

CHANGE YOUR VIEW... CONFERRING IN THE COUNTRY



Thank you for considering our beautiful River Place to host your conference. Please find attached our various conference and accommodation packages that we have put together for you. We are open to your suggestions and any requirements you might have to create a conference plan to suit you and your client's specific needs.

We have three stone-clad suites and 16 standard deluxe rooms on the property to accommodate conference delegates overnight. Should additional accommodation be required, we can overflow to our neighbouring lodge. Shuttles can be arranged upon request.

River Place is a magnificent country style venue that takes full advantage of beautiful indigenous gardens, and impressive mountain and river views – all combining to provide an idyllic conference experience with a peaceful ambience. River Place is set on 18 hectares of prime river frontage and although secluded, we are located just 20 minutes from Fourways, Centurion and Hartbeespoort Dam just off the William Nicol and N14 highway between Johannesburg and Pretoria.

CORPORATE CONFERENCE PACKAGES 2022

2022	Single per person	Sharing per person
Half Day Conference Package (including lunch)	R495	N/A
Full Day Conference Package	R575	N/A
24-hour Conference Package	R2 220	R1 865



CORPORATE CONFERENCE PACKAGES 2022

Half Day Conference Package

- Conference venue hire
- Arrival tea/coffee
- Mid-morning tea break
- Three-course lunch
- Water, pens & notepads

Full Day Conference Package

- Conference venue hire
- Arrival tea/coffee
- Mid-morning tea break
- Three-course lunch
- Mid-afternoon tea break
- Water, pens & notepads

24-hour Conference Package

- Conference venue hire
- Breakfast
- Mid-morning tea break
- Three-course lunch
- Mid-afternoon tea break
- Water, pens & notepads
- Three-course dinner
- Single or sharing accommodation option

CORPORATE CONFERENCE VENUE CAPACITY

Venue	Banquet Style	Classroom / U-shape	Cinema
Mountain View	32 (Half table) 64 (Full table)	22 (U-shape) 38 (Double U-shape) 48 (Triple U-shape)	80

Venue	Boardroom Set-up	Classroom / U-shape	Cinema
River View	18	18	40



CONFERENCE ADD-ONS

We also offer the below fun-filled activities to make the day/evening more fun:

- Ice breaking cocktail mixing competition with a fun quiz – R225 per person
- Brandy and Cognac tasting to tantalise the taste buds - R525 per person
- Interactive drumming at our stunning rock boma with a fire to set the mood - POA
- Exciting on-site treasure hunt/hike combo - R215 per person
- Fun, entertaining, informative and delicious potjie cook-off - R575 per person. Includes the expertly prepared meal
- Boerie & beer tasting - R285 per person
- RocktoBeer and sausage fest - R315 per person

A donation of R5 per person to Woodrock and a further R5 per person for the Fresh River Project will be made should one of our in-house team building offerings be selected to make your conference a memorable one at River Place.



DEPOSIT PAYMENT AND CANCELLATION POLICY

1. Quotations are valid for 7 days and provisional bookings will be held only for this period.
2. 100% of the agreed venue hire is required within 14 days of the provisional booking to confirm and secure your reservation (non-refundable). On payment of this deposit, a contract is entered into wherein River Place will provide its venue and hospitality services to the client and whereby the client agrees to abide to the terms and conditions set out herein and bind themselves in a personal capacity severally and individually as surety for all monies owing and arising from this agreement. Any variations to these standard terms and conditions must be obtained from River Place in writing.
3. 50% of the outstanding pro-forma invoice after venue hire payment, including the estimated catering bill, to be paid three (3) months prior to the conference date.
4. Final number of delegates must be confirmed in writing no less than fourteen (14) days prior to the conference date.
5. The balance of the total pro-forma invoice based on the numbers per item 3, including the estimated catering bar bill, to be paid fourteen (14) calendar days prior to the conference date.
6. Failure to make payments as per items 1 to 3 stated above could lead to cancellation of the conference.
7. Final payment to be effected no later than 12h00 on the day after the conference.

DEPOSIT PAYMENT AND CANCELLATION POLICY

8. All late payments shall attract interest at a rate of ruling prime plus 2%.
9. Deposits only accepted by credit card or direct bank transfer. No cheques will be accepted.
10. Cancellations:
 - a. The initial deposit is non-refundable.
 - b. If the conference is cancelled less than 1 month prior to the conference date, a cancellation fee of 100% of the total pro-forma conference account will be charged.
 - c. A cancellation is only acceptable in writing from the client and the cancellation period will be determined by the date the written notification is received by River Place.
11. River Place cannot credit catering charges for non-arrivals. The confirmed number of delegates as indicated 7 days before the event will be catered and charged for, unless your numbers increase.

ACCOUNT PAYMENTS

All accounts must be settled in full before departure unless agreed, otherwise EFT payments / bank transfers should be paid into the following bank account:

Thanda Manzi Estate T/A River Place

Nedbank Hyde Park

Branch Code: 197205

Account Number: 1972 146 882

GENERAL

1. The venue hire deposit entitles you to venue specific exclusivity. River Place reserves the right to book other functions, events or any other reservations, even conferences, in any of the areas not included in this document during your conference.
2. All damages caused to the venue by the conference group including delegates, i.e. structural, cutlery, crockery, linen and furniture, will be charged directly to the client.
3. All decorations and equipment must be removed from the venue by 08h00 the following day. Please note that on some days River Place will open only at 08h00 and it is therefore your responsibility to liaise with your coordinator as to the best times to remove your décor. River Place will not be held responsible for loss or damage of any décor.
4. River Place does not accept any responsibility for any loss, damage to personal property or harm to any person during the period of the conference.
5. Guns and ammunition are not allowed onto the premises and staff may not be expected to take responsibility for these items.
6. Security is provided, but cars are parked at own risk.
7. No food and liquor may be brought onto the premises.
8. To ensure the delegates' service and comfort during any function, waitrons are employed to attend to their needs. This service is compulsory, and we charge a 10% service fee on the food and beverage account.

GENERAL

9. As a courtesy to our neighbours, loud music is permitted until 23h00, thereafter only background music will be allowed.
10. The venue is booked for 8 hours until 23h30. Please note that the venue must be vacated by 00h00 unless prior arrangements have been made.
11. An overtime venue hire of R3 500 per hour will be charged to the main account. The restaurant and all venues will close at 00h00 under all circumstances.
12. Fire restrictions – due to a strict fire policy in the area, we regret NO fires/fireworks or anything similar is permitted.
13. The use of paper confetti, sparklers and live animals is not permitted. Flower petals, rice, and bubbles are acceptable.
14. Menus must be finalised one month prior to the conference date. All menus are subject to seasonal availability.
15. River Place does not take responsibility for any function booked outdoors due to any weather conditions not making it possible to carry out the function.
16. River Place shall not be liable for any unforeseen interruptions of services, including electricity, water and sanitary services at the venue.
17. River Place reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to or destruction to the venue by force majeure – fire, flood, labour unrest or other cause whatsoever beyond River Place's control.

GENERAL

18. River Place reserves the right to show prospective clients around the venue until two (2) hours prior to the function is set to start.

19. A meeting discussing décor and service providers must be attended, which is followed by a menu meeting where the function details, menu and bar arrangements will be finalised. A final sign-off meeting is held at least 10 days prior to your event where the final adjustments and account is settled in full. The table floor plan and overlays for the relevant function will be provided, and the event checklist signed to ensure correct information.

20. All changes and cancellations must be confirmed by the client in writing.

LIABILITY WAIVER

Whilst every precaution will be taken to ensure the safeguarding of your belongings, River Place will not be held liable for loss or damage to any property whatsoever. Should River Place's buildings, surrounding garden décor or napery be damaged by the client during set-up or breakdown of the function, the client shall be held responsible and billed accordingly.

River Place, its employees or any person employed at any function will not be held liable for any loss or injury to persons due to negligence or any other cause whatsoever.



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Website: www.riverplace.co.za

Registration No. 2005/177894/23
VAT Registration No. 4230226682

TERMS & CONDITIONS ACCEPTANCE

Please initial all pages and complete the below and send back to
info@riverplace.co.za.

Company Name: _____

Vat Reg No: _____

Postal Address: _____

I, _____ am an authorised signatory of the
company stated above, hereby accept the terms and conditions stated above
of River Place.

Signature: _____

Date: _____