

WEDDING PACKAGES



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Your Elgin River Lodge
Wedding Package

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1 - **ABOUT ELGIN RIVER LODGE**

Situated on the banks of the Palmiet River, Elgin River Lodge is the perfect laid-back, getaway. You'll find us deep in the Overberg's Elgin Valley where the natural backdrop is unrelentingly beautiful.

Elgin River Lodge is the ideal setting for outdoor ceremonies. We offer stunning indoor wedding, corporate events, private functions, family getaways, birthday parties or just the chance to reconnect with nature just an hour outside of Cape Town. This is a one of a kind river side setting where dreams really do come true.

2 - **WHAT WE OFFER**

Wedding Venue

We have the option of both outdoor and indoor venues for both ceremony and reception. The hill top garden overlooks the majestic river and mountain views and is a beautiful blank canvas on which you can create your ultimate wedding. The banquet hall is the perfect winter venue for your intimate wedding.

Catering

We have a selection of mouth-watering menus for you to choose from to cater to your tastes and budget

Accommodation

We can accommodate 44 guests in our main lodge, 16 guests in our villa and we have a tented option for over flow for up to another 40 guests. Total of 100.

Venue Coordinating

You will have use of our venue coordinator, who has a wealth of knowledge and experience to share with you, who will be ready to assist you throughout the whole planning process.

Q. Where are we situated ?

In the heart of apple country, 15 minutes off the N2, an hour's drive outside of Cape Town.

Q. What is the back-up plan in case of bad weather ?

Depending on the amount of guests, you would have to choose to hire a stretch tent or marquee at your own cost, we can recommend suppliers.

COST

VENUE HIRE(on wedding day)		
LOW SEASON (JUNE, JULY, AUG)	2020	2021
WEEK DAYS (MON- THURS)	R 26 000	R 29 000
WEEKEND & PUBLIC HOLIDAYS	R 29 000	R 32 000
MID SEASON (MAY, SEPT, OCT, NOV)	2020	2021
WEEK DAYS (MON -THURS)	R 28 000	R 31 000
WEEKEND & PUBLIC HOLIDAYS	R 34 500	R 38 000
PEAK SEASON (DEC, JAN , FEB, MARCH, APR)	2020	2020
WEEK DAYS (MON-THURS)	R 34 000	R 37 500
WEEKEND & PUBLIC HOLIDAYS	R 42 500	R 47 000

PACKAGE

Q What is included in the venue hire?

- A beautiful venue for both ceremony, canapé and reception
- Waiter and barman for up to 120 guests
- Management presence
- Standard cutlery and crockery
- Pre drinks table with glass drink dispenser
- Standard bar glasses, one wine and one champagne
- Physical cash bar set up and ice
- Ice buckets on stands
- Wine barrels
- Cake table, gift table and DJ table
- Clean up crew

Excludes

- Food and beverages
- Decor and flowers
- Wedding cake
- Bedouin tent, marquee or structures
- Tables and chairs
- Linen and napkins
- Stationary table numbers and seating plans
- Lighting, sound and music
- All external supplier services I.e. dj , photographer, videographer, florist, co-ordinator/planner
- Barmen and waiters over 120 guests

Q. Do we host more than one wedding on the same day?

No, we don't want the pressure of time stressing anyone out on such a special day.

We do however operate a fully functional lodge and restaurant on a daily basis and will accept bookings on days other than wedding day.

Q. What is the maximum amount?

Indoors- 80 with a dance floor

Outdoors- max of 120 with a dance floor

Anything bigger we are happy to discuss.

Q. Is there a minimum amount of guests required?

For less than 40 guests please consult our venue coordinator.

Q. What is the cut-off time?

Estate closes at 24h00. Last rounds for evening functions will be called at 23h30.

Extensions are only allowed upon request until 02h00am.

A venue hire fee of R2500 per hour after 24h00 will apply and the balance must be settled on departure.

Please note certain service providers may also have extra chargers after 12

eg. DJ/co-ordinators etc.

3 – SERVICES

Q. When do I meet with the venue coordinator?

The venue coordinator will contact you soon after you have booked, to set up a first meeting. At this meeting you will discuss the general outline of your wedding day preferences regarding menus and bar service etc.

Approximately 2 months before your wedding date, you will have another meeting regarding the finer details, time-line for events, menu choices and so forth. Your Wedding Coordinator will also be happy to meet with you or answer questions by phone or email during office hours, whenever you require assistance.

Q. Does the Venue coordinator also assist me in planning things that are not venue related, eg wedding dresses, RSVP's, make-up etc?

No, but we will be happy to supply you with the details of reputable suppliers and wedding planners we have dealt with in the past.

Key Difference between a wedding planner and a venue co-ordinator:

A wedding planner is the professional person or team that helps the bride and groom prepare, organize, design and financially manage the wedding. On the other hand, a Venue coordinator is the professional person employed by the venue, who is responsible for taking care of the venue-related details, leading up to and on the day of the wedding.

VENUE ONSITE COORDINATOR

Once you have confirmed your date and made a booking with the venue, then this is the person who works for the venue and will be your liaison with the operations team that will be setting up your wedding. Their job is mainly to make sure that whatever you book with the venue is properly and professionally executed on the day of your event. They are responsible for quoting rates for different items, creating your invoices and making sure that your payments are made in a timely manner to the venue. On your wedding day, their focus is delivering the services that you have contracted for; ensuring the venue is accurately set up for the event; that the vendors are adhering to their rules; that service happens on time and that take down is completed seamlessly. It is also important to note that the venue has a team of coordinators, so there is no guarantee that the coordinator that you have been working with, will actually be the one there on the day of your event. The venue coordinators duty is to assist you in all venue- related matters, making the planning process as easy, enjoyable and manageable as possible for you.

WEDDING PLANNER

Your wedding planner works for you and is your personal consultant on all aspects of your wedding celebrations. They can be on board from the moment you start planning to offer design support for the theme you have in mind and to take the wedding celebrations that you envision from concept to completion. They can also fit in at any stage of the planning process as most planners offer several packages. Here are some of the services that wedding planners offer to their clients:

- Vendor recommendations and assisting in the selection of vendors
(This service is also offered by the venue coordinator)
- Vendor contacts/ negotiation/contract reviews/follow-ups and confirmations
- Preparing and maintaining a wedding planning schedule for the months between now and the wedding
- Full development of the wedding theme you have chosen, and liaising with the wedding coordinator and/or décor and styling team

- Assistance with obtaining proper legal work with Destination Country
- Assistance with planning group outings and activities
- Schedule Management
- RSVP Management
- Travel Arrangements and Booking for a wedding group
- Supervision of wedding rehearsal
- Wedding Day on-site supervision of set-up, ceremony, photo-session and reception

Unfortunately we do not offer an inhouse wedding planner service as we feel this is best managed by a qualified professional or by the wedding party themselves.

Music

You need to arrange your own music, such as DJ , jukebox or live band
Please note that they would need to supply your own extension cords, plugs and lighting. Please ensure that set up is completed at least an hour before your ceremony and that the breakdown/ pick up is down the same evening.

Q. Can I make use of the services of outside vendors and service providers?

Yes. Following services must be sourced by the wedding couple:

- Décor and flowers
- Confectionist (wedding cake)
- DJ (Must have necessary licenses and equipment to cope with the layout of the venue)
- Hiring of tables, chairs, Bedouin tent or marquee, all linen and napkins
- Car rentals and / or shuttle service
- Minister / Pastor / Marriage Officer
- Make-up artist and Hairdresser
- Photographer & Videographer
- Stationary

Please note that your wedding planner will also provide you with a list of highly recommended suppliers

Q. Can we make changes to the menu?

Menus can be catered to your budget and taste.

Bar Facilities

Q. What are the bar options ?

There are a number of ways to organize the workings of the bar on your wedding day. Our beverage prices are industry competitive.

Cash Bar: Your guests pay for their own beverages at the bar

Limited Tab: You select a monetary tab limit that you will pay towards the bar.

Once the limit is reached then the bar changes over to a cash bar

Open Tab: Your guests may drink anything at the bar for the entire evening and you settle the full tab before departure.

If you choose to have a limited tab, then you will have the option to set a new limit on the evening.

NB. Regarding bar tabs:

- A credit card would need to be left with the barman and full and final settlement of the total bill

Serving Staff

Serving staff - waiters and barmen included for parties under 120.

Ensuring the quality of service for you and your guests we provide one waiter for every 10- 12 guests and 2 barman for 60 guests and more.

Depending on the final floor layout, this may change.

For parties over 120 the additional charge below will apply.

Waiters : R500 per waiter

Barman : R600 per barman

Wedding cake

You are more than welcome to bring your own wedding cake as a dessert. A plating charge of R15 per person will be added to your bill.

Please advise us prior to the wedding of storage and plating requirements

Accommodation

9x standard chalets accommodating two
(king size or two singles)

4x family chalets accommodating four(2 adults and 2 children)
(open plan with King size bed and double bunks)

2 x family chalets accommodating 5 (2 adults and 3 children)
(open plan with a king size bed and a double bunk and a single bed)

The Villa is 1 km away from The Lodge(sleeps 8 adults and 8 children)
(3 bedrooms and a loft and a garden chalet)

A **4x4 vehicle** is preferable to access this accommodation or at the very least a vehicle with high ground clearance and rear wheel drive. Guests may leave their vehicles at the lodge parking lot and make use of one vehicle in their party that is capable of the journey. Transport to and from the villa is for your own arrangement.

There is a minimum requirement of 2 nights over weekends and 3 nights over long weekends. All accommodation must be booked in order to secure the venue. This can be paid by the bridal party or individually paid for by your guests. A 50% deposit is required to reserve an accommodation booking. Any accommodation that is not booked by wedding date will be for the bridal party's account.

We are also able to do tented accommodation to accommodate the over flow (up to 40 guests)

Q. What are the check-in and check-out times ?

Check-in: 14h00 to 18h00

Check-out: 8h00 to 10h00

VERY IMPORTANT:

Please inform us if you will be checking in later, or checking out earlier, as we do not have a 24 hour reception desk.

HOW TO BOOK

Please note:

We do not accept provisional bookings. We work on a first come first serve basis and dates are secured with full payment of venue fee.

Q. How do I secure a booking ?

STEP 1 - Confirm that the date you require is still available and that you want to confirm your booking.

STEP 2 - Email the proof of payment of the venue hire fee indicated on your quote.

You can pay by cash, cash deposit or EFT. (We regret no cheque payments allowed). Any additional deposit fees will be borne by yourself.

STEP 3 - Forward a signed & initialled copy of the terms and conditions to info@elginriverlodge.co.za.

STEP 4 - Email a recent photo of you and your fiancé together for your wedding portfolio. (The photo is purely for your wedding portfolio as it is always nice to put a face to the names, especially if we are planning wedding while you are living abroad, so any recent photo of you and your fiancé together will do.)

Q. When is the final numbers and payment due ?

Final numbers must be confirmed 45 days prior to your wedding date, after which you will receive a final invoice.

Final payment is required no later than 30 days prior to your wedding date.

The venue fee amount will be deducted from the total amount due on your final invoice.

BANK DETAILS

Bank : FNB

Branch : Commercial Account

Acc Number : 62585227301

Branch Code : 210554

Acc Name : Mofam River Lodge

Swift Code : FIRNZ AJJ

The Toad is a Group of Authentic Capetonian Restaurants and Pubs in Local Settings

[@ The Toad in the Village - Noordhoek Farm Village, Noordhoek](#)

[@ The Toad on the Road - Boyes Drive, Lakeside](#)

A MEMBER OF RAVENS WING HOSPITALITY GROUP

Also proud owner operators of the following Cape Town places:

[Perseverance Tavern](#) - Est. in 1808, we are SA's oldest Beer House, Buitenkant Street, Cape Town

[Noordhoek Farm Village](#) - Gourmet Hub of the South, Noordhoek, Cape Town

[De Noordhoek](#) - Boutique Hotel, Noordhoek, Cape Town

[Village Sushi and Asian](#) - Best Sushi in the South, Noordhoek, Cape Town

[Village Roast](#) - Coffee & Biltong Bar, On Site Roasting & Curing, Noordhoek, Cape Town

[Elgin River Lodge](#) - Tranquillity on the Palmiet River, Arrieskraal, Elgin