

# Wedding Package 2024

ROYDON RESERVE



# Dear Bride and Groom



SINCERE CONGRATULATIONS ON YOUR  
FORTHCOMING MARRIAGE!

THANK YOU FOR CONSIDERING ROYDON PRIVATE NATURE  
RESERVE FOR SUCH AN IMPORTANT OCCASION

WE ARE HERE TO PROVIDE EVERYTHING YOU NEED TO ENSURE  
THAT YOU EXPERIENCE A VERY SPECIAL, PERFECT DAY.

OUR PACKAGES ARE DESIGNED TO ASSIST YOU IN PLANNING YOUR  
WEDDING.

SHOULD YOU WISH TO VIEW OUR FACILITIES OR TO MAKE  
FURTHER ENQUIRIES, PLEASE DON'T HESITATE TO CONTACT US.

“WELCOME TO THE BUSH”

TEL: (045) 838-3338  
064 943 2329

E-MAIL: [RESERVATIONS@ROYDON.CO.ZA](mailto:RESERVATIONS@ROYDON.CO.ZA)  
[ROYDONRESERVE@GMAIL.COM](mailto:ROYDONRESERVE@GMAIL.COM)  
WEBSITE: [WWW.ROYDON.CO.ZA](http://WWW.ROYDON.CO.ZA)

# Venue Hire

FOR THE STANDARD 8 HOURS STARTING FROM GUESTS ARRIVAL OR TIME  
STIPULATED ON PROGRAM

No of guests	Rate
01 – 150	R8 000
151 – 200	R10 000
201 – 250	R12 000
250- 300	R15 000

Public Holidays/Sundays: **R 3000.00** extra will be charged for functions held on public holidays or Sundays.

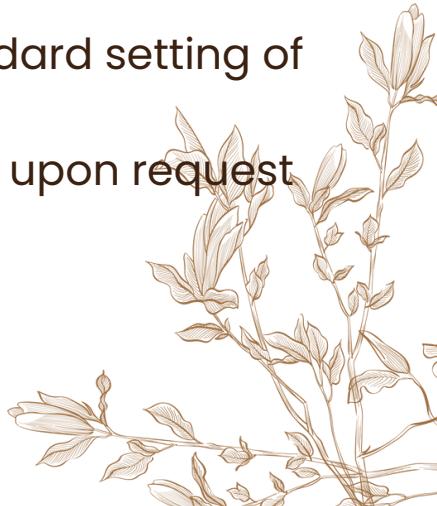
Both Venues are fully air-conditioned with a bar, kitchen and toilet facilities.

GARDEN VENUE SPACE **R5000.00** (INCLUDES PLASTIC CHAIRS & TABLES IF REQUIRED FOR WEDDING SERVICE)

THERE MUST BE A PLAN B IN PLACE (WEATHER)

## Venue Hire includes

- Reception hall & outdoor areas
- Round tables seating 10 guests & chairs
- Maximum 5 rectangular tables
- Standard cutlery, crockery, glasses (champagne & juice glasses provided that the juice & champagne are supplied by us) & jugs (wine or any other glasses can be hired at additional cost).
- Set-up of tables as per clients request (standard setting of tables)
- Lecturn, cake table, gift table and cake knife upon request
- Clearing & cleaning of venue
- Waiters & barmen





# Venue Hire excludes

- 3-Course Menu as per your selection; fruit juice on tables
- themed décor; draping of reception venue; centerpieces, overlays, chair-ties, serviettes, etc.
- flowers, wedding cake
- photographer; entertainment
- bar account, welcome drinks (optional)

## Venue planner hire

Roydon reserve has an inhouse venue planner. Discover the art of personalized wedding venue planning at roydon reserve. From enchanting spaces to meticulous details, we specialize in creating the perfect backdrop for your special day. Let us handle every aspect of your venue, ensuring a seamless and stress-free experience, so you can focus on what truly matters - celebrating your love

- 0- 100 guest - R3000
- 101- 150 guest - R3600
- 151-200 guest - R4000
- 201- 300 guests - R5000

## Wedding planner hire

Levate your wedding to extraordinary with our comprehensive planning services at Roydon. From initial concept to flawless execution, we specialize in curating every detail of your special day. With a commitment to perfection and a passion for creating magical moments, our experienced team ensures your wedding reflects your unique style and exceeds your expectations. Trust us to bring your vision to life seamlessly.

Let's create the wedding of your dreams together.

- 0- 100 guest - R6000
- 101- 150 guest - R6800
- 151-200 guest - R7500
- 201- 300 guests - R9000

# Menu Selection

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Roydon provide the catering for wedding functions. We **do not** allow outside catering

- 3-Course Buffet
- Food may not be brought onto the premises and food may not be taken off the premises.
- Suppliers (DJ, photographer etc.) contracted to work at the Reception must be included in the total guest amount/selected menu for catering purposes.

**Should your actual number of guests on the day of your wedding, exceed the number confirmed by you, you will be charged the quoted menu cost plus a 25% surcharge.**

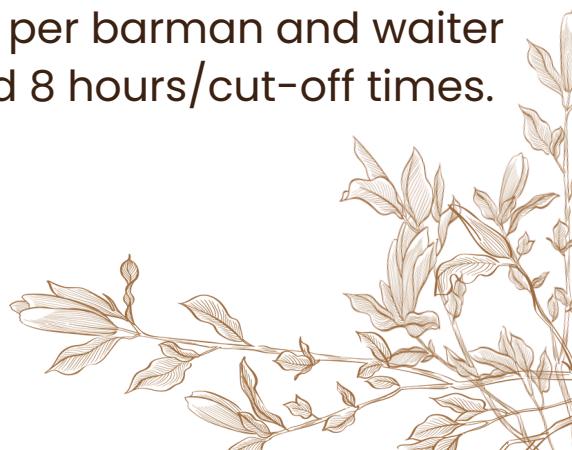
## Children

- Children 0-3 years are free
- Children 4-11 years are charged 50% of the menu cost
- Children 12 & above will be charged full price
- Children are to be supervised at **ALL** times

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## Waiters and Barman

- Should bar attendants or waiters work longer than the standard 8 hours, the overtime rate of R50.00p/hour per barman and waiter will be charged - Please refer to standard 8 hours/cut-off times.



# Bar Service

The "Warthog Bar" at Roydon is a licensed liquor outlet.

We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt or Soft Drinks. Our bar includes a range of imported & local brands. Wine orders need to be placed two weeks prior to a function. Wine orders are limited to: 2 Sparkling Wine / Champagne options, three white wine options, two red wine options.

Any changes to the bar requirements at any stage are to be done so in writing. The final bar requirements must be submitted to us 2 weeks before the wedding.

- Various billing options are available i.e. cash, open, tab etc.
- Bar prices are subject to change without prior notice.
- If you wish to run a tab or an open bar, a 100% estimated cost is required.
- ROYDON reserves the right to close the bar at any time should there be any irregularities on the guests' behalf.
- **Guests are not allowed to bring any ALCOHOL, COOLDRINKS OR FOOD into the reception area, Lapa and parking areas for consumption at any time**
- Bridal couple must inform all guests of the above rule. If guests do not adhere to the rules, they will be asked to leave the premises or will be escorted of the premises by security.

## Champagne / Sparkling grape juice

Alcoholic or Non-Alcoholic champagne for the tables are provided on the client's request.

- Alcoholic @ R 100.00 per bottle – Prices subject to change without prior notice
- Non – Alcoholic @ R 100.00 per bottle – Prices subject to change without prior notice

These above prices are subject to the brand request of the client

**Please note: A corkage fee of R25.00 per bottle will be charged if you bring your own champagne**

The bottles must be on Roydon a day before the wedding.



# Welcome Drinks

- Welcoming drinks are optional
- Non-alcoholic fruit punch with fruits @ R20.00 p/person (served by the glass)
- Alcoholic fruit punch with fruits @ R30.00 p/person (served by the glass)
- Sherry @ R15.00 per glass
- Shooter & other options available upon request

Please note: If you want to provide your own pre-drinks a fee of R15.00 per person will be levied

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## Setup & Cut off time

- The venue is available for set-up 1 day prior to the event during office hours only (8-5)
- On the day of the wedding, any additional set-up, dj & photographer set-up, flower arrangements, etc. must be completed 4 hours prior to the start of the wedding ceremony.
- Please note that the venue closing time is from 8 hours since commencing of wedding ceremony
- Overtime will be charged for the venue at R550.00 / hour, after 8 hours as per agreement
- Should waiters or barmen be required to work after the closing time due to a prolonged function.
- The client will be charged for the overtime per waiter/per bartender, per hour.
- Should you need the facilities earlier than one day prior to the event, it can be arranged, depending
- on whether the facilities is pre-booked or not. If the facilities is available the charges per day is R2000.00.
- Should you require the aircons to be operational prior to the event to keep the flowers cool for example, it will be charged at R1500.00 per day. If it runs day and night it will be R3000.00 per day.
- Roydon only has sufficient fridges and freezer space for our own use.



# Parking



Parking is available on the premises. Roydon does not take responsibility for the safekeeping of vehicles or any damages/accidents/fire that may occur to the vehicles whilst at Roydon.

## Security at the gate

Your wedding should be the most beautiful day of your life so far. It is the day when you and the one you love unite your destinies forever. A guard at the gate is compulsory to prevent Uninvited Guests at your wedding at the cost of R880-00 per 8hour shift (Standard 8hours) Prices subject to change without prior notice.

The security at the gate also operate the gate to ensure no damages occur

## Accommodation and Bridal Suite

**The Bridal Suite is complimentary for the wedding night only.** This includes breakfast for the newlyweds the following day.

For the wedding guests who wish to stay with us, we have different accommodation facilities and options, i.e. Luxury En-Suite Lodge Rooms, Hunter Cabins, Luxury Self- Catering Units and the Adventure Centre. Rates are available on request.

## Appointment and Payments required

Rehearsals are permitted by appointment & preferably during office hours.

- **Bookings are secured by payment of 50 % of the quoted amount, which is non-refundable**
- 60 days prior to the wedding, menus are confirmed.
- 30 days prior to the wedding, the balance of the invoice is payable.



# Risk/Loss and Damage

- Roydon reserves the right to charge for any damages/breakages to its facilities, equipment, glassware, crockery, cutlery & tablecloths that may occur as a result of the client, his/her invitees, relatives or service providers.
- A R 1100.00 refundable deposit must be paid on the day of the event i.r.o. of the aforementioned. An assessment will be done the day after the event to establish any breakages/damages. Any monies due to the client will be refunded 7 days after the assessment.
- While Roydon does feature a backup generator, we shall not be held liable for interruptions of services (water, electricity, sanitary services).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Roydon will not be liable for loss or damage to any property whatsoever (décor props, wedding gifts, valuables, etc). We recommend that all personal and valuable property be removed directly after the wedding.
- Décor and props must be removed by 09h00 on the day following the wedding. Any items not removed within 7 days of being placed in storage will be discarded. Roydon does not accept liability for loss or damage of any item during this period.
- Should Roydon's building, surrounding gardens and décor be damaged by the client or clients' suppliers during the set-up or break down operations of the function, the client shall be held responsible and will be billed accordingly.
- The customer shall not be entitled to:
  - Paint, affix or attach any matter to the walls of the function room.
  - Drive into the walls, floor, partitions, doors of the function room any screws, nails or the like
- Roydon, its employees or any person employed at any wedding will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- Roydon reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of Roydon which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- **Should your wedding be cancelled for whatever reason once the deposit or full amount has been paid, Roydon reserves the right to retain 70% of the paid amount.**
- **All cancellations must be confirmed in writing to the Function Manager.**
- Roydon reserves the right to amend or alter any details in the brochure without notice. We will make every effort to notify guests of any changes.

- This wedding package forms part of ROYDONS' contractual agreement.
- If you have any further queries or would like to make an appointment to view our facilities, Please contact our co-ordinator/planner  
Isabella - 064 943 2329

WEDDING / FUNCTION AGREEMENT  
Between

ROYDON PRIVATE NATURE RESERVE  
and  
Bride Name :

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Groom Name :

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Bride ID :

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Groom ID :

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On this ..... day of .....20.....

Roydon Representative:.....  
Date: .....