



## WEDDINGS & SPECIAL OCCASIONS AT THE RIVER CLUB

Updated 25<sup>th</sup> October 2020

The River Club is an oasis of serenity and the ideal location for a special occasion, providing a perfect setting for intimate or special celebrations. The lodge is away from the hubbub and noise around the Victoria Falls which ensures that as a wedding or special event destination, the lodge provides complete tranquillity in an extraordinary venue. As a private lodge, the property hosts weddings, vow renewals, birthdays, anniversaries or any other momentous celebration.

The maximum number of guests for the main event, including those booked to stay at the lodge, is 100.



### EVENT GUIDELINES AND COSTS

- **EXCLUSIVE USE ONLY**
  - When the River Club hosts a special event, the whole lodge has to be booked by the group for a minimum of three nights (one night before and one after the event date). If not, conflict is caused with other guests staying at the same time who also expect the same exclusive service.
- **ACCOMMODATION** - in 11 rooms with a total of 26 beds.
  - An extra three single beds can be added (two in the Princess Mary Family Villa and one in the Luxury Family Suite).
  - All guests accommodated at The River Club will be on the Fully Inclusive package option.
  - A DEPOSIT of 50 % is required 90 days prior to the Wedding date in order to confirm the rate, the space, and the event.
  - Please request The River Club's Fully Inclusive Rates Sheet from [reservations@theriverclubzambia.com](mailto:reservations@theriverclubzambia.com).
  - Accommodation for the Bride and Groom (or main couple in whose honour the event is being held) includes a Champagne breakfast in their suite on the morning after the wedding or event.
- **RATES FOR ISLAND USAGE** - includes transfers to and from the lodge by boat and light refreshments (fruit juice and water).
  - A Wedding or other Ceremony on the island is seasonal and subject to the Zambezi River level.
  - USD 1, 500 for up to 30 guests
  - USD 2, 000 31-80 guests
  - USD 2, 500 81-100 guests
  - Although children are welcome, note these numbers of guests for island usage exclude children.
- **EVENT VENUE CHARGE** – USD 1, 000 - for use of the lodge grounds.
  - Please note that this does not include a Marquee or wedding set up and this would have to be sourced separately and would be for the guests cost.
- **LEGAL DOCUMENTATION REQUIRED FOR MARRIAGE**
  - USD 1, 000.00 includes official Registrar and Council arrangements.
- **WEDDING RECEPTION / EVENT MEAL**
  - The River Club is able to cater for a maximum of 30 people.
  - A menu can be provided on request and the menu selection needs to be done 60 days before the event.
  - If the event is for more than 30 guests (but no more than 100), the event co-ordinator will arrange an outside caterer; costs for main bookers' account.
- **BAR SERVICE** will be provided by The River Club only and cannot be outsourced.
  - Please see **BAR PACKAGES** on the next page for options and price list.
- **PHOTOGRAPHER** –the River Club can source a photographer who covers local events either by way of digital camera or video.
  - Contact details will be provided upon request. All costs will be for the main bookers' account.



WEDDING OR EVENTS CO-ORDINATOR is required

- **EVENT COORDINATOR**
  - o A local event coordinator needs to be hired in order to organise and manage the event. This ensures all guest requirements are met. Contacts details for a co-ordinator who regularly works with The River Club for special occasions will be supplied. Costs for the co-ordinator and all associated costs will be for the main bookers' account.
- **THE COORDINATOR WILL ASSIST WITH:**
  - o **SPECIAL CAKE** – can be locally made to specifications.
  - o **TABLE DÉCOR & SET-UP** – this may be sourced locally to suit individual preferences. Please note, however, that choices in Livingstone are limited.
  - o **HAIRDRESSER** – contact details will be provided by the co-ordinator.
  - o **EVENT MAIN MEAL** – for up to 100 guests – to be arranged by the co-ordinator using an outside caterer.
  - o **BAND or DISCO** - respect needs to be shown to the other lodges in the vicinity and all music will cease at midnight.
    - o This is not subject to negotiation. The co-ordinator will assist with arrangements for a band/disco.
  - o **FLOWERS** - can be sourced locally. The number and types of arrangements to be finalized with the assistance of the co-ordinator.
    - o Please note that flowers are very seasonal and limited in variety.
  - o **PUBLIC ADDRESS SYSTEM** – if required for a Master of Ceremonies to use can be sourced locally.
    - o Costs to be charged accordingly.
    - o The use of a PA system will only be permitted when the lodge is booked on an exclusive-use basis.

SPECIAL CAR HIRE

- **1929 OPEN-TOP ROLLS ROYCE**
  - o 20/25 HP Tourer seating a maximum of 3 passengers is available for short rides within the vicinity of the lodge.
  - o USD 300.00 is the cost
  - o Unsuitable if it is raining as the car is open-top

OTHER TERMS AND CONDITIONS

- **CONFETTI** - as The River Club is an eco-friendly lodge, the use of confetti will not be permitted.
- **DAMAGE TO PROPERTY** - the main booker will be responsible for any and all damage caused by their guests while at the lodge.
- **PLEASE NOTE** - all outside providers sourced by The River Club will only be confirmed once the quotation for accommodation has been accepted. Notwithstanding the lodge accommodation cancellation policy, once outside providers are confirmed, a 100% cancellation clause will come into effect for any payments due to them.

BAR PACKAGES & PRICES

- **THREE BAR PACKAGES ARE AVAILABLE**
  1. Full open bar to be charged to the main account.
  2. Wines, Sparkling wines, beers, soft drinks to be charged to the main account – all other drinks to be paid for by the guests of the Bride and Groom.
  3. Wine at the table, sparkling wine for the toasts to be charged to the main account – all other drinks to be paid for by the guests of the Bride and Groom.
- **BAR PRICES** are valid of time of publishing, and subject to change without notice:

Local beers	USD 3	Soft Drinks	USD 2
Fruit Juice (Glass)	USD 2	Mineral Water	USD 1
Local Spirits (Tot)	USD 3	Brandy, Blended Whisky, Gin, Rum, Vodka	
Premium Spirits (Tot)	USD 6	Liqueurs, Malt Whisky, Campari, Pimms, Jack Daniels	
House-brand Wine (Glass)	USD 3	Sauvignon Blanc, Chardonnay, Merlot, Cabernet Sauvignon	
Sparkling Wine (Bottle)	USD 20	Champagne – Quotation on request	
Corkage	On own alcoholic and non-alcoholic beverages will be charged		

PAYMENT FOR EVENTS AND CANCELLATION TERMS

<b>PAYMENT</b>	<ul style="list-style-type: none"> <li>• Provisional reservations for accommodation are held for a limited time, after which, in order to confirm the rate, the space, and the event, a <b>50% deposit</b> is required.</li> <li>• Payment of the balance for accommodation, venue hire, other costs and Tourism Levy is required <b>60-days</b> prior to the arrival date.</li> <li>• All other costs such as the bar or any other extras can be settled by the main booker on departure after the event.</li> </ul>
<b>CANCELLATION % DUE</b>	<ul style="list-style-type: none"> <li>• Cancellation 90 – 61 days prior to arrival : <b>25%</b></li> <li>• Cancellation 60 – 31 days prior to arrival : <b>50%</b></li> <li>• Cancellation 30 days or less prior to arrival : <b>100%</b></li> </ul>

RESERVATIONS CONTACT DETAILS

E | reservations@theriverclubzambia.com

T | +27 (0) 72 517 4880

W | www.theriverclub.africa