

# Riverside Estate

Riaan (082 5745 475) • Minda (082 3374 335)

## Information list for conferences

### **VENUE HIRE:**

**BANQUET HALL** (50-200) R4 500.00 / (201-400) R5 500.00

**DE RIVIERA HALL** (15-80) R4 500.00

*The venue hire quoted is for the exclusive use of the venue.*

### ***Included in the Venue Hire:***

- Standard Riverside furniture & equipment
- Bartenders
- Waiter service to clear the tables
- PA System, Podium, Projector, 2x2m Screen
- Crockery, cutlery, glassware
- Cleaning the hall after reception
- Setting of tables and lay out of hall

### ***Optional at additional cost:***

- Decor
- Flowers
- Chair covers, runner or fancy overlays
- Waiters serving liquor
- Drapes Windows - Riverside
- Entertainment
- Under plates
- Stage draping - Riverside

### **BAR FACILITIES:**

- We require clients to brief us regarding their requirements for the provision of a Full Bar on account, Wine Table, or a Cash Bar.
- Clients are welcome to set a limit on the total bar expenditure for their account.
- In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function

### **RECEPTION DRINKS:**

- Cordial with water on table, no charge
- Soft drinks can be provided at additional cost
- Juice for tables (2 Jugs per table allowed). Riverside can provide at an extra cost of R30.00 per jug.
- Wine Table. Selection of wine can be provided at additional cost.

### **MUSIC:**

- Background music provided
- Life entertainment can be arranged. Clients are welcome to provide own life entertainment for own account

***Rates are subject to change without prior notice  
PRICES ARE ONLY VALID FOR 2012***