

## THE RIVER CLUB WEDDINGS AND SPECIAL OCCASIONS AT THE RIVER CLUB

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 10 rooms with a total of 22 beds

- An extra two single beds can be added; one in the Luxury Family Suite and one a Luxury River Suite.
- All guests accommodated at The River Club will be on the **Fully Inclusive package option**.
- Please request The River Club's Fully Inclusive rates document 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-Style-Breakfast in their suite on the morning after the wedding or event.

#### EVENT PAYMENT TERMS

- 25% deposit based on the total value of the booking at that stage is required within 30 days of making a booking for an event. This will confirm the rate, the space, and the event.
- The booking remains provisional until the deposit is receipted.
- See the terms for the remainder near the end of page 2.

#### RATES FOR PRIVATE ISLAND USAGE - Ceremonies on the island are **subject to seasonal Zambezi River levels**

- **USD 1,500** for up to 30 guests / **USD 2,000** 31-80 guests / **USD 2,500** 81-100 guests
- Includes transfers to and from the lodge by boat and light refreshments (fruit juice and water).
- Although children are welcome, note these rates and numbers of guests for island usage exclude children.

#### EVENT VENUE CHARGE

- **USD 1,000** - for use of the lodge grounds. Please note this does **not include** a marquee or wedding set up.
- Set-up needs to be sourced separately and is for the main bookers' cost.

#### LEGAL DOCUMENTATION REQUIRED FOR MARRIAGE

- **USD 1,000** includes official Registrar and Council arrangements. Applies if The River Club is requested to assist with documentation.

#### 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

- 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

- 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:

- **A SPECIAL CAKE** – can be locally made to specifications.
- **TABLE DÉCOR & SET-UP** – this may be sourced locally to suit individual preferences. Please note, however, that choices in Livingstone are limited.
- **HAIRDRESSER** – contact details will be provided by the co-ordinator.
- **EVENT MAIN MEAL** – for up to 100 guests – to be arranged by the co-ordinator using an outside caterer.
- **BAND or DISCO** – respect needs to be shown to the other lodges in the vicinity and all music will cease at midnight. This is not subject to negotiation. The co-ordinator will assist with arrangements for a band / disco.
- **FLOWERS** – can be sourced locally and finalized with the assistance of the co-ordinator. Please note that flowers are very seasonal and limited in variety.
- **PUBLIC ADDRESS SYSTEM** - If required, the use of a PA system will only be permitted when the lodge is booked on an exclusive-use basis. A PA system can be sourced locally, costs to be charged accordingly.

## SPECIAL CAR HIRE

### 1929 OPEN-TOP ROLLS ROYCE

- 20/25 HP Tourer seating a maximum of 3 passengers is available for short rides within the vicinity of the lodge.
- Unsuitable if it is raining as the car is open-top
- **USD 300** is the cost



## 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.
- **CANCELLATION POLICIES OUTSIDE SERVICE PROVIDERS** - 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.
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.

**BAR PRICES** are valid of time of publishing, and subject to change without notice – please check if these prices are current:

Fruit Juice (Glass)	USD 3	Soft Drinks	USD 3
Local beers	USD 4	Mineral Water	USD 2
Local Spirits (Tot)	USD 4	Brandy, Blended Whisky, Gin, Rum, Vodka	
Premium Spirits (Tot)	USD 8	Liqueurs, Malt Whisky, Campari, Pimms, Jack Daniels	
House-brand Wine (Glass)	USD 4	Sauvignon Blanc, Chardonnay, Merlot, Cabernet Sauvignon	
Sparkling Wine (Bottle)	USD 30	• <b>Champagne – Quotation on request</b>	
<b>Corkage</b>	<b>On own alcoholic and non-alcoholic beverages will be charged</b>		

## PAYMENT FOR EVENTS AND CANCELLATION TERMS

### PAYMENT TERMS

- 25% deposit based on the total value of the booking at that stage is required within 30 days of making a booking.
- This will confirm the rate, the space, and the event.
- The booking remains provisional until the deposit is receipted.
- 50% top-up of the booking value at that stage is required by 90-days prior to arrival
- 25% balance in full is required by 45-days prior to arrival
- All other costs such as bar or other extras can be settled by the main booker on check-out after the event.

### CANCELLATION

- 25%: 120 – 91 days prior to arrival
- 50%: 90 – 46 days prior to arrival
- 100%: 45 days or less prior to arrival

## RESERVATIONS CONTACT DETAILS

E | [reservations@theriverclubzambia.com](mailto:reservations@theriverclubzambia.com)

T | +27 (0) 72 517 4880

W | [www.theriverclub.africa](http://www.theriverclub.africa)