

CHANGE YOUR VIEW... CELEBRATE IN THE COUNTRY



YEAR-END FUNCTION VENUES

al Fiume Restaurant

Our renowned, award-winning cuisine at al Fiume is presented in a beautiful riverside lapa and wooden deck environment. A high-end dining experience can be combined with a fun pre-event activity at the nearby rock boma. Open the riverside dance floor for an unforgettable party.



YEAR-END FUNCTION VENUES

al Fiume Patio

Shaded by large trees and with scenic river and mountain views, this open-air venue is ideal for a special party or function.



River View Dining Room and Deck

A private function room incorporating a wooden deck with picturesque river and mountain views. This is a truly special venue ideal for an intimate party or function.



VENUE CAPACITY

Venue	Minimum	Maximum
Outdoor under-tent area (<i>subject to weather</i>)	20	100
al Fiume Restaurant	20	80
al Fiume Patio	10	40
River View Dining Area & Deck	10	20

Our venue hire is POA and includes:

- Exclusive use of the venue with venue chairs standard in that venue and umbrellas as available
- Waiters and barman until 23h00 – R3 500 for an extra hour
- Full service of bar
- Duty manager
- River Place standard white tablecloths or limited damask
- Full setting of standard crockery, cutlery and glassware
- Secure parking
- Cleaning up after function.

VENUE CAPACITY

Not included in the venue hire:

- Food and beverages
- Special décor including flowers, candles, chair covers, overlays, tie backs, draping, red carpet
- DJ/entertainment
- Accommodation
- Service fee of 10% charged on prepaid food and beverages
- A refundable breakage deposit of R1 000
- Surcharge may be levied to cover any additional hiring requirements for more than 80 guests.

MENU OPTIONS

Please enquire about our standard function menus. Alternatively, our executive chef can design a menu specially for your function needs.

PARTY ACTIVITIES

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.

YEAR-END PARTY IDEAS AT RIVER PLACE

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

- Chilled riverside gourmet luncheon party at the al Fiume Restaurant
- Exotic cocktails and shooters to kick off an event full of fun and laughter
- Executive spit-braai preceded by a brandy & Cognac tasting at the unique rock boma with our resident brandy expert
- Family fun day with magicians, water slides, carousels and buskers entertaining children whilst adults enjoy a gourmet meal and a chilled beer or glass of wine
- Pre-drinks and canapés on our stone bridge across the river, followed by a riverside executive picnic on our sprawling lawns with live jazz and dancing
- Al fresco gourmet braai preceded by a fun cocktail-making competition to break the ice.



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

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 function is cancelled less than 1 month prior to the function date, a cancellation fee of 100% of the total pro-forma function 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 in any of the areas not included in this document during your function.
2. All damages caused to the venue by the function party, 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 function.
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 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.
9. As a courtesy to our neighbours, loud music is allowed until 23h00, thereafter only background music will be allowed.

GENERAL

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 function 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.

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.

GENERAL

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 are finalised. A final sign-off meeting is held at least 10 days prior to your function, where the final adjustments and account is settled in full. The table floor plan is provided, overlays for the relevant function are provided and the function 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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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: _____