

CHANGE YOUR VIEW... RIVERSIDE WEDDINGS



Thank you for considering our beautiful River Place to host your special day.

Please find our various wedding packages and venue hire rates that we have put together for you and your fiancé(e). We are open to your suggestions and any requirements you might have to create a wedding plan to suit your specific needs.

River Place is a magnificent country wedding venue that takes full advantage of beautiful indigenous gardens, impressive mountain and river views – all combining to provide an idyllic wedding experience and a peaceful and romantic ambiance. 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.



GARDEN CEREMONY



Captivate your guests as you make your way down the stairway to take your vows and say 'I do' on our lush lawns next to a tranquil, flowing river.

CHAPEL CEREMONY



Nestled at the top of a hill, our stone-clad chapels with their grand entrances create a picturesque setting in which to say your vows.

RECEPTION

Our al Fiume restaurant welcomes you and your guests to a stone-cladded venue which also features a spectacular deck overlooking the banks of the river. Let the riverside scenery embrace you and your guests with its natural beauty.

We pride ourselves on our attention to detail and offer the best service to our guests. When it comes to your special day's arrangements, our key note is flexibility. We invite you to view our venue and are confident that you will find few other places that have the same charm.

WEDDING PACKAGE

Our venue hire includes:

- Exclusive use of a specific venue's chairs standard in that venue and umbrellas as available
- Exclusive use of the chapel or ceremony venue with standard venue chairs
- Pre-reception venue with standard venue chairs
- Use of one of our arches
- Umbrellas based on availability
- Bridal suite for 24 hours from 10h00 on the wedding day
- Complimentary bottle of sparkling wine on ice
- Honeymoon suite turndown service
- Waiters and barman until 23h00 – R3 500 for an extra hour
- Full service of bar
- River Place's standard white tablecloths or limited damask
- Full setting of standard crockery, cutlery and glassware
- Wedding coordinator and duty manager
- Preferential rates on accommodation at River Place
- Cake table and gift table
- Podium
- Easel
- Secure parking
- Clean-up after function.

WEDDING PACKAGE

Not included in the venue hire:

- Food and beverages
- Special décor including flowers, candles, chair covers, overlays, tie backs, draping, red carpet, etc.
- Custom-made stationery – name cards, menus, etc.
- DJ/entertainment
- Accommodation other than the honeymoon suite
- Service fee of 10% charged on pre-paid food and beverages
- A refundable breakage deposit of R1 000
- A surcharge may be levied to cover any additional hiring requirements for more than 80 guests.

VENUE HIRE

Our venue hire rates are negotiated depending on the type of wedding, number of guests and time of the year that the wedding will be held.

Please contact us on info@riverplace.co.za to discuss your requirements.

VENUE CAPACITY

Venue	Minimum	Maximum
al Fiume	20	80
al Fiume Patio	10	40
Mountain View - Chapel	20	80
River View - Chapel	10	40

MENU PACKAGES

BUFFET

Ranges from R345 per person to R750 per person.
Kindly request menu options.

PLATED OPTION

Available on request.

CHILDREN

Children under the age of 4 years will not be charged.

PRE-RECEPTION SNACKS

BRUSCHETTA

R90 per person. French sliced bread with a selection of toppings.

CHEESE PLATTER

R115 per person. Selection of cheeses and savory biscuits.

Pre-reception snack menus available on request.

BAR & BARMEN

We are a fully licensed establishment. Drinks are charged at the rates current at the time of the wedding. Please obtain the most recent wine list prices at your final arrangement meeting. You may select your own wine from our wine list. A bar limit can be arranged as per your request.

FINAL ARRANGEMENTS

An appointment for the final arrangements must be made 14 days prior to your wedding date. During this meeting, we will finalise all your requirements to ensure a care-free day.

ACCOMMODATION

River Place offers accommodation for the bride and the groom on the night of the wedding as well as your wedding guests. It is advisable to book well in advance as availability of accommodation cannot be guaranteed. All accommodation includes breakfast.

01 January - 31 December 2022

Room Type	Per Person Sharing	Single Rate
Standard Room - Room Only	R 850	R1 190
Suite - Room Only	R1 250	R1 750
Standard Room - B&B	R 940	R1 280
Suite - B&B	R1 340	R1 840
Standard Room- DBB	R1 210	R1 550
Suite - DBB	R1 610	R2 110

CUT-OFF TIMES & OVERTIME

The venue hire includes the use of the venue until 23h30, thereafter an overtime surcharge of R3 500 per hour or part thereof for a maximum of 2 hours will be charged. This should be confirmed at the final arrangements meeting, or the night of the wedding with the manager on duty.

TERMS AND CONDITIONS

Deposit Payment and Cancellation Policy

1. 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 and the prospective bride and groom agree to abide by 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.
2. 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 wedding date.
3. Final number of guests must be confirmed in writing no less than fourteen (14) days prior to the wedding date.
4. 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 wedding date.
5. Failure to make payments as per items 1 to 3 stated above could lead to cancellation of the wedding.
6. Final payment to be effected no later than 12h00 on the day after the event.
7. All late payments shall attract interest at a rate of ruling prime plus 2%.

TERMS AND CONDITIONS

Deposit Payment and Cancellation Policy

8. Deposits only accepted by credit card or direct bank transfer. No cheques will be accepted.
9. Cancellations:
 - a. The initial deposit is non-refundable.
 - b. If the wedding is cancelled less than 1 month prior to the wedding date, a cancellation fee of 100% of the total pro-forma wedding 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.
10. River Place cannot credit catering charges for non-arrivals. The confirmed number of guests 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 weddings, in any of the areas not included in this document during your wedding.
2. All damages caused to the venue by the wedding group including guests, 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 wedding.
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 guests' 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 are not permitted. Flower petals, rice, and bubbles are acceptable.
14. Menus must be finalised one month prior to the wedding 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 (DJ, florist, etc.) 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 wedding, 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 wedding 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.



Tel: 079 886-9827

Address: R511, Hennops River Valley
Postal: PO Box 2969, Witkoppen, 2068

Email: info@riverplace.co.za
Website: www.riverplace.co.za

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

CONTRACT

By signing this contract, you agree to our terms & conditions set above.

Bride

Full Name: _____

ID Number: _____

Tel: _____ Cell No: _____

E-mail Address: _____

Physical Address: _____



Tel: 079 886-9827

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Email: info@riverplace.co.za
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CONTRACT

Groom

Full Name: _____

ID Number: _____

Tel: _____ Cell No: _____

E-mail Address: _____

Physical Address: _____

Wedding Details

Date of Wedding: _____

No of Guests: _____

Venue: _____

Ceremony: _____

Time of Ceremony: _____

Deposit Paid: _____

Full Name: _____

Signature: _____

Date: _____



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CONTRACT

Banking Details

(For R1 000 breakage deposit refund)

Account Holder: _____

Branch Name: _____

Account Number: _____

Branch Code: _____

Reference Preferred: _____

GUEST INDEMNITY

I, the undersigned acting herein for myself and my invitee's/ family members and associates, hereby waive and abandon all claims of every nature whether for me personally or in any representative capacity howsoever arising in respect of damage or compensation arising out of loss of valuables, death or personal injury to me or any person whom I may represent. I also accept the terms and conditions as specified above.

Full Name: _____

Date: _____

Signature: _____

Witness: _____