / Female / Disable YES / NO

Are you a child friendly venue YES / NO

Do you have a children's entertainment area? YES / NO

Do you offer Nanny Services? YES / NO

Do you have baby nappy changing rooms? YES / NO

8. Should you have any special extra offerings not mentioned in any of the above categories, please list them below.

THIS IS YOUR GRADING TOTALS OUT OF 60 QUESTIONS

	YES	MARK
5 RING GRADING:	55 – 60 / 60	_____
4 RING GRADING:	50 – 55 / 60	_____
3 RING GRADING:	40 – 50 / 60	_____
2 RING GRADING:	30 – 40 / 60	_____
1 RING GRADING:	LISTINGS ONLY!	

I, _____ the under signed, acknowledge that all the above information is true and correct.

I hereby kindly request a Quotation / Pro Forma Invoice as well as an appointment with an Exclusive Venues Ring Grader / Assessor to visit our facilities for a final assessment once we have paid our Membership / joining fee.

APPLICANT SIGNATURE

DATE

Kindly return this form via

EMAIL - accounts@exclusivevenues.co.za

POST – PO BOX 12802, MILL STREET, GARDENS, CAPE TOWN