



# To the Wedding Couple

On behalf of the Estuary team, we would like to take to congratulate you on your engagement.

Thank you for your enquiry regarding your forthcoming wedding celebration at the Estuary hotel and Spa. Your wedding is no doubt one of the most important occasions of your life and we at the Estuary are dedicated making your wedding reception a happy and memorable occasion.

For your special day we are pleased to be able to offer you our two comprehensive packages which are inclusive of our carefully planned menus with the option of your personnel choice.

As our venue is popular, we strongly suggest that you secure your reservation timeously. Whether a cocktail, lunch, or dinner wedding, we will endeavour to assist you in creating a memorable day.

In addition to all that appears in our Wedding brochure, we have the expertise and experience as well as professional partners to help and advise you with regards to certain support services, such as a Marriage Officer, florist, photographer, and musicians. Many of these are a matter of personal taste and we recommend that you interview and brief these persons well in advance so that your requirements are met.

We invite you to schedule an appointment with our Team to view our facilities and discuss your requirements.

We look forward to welcoming you and always assure you of our personnel attention to make this journey one to remember.

Yours in Hospitality

The Wedding Team

The Estuary Hotel and Spa

Pg. 2 Version 2022 - 01

### **ROSE PACKAGE**

### 50 – 100 guests R26,000 Maximum of 8 Hours

### The following is INCLUDED in the package:

- Accommodation for two guests sharing in a Deluxe Room for two nights. Inclusive of breakfast and a honeymoon night turndown.
- > Ceremony: The use of the Chapel for you to exchange your marriage vows. Chapel will be set up with chairs and white chair covers.
- ➤ The use of Silver Beach and the Estuary guarantees an awesome photographic session.
- > The Estuary shuttle will be available to assist with transporting the wedding couple for an hour photo session within the Estuary Estate.
- ➤ The Reception in the Admiral room. (*Please note setup times and reception cut off times under the terms and conditions*)
- Our committed team will set up the venue with 8-10 seater round tables or 12 seater square tables, with an option of trestle tables for the bridal table, a cake and a gift table, white linen, cutlery, crockery and glassware.
- Our Food and Beverage duty manager will be in attendance for the duration of your reception

### The following is NOT INCLUDED in the package:

- A choice of the attached menus with options to make personal choices at an additional cost
- > Table décor, center pieces, draping
- Music or DJ



Pg. 3 Version 2022 - 01

### LAVENDER PACKAGE

# 101 – 150 guests R36,000 Maximum of 8 Hours

### The following is INCLUDED in the package:

- Accommodation for two guests sharing in a Deluxe Room for two nights. Inclusive of breakfast and a honeymoon night turndown.
- > Ceremony: The use of the Chapel for you to exchange your marriage vows. Chapel will be set up with chairs and white chair covers.
- ➤ The use of Silver Beach and the Estuary guarantees an awesome photographic session.
- > The Estuary shuttle will be available to assist with transporting the wedding couple for an hour photo session within the Estuary Estate.
- ➤ The Reception in the Admiral room. (*Please note setup times and reception cut off times under the terms and conditions*)
- > Our committed banqueting team will set up the venue with 12 seater square tables, with an option of trestle tables for the bridal table, a cake and a gift table, white linen, cutlery, crockery and glassware.
- Our Food and Beverage duty manager will be in attendance for the duration of your reception

### The following is NOT INCLUDED in the package:

- A choice of the attached menus with options to make personal choices at an additional cost
- > Table décor, center pieces, draping
- Music or DJ



Pg. 4 Version 2022 - 01

### THE FINE PRINT

### 1. PACKAGES

Our two packages have been created with the knowledge that our bridal couples deserve a "bottom line" figure for their budget. The package includes services that we are able to include at premium rates due to a loyal history with these providers. The question asked when creating these packages was quite simply, "What do our couples need on their big day?"

Keeping this in mind we are however very happy to tailor make a package to suite your personal requirements.

### 2. SECURING YOUR DAY

In order to secure our venue for your wedding day we require a **non-refundable deposit of R20,000 within ONE (1) week** of processing your provisional reservation. Unsecured bookings will be released if the deposit has not been received as we are unable to hold unsecured dates. Hotel rooms are subject to 100% booking fee on making the reservation.

The final wedding account including the full bar tab is due 60 days before the wedding. This payment should be made via EFT, no cheques will be accepted.

Proof of payment along with a completed and signed copy of the contract should be mailed to our wedding co-ordinator.

### 3. ACCOMMODATION

The Estuary comprises of 42 Hotel rooms, thus sleeping approximately 84 guests, depending on sleeping arrangements.

Our wedding rates are as follows if the wedding couple block book the hotel for 20 and more rooms:

One-night stay: R1400 per room / night, for 2 adults incl. breakfast
 Two and more night stay: R1300 per room / night, for 2 adults incl. breakfast

Kids over 3 years of age are charged R300 per child per night sharing with an adult. Kids over 12 are housed at adult rates

For less than 20 rooms, Long Weekends, Easter Weekend and the December Holidays, the rates will be in line with the published rates for the requested dates.

All accommodation deposits are non-refundable. Should you book your wedding be hosted on a Saturday or public holiday and you require 100 guests and more, you will be required to block book rooms. Please discuss this with your wedding co-ordinator

Our check in time is 14:00 with rooms to be vacated by 10:00 on the day of departure.

Pg. 5

### 4. VENUE HIRE

The ceremony and reception venue hire fees are included in our package. Venue hire allocations are as follows:

	Set up Venue accessible	Ceremony starts at	Venue vacated by
Morning function	06:00	09:00	15:00
Lunch function	06:00	10:00	17:00
<b>Evening function</b>	10:00	15:00	23:00

An overtime rate of R5000.00 per hour will be charged after 11h00pm on the evening of your wedding or after 8 hours should you decide to have a morning or early afternoon wedding. This charge will automatically be added to your account at the end of your wedding. The R5000.00 includes the use of the venue, a manager, a waiter and a barmen.

The bar closes half an hour before overtime kicks in. Every additional hour will be communicated to the bride and groom to make the final decision.

Please take note that should you decide to continue into venue overtime the venue will close at 02h00 and the bar will close at 01h30 at the latest.

### 5. ACCESS TO THE VENUE

IF THE VENUE IS BOOKED BY ANOTHER EVENT ON THE DAY BEFORE, YOU WILL ONLY BE ABLE TO ACCESS THE VENUE AFTER THE FUNCTION CONCLUDED.

In the event of elaborate setups, a setup fee will be charged to block the venues for the days prior to the wedding as per your requirements. If you decide not to block book the dates, we cannot guarantee you access to the venue on days prior as the venue will be available to other events.



Pg. 6 Version 2022 - 01

### 6. SETUP

- 6.1. Set up time is during the hours of 06.00am to 17.00pm on the day of the function.
- 6.2. The ceremony area and venue will be ready / set up 2 hours prior to the start time of the ceremony. Anyone making alternative arrangements must ensure that these are documented on the function sheet at the final appointment.
- 6.3. The Hotel does not have a flower storage area, therefore all deliveries and arrangements need to be made on the day of the wedding.
- 6.4. Overtime of R1000.00 will be charged should the clients décor breakdown exceed 11h00 on the day after the wedding.
- 6.5. The Estuary Hotel and Spa reserves the right to show a venue to potential customers during the set-up time of all Functions
- 6.6. Should the bridal party require assistance with the placement of table items, this must be arranged in the final meeting with the coordinator and an additional set-up member of staff will be arranged and charged to your account at the rate of waiting staff on an hourly basis.
- 6.7. A rate of R42.00 per hour per staff member will be charged for this service. The Hotel suggests that the bridal party nominate a friend or family member to be responsible for this task.
- 6.8. The Estuary is responsible for the basic set up of your cutlery, crockery and glassware. We will set out the tables and chairs and all linen supplied by the Estuary.
- 6.9. It is the responsibility of the Décor Company or Bridal party to set up and clear up their personal items. (E.g.: flowers, tie-backs, overlays, ribbons, napkins, table favors etc.)
- 6.10. The decorations, draping, equipment brought in, and tents must be cleared by 11h00am on Sunday for weddings taking place on a Saturday. In the event the venue is booked for the day after the wedding, the Hotel staff reserve the right to move items to an alternative holding area.
- 6.11. The client will be responsible for the safe keeping of, or any damage caused to equipment hired on their behalf. The Estuary Hotel & Spa will not be held liable for any loss or damage resulting from the presence of your guests, or their respective properties on The Estuary Hotel & Spa premises. The client/s hereby indemnifies The Estuary Hotel & Spa against any claims that might be brought against it.
- 6.12. The client shall be responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
- 6.13. Service providers are not to permitted to use our staff to set-up or clear up, unless arranged with the hotel at additional Labour costs.
- 6.14. Please make sure that the service providers of your choice have contacted our management team to discuss when set-up can take place. Note we do not have on site storage for service providers equipment. Setup and breakdown times need to be approved.

Pg. 7 Version 2022 - 01

### 7. GARDEN CEREMONY

The Garden cannot be booked for a ceremony if the reception is not being held at the Estuary Hotel and Spa. Please note:

- There are plug points in the gardens.
- Should you wish to bring in other chair and require storage the night before, there will be a nominal charge
- Our arch is available to you as part of your package
- In the event of rain, our Chapel will be available to you for your ceremony

### 8. CATERING

The following catering information is required:

- 8.1. The final Menus are confirmed 90 days prior to your wedding and changes are not possible after your final appointment. In the event that an item cannot be found on the menu it will be replaced with another option without prior notice
- 8.2. The total number of guests must be confirmed **14 days prior** to the wedding
- 8.3. Should your actual number of guests on the day of your wedding exceed the number confirmed you will be charged for the additional guest at the confirmed menu price.
- 8.4. Should your actual numbers drop below the confirmed numbers, you will be charged for the guest totals confirmed at the final appointment.
- 8.5. Our chef is more than happy to tailor make a menu should you require dishes other than what we have offered.
- 8.6. Annual food increases will be of immediate effect in January of every year for the year ahead. Menu prices remain subject to change due to economic factors during the course of the year.
- 8.7. Children under the age of 10 years will be charged R80.00 per child. Children under the age of 2 years will not be charged.
- 8.8. Please note that your entire guest amount must be catered for; applicable to any and all menu options available on our menu selector. Suppliers (DJ, photographer etc.) contracted to work at the Reception will be included in the total guest amount/selected menu for catering purposes, unless prior arrangements are made with the wedding coordinator.
- 8.9. Food may not be brought onto the premises and Food may not be taken off the premises. The Hotel strictly prohibits the removal of leftover buffet food and under no circumstances may guests be allowed to remove food from the property.

### 9. SPECIAL DIETARY REQUIREMENTS

- 9.1. Individual Halaal and Kosher meals can be ordered from our approved suppliers for such dietary requirements. Any additional cost will be for the client account.
- 9.2. Estuary Hotel and Spa needs to be advised of any special dietary requirements at or before the final appointment.

Pg. 8 Version 2022 - 01



### 10. BAR AND BEVERAGES

There's a number of ways to manage the bar on your wedding day. Kindly confirm your bar requirements three weeks prior to your wedding.

LIMIT: You select a monetary limit, and the drinks that can be offered

FULL BAR: This must have a monetary limit

CASH BAR: A fully stocked bar available and charged to individual orders.

- 10.1. Wines, Sparkling Wines and Champagne must be selected a month prior to the event in order to ensure adequate stock. These specifications must be sent in writing.
- 10.2. You are not entitled to supply your own beverages. Food and alcohol sales are what generate the Hotel revenue, thus no food or beverage may be brought onto the property, into the accommodation or into function rooms by the Customer or his guests for consumption on the premises, unless the prior written consent of the Hotel has been obtained. Should guests supply alcohol in the form of "dinky" bottles / party favours and gifts, corkage will be charged accordingly on all bottles.
- 10.3. Please take note that the bar last rounds are called at 22h30pm and venue close at 11h00pm. Should you decide to continue into venue overtime the venue will close at 02h00 and the bar will close at 01h30 at the latest. Note the surcharge under venue Hire that is applicable.
- 10.4. Should you require a cash bar facility, additional barman will be required and charged at the quoted rate
- 10.5. If you opt to make use of a strictly cash bar option; any outstanding and unpaid accounts will be automatically transferred to the bride and groom's account. Should the outstanding amount be recouped, the bride and groom will be refunded.
- 10.6. In the event of an open bar a holding deposit equal to the bar limit will be required. This amount must be settled along with the final wedding payment 14 days prior to the function.
- 10.7. Any excess of your bar limit will be refunded with any refundable portion of the deposit within 10 days after the function
- 10.8. Bar prices are subject to change without prior notice. An updated list of bar prices is available on request. Annual bar price increases can be expected in April every year and will be implemented in the month without notice.
- 10.9. Any changes to the bar requirements at any stage are to be done so in writing.

### 11. WAITERS / BARMAN

- 11.1. One waiter per 15 guests is included in our package for duration of 8 hours.
- 11.2. The waiters are shifted to start work from the time of your ceremony, according to your booking.
- 11.3. Additional waiters will be charged at R45.00 per hour each.
- 11.4. An additional overtime fee will be charged for Sundays and public holidays.

Pg. 10 Version 2022 - 01

### 12. EQUIPMENT AND BREAKAGES

Our package includes standard equipment as listed below. Should you require a more exclusive range our co-ordinator will assist you with a quotation to suite your style and budget.

- Tiffany chairs
- Round, eight (8) / ten (10) seater tables or
- Square twelve (12) seater tables
- · White damask table linen
- White linen napkins
- Cutlery, crockery and glassware

Breakages / damages will be charged at the respective items replacement / repair cost and will be deducted from your deposit.

### 13. MUSIC

As the Hotel is situated within a Residential Estate, we do require the following:

- 13.1. The music is played at a moderate level at the discretion of the Estuary Management Team
- 13.2. Outdoor music is not permitted after 16h00
- 13.3. Music must be turned down to background level at 22:00
- 13.4. DJ is to stop strictly at 23:00



Pg. 11 Version 2022 - 01

### 14. CHILDREN

Bubble Blu is available to parents on the evening of the wedding at a babysitting charge of R35 per child per hour. Children under the age of 2 are not charged. Children between the age of 3 and 12 receive a kiddies menu selection to choose from.

### 15. GRATUITY

A 10 % gratuity will be charged on the food and beverage portion of your account.

### 16. CANCELLATION POLICY

Cancellation Fee's will apply on the cancelling of your function as per below. Any changes to bookings and / or cancellation are required in writing

- 16.1. Venue Hire is a non-refundable deposit
- 16.2. 50% cancellation fee, applicable on total quote, if cancellation occurs between 60 to 45 days prior to the date of your wedding reception
- 16.3. 100% cancellation fee, applicable on total quote, if cancellation occurs 31 days or less, prior to the date of your wedding reception
- 16.4. Guests that have been confirmed as attending the wedding, will be charged for regardless of whether they attend or not on the day

In the event of non-payment within the time specified, The Estuary Country Hotel shall be entitled to cancel a provisional booking without further notice or liability to the client. Please advise any variations or cancellations in writing. We will accommodate variations whenever practically and reasonably possible.

### 17. TRANSFER OF BOOKING DATES

Postponement of the booking is considered cancellation. Please refer to the cancellation policy.

### 18. BANKING DETAILS

- 18.1. Estuary Hotel and Spa accepts cash, credit card, debit card and EFT payments
- 18.2. Should you deposit money directly into our account, please use your function date as the reference as follows: (year/month/day/surname). Our banking details:

Account name: Estusea CC
Bank: Nedbank
Branch code: 148626
Account no: 1011527499

18.3. Your booking will be confirmed on receipt of the completed and signed contract and full payment of the venue hire.

Pg. 12 Version 2022 - 01

18.4. On check out the day after the wedding the balance of the bar account is settled as well as any possible overtime costs and costs for damages / breakages. This may only be done so with a credit card at the Hotel Reception.



### 19. MARKETING MATERIAL

The client hereby grants the Estuary Hotel and Spa permission to use copies of the photographs and video(s) produced for your wedding under this service agreement, including your image/s, likeness, for marketing and advertising purposes.

### 20. AGREEMENT

The customer / authorised representative of the Customer, by his/her signature hereto, hereby confirm that he/she is duly authorised, if the information supplied is true and correct.

The Customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the Estuary Hotel and Spa General Terms and Conditions Document as referenced herein and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He/she further confirm that it was explained to him/her that he/she is entitled to have this document translated into a language of his/her choice at his/her expense.

Estuary Hotel and Spa and the client consent to the jurisdiction of the Magistrate's Court in respect of any action or proceedings which may be brought against either in connection with this agreement, notwithstanding that such action or proceeding should otherwise be beyond such jurisdiction.

Pg. 13 Version 2022 - 01



<b>GUEST INFORM</b>	ATION PAGE		
Date of Function:	Number of Guests:		
Name of the Bride to Be:			
Cellular No:	Email:		
Name of The Groom to Be:			
Cellular No:	Email:		
Please submit the signed portfolio to weddings@estuaryhotel.co.za			
This constitutes the whole agreement between the Estuary Hotel and Spa and the client. No alteration or variation of this Agreement will be of any force or effect unless reduced to writing and signed by both parties			
I, the undersigned, on behalf of the wedding party, warrant that I am duly informed of the terms and conditions stipulated in this version of the Wedding Portfolio.			
NAME (PRINT)			
SIGNATURE			
DATE			

Pg. 15 Version 2022 - 01

# **MENU OPTIONS**

We can only cater Buffet Menu options for groups of 40 guests and larger We can only cater plated meals for groups to a maximum of 60 guests

## Canapés

### Charged at R85.00 pp

Canapes can be served at the lower or upper terrace and is the perfect opportunity for guests to mingle after the ceremony as the bridal party proceed for photographs.

### Please select 3 items from the below selection

Estuary Smoked Chicken with Garlic mayonnaise topped with balsamic caviar

Salmon Trout pate served with Rose wine Pearls

Caprese salad skewers

Smoked chicken, and basil mayonnaise wraps

Blinis with smoked salmon

Crostini topped with roast beef and onion marmalade

Crostini topped with roast vegetable

Mushroom vol a vents

Shrimp cocktail vol a vents

Chicken pops with pineapple, coriander, and chilli chutney

Estuary cocktail quiches

Chicken waffles with a sweet maple drizzle

Bacon wrapped chipolatas

BBQ chicken drumettes

Spring rolls

Beef cocktail meat balls

Spicy Buffalo wings

Cocktail Sausage Rolls

Portuguese Chicken Kebabs with Bell Peppers

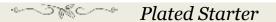
Corn & Cheese Samosas

Mini Margarita Pizza

·~ 2/2 Co.

Dg. 16 Version 2022 - 01

# Menu 1 @ R295 pp





### Please select ONE of the options below to be served plated

Grilled Aubergine Stack with Tomato, Mozzarella and Basil Pesto; or Smoked Chicken Salad with greens & herb coated feta cheese dressed with a herb dressing; or Bacon and Brie Phyllo parcel; or Spinach and Feta Phyllo parcel; or

Chicken breast Roulade stuffed with feta and sundried tomato; or Chicken liver pate, salad greens, roasted beetroot pickle, apricot sauce, and olive crostini; or Roast beef on croute with balsamic caviar



### Main Course Buffet



### **MEAT DISHES** Please select TWO options from the below

Roasted Chicken with a cashew and apricot stuffing served on the side; or Rolled Deboned Fore rib of Beef seasoned with mustard and parsley butter; or Roast Leg of Pork with Crackling and apple sauce; or Beef curry served with sambals, roti's, and poppadum's; or Chicken curry served with sambals, roti's, and poppadum's

### **VEGETABLES** Please select TWO options from the below

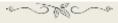
Butternut with cinnamon & pumpkin seeds Green Beans with Sesame Seeds; or

Honey Glazed Carrots with Rosemary & Feta; or Creamed Spinach

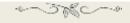
### **STARTCH** Please select TWO options from the below

Steamed Basmati Rice; or Crispy Roast Potatoes; or Creamy Samp; or

Steamed Basmati Rice with peas; or Baby Potatoes with Parsley butter; or Samp and Beans



### Dessert Buffet



### Please select TWO Cold options from the below

Crème Brulee; or Milk Tartlets; or Lemon curd tarts; or Strawberry and cream macaroons; or Mini carrot cakes; or

Duo of chocolate mousse; or Profiteroles dipped in dark chocolate; or Dark chocolate cups with berry panna cotta; or Vanilla panna cotta with fresh berry coulis; or Decadent Chocolate brownie; or

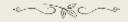
### Please select ONE Hot options from the below

Malva Pudding with custard and cream; or Apple crumble with custard; or Orange baked pudding with custard; or

Peach Cobbler with Cream; or Chocolate baked Malva Pudding with custard; or Jan Ellis pudding with custard; or

Pg. 17 Version 2022 - 01

# Menu 2 @ R360 pp



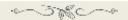


### Please select ONE of the options below to be plated and served

Carrot & Parsnip with Parsnip Crisps Soup; or Mushroom & Walnut Cappuccino; or Creamy Butternut Soup; or Creamy Tomato & Basil Pesto Soup; or Vichyssoise - (served warmed or chilled)

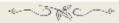


### Plated Starter

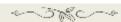


### Please select ONE of the options below to be served plated

Grilled Aubergine Stack with Tomato, Mozzarella and Basil Pesto; or Smoked Chicken Salad with feta cheese and dressed with a herb dressing; or Bacon and Brie Phyllo parcel; or Spinach and Feta Phyllo parcel; or Chicken breast Roulade stuffed with feta and sundried tomato



### Main Course Buffet



### **MEAT DISHES**

### Please select THREE options from the below

Rosemary Crusted leg of Lamb; or

Fresh Line Fish served with lemon and garlic butter and lemon wedges; or Roast Chicken with a Cashew and Apricot Stuffing served on the side; or Rolled Deboned Fore rib of Beef seasoned with mustard and parsley butter; or Roast Leg of Pork with Crackling and apple sauce; or Beef curry served with sambals, roti's, and poppadum's; or Chicken curry served with sambals, roti's, and poppadum's

### **VEGETABLES** Please select TWO options from the below

Butternut with cinnamon & pumpkin seeds

Honey Glazed Carrots with Rosemary & Feta; or

Green Beans with Sesame Seeds; or

Creamed Spinach; or

Cauliflower Au Gratin; or

Mediterranean Mixed Vegetables

#### **PASTA**

### Please select ONE options from the below

Creamy Mushroom pasta; or

Vegetable Lasagne; or

### **STARTCH** Please select TWO options from the below

Steamed Basmati Rice; or

Steamed Basmati Rice with peas; or Baby Potatoes with Parsley butter; or

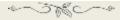
Crispy Roast Potatoes; or

Samp and Beans; or

Potato bake; or Creamy Samp; or

Pg. 18 Version 2022 - 01

# Menu 2 Continues....



### Dessert Buffet



### Please select TWO Cold options from the below

Crème Brulee; or

Milk Tartlets; or

Lemon curd tarts; or

Strawberry and cream macaroons; or

Mini carrot cakes; or

Duo of chocolate mousse; or

Dark chocolate cups with berry panna cotta; or

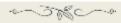
Vanilla panna cotta with fresh berry coulis; or

Decadent Chocolate brownie; or

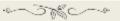
Croquembouche filled with Crème patisserie; or

### Please select ONE Hot options from the below

Malva pudding with custard and cream; or Apple crumble with custard; or Orange baked pudding with custard; or Peach Cobbler with Cream; or Chocolate baked Malva pudding with custard; or Jan Ellis pudding with custard; or



### Coffee & Tea Station



A Selection of Teas & Filter Coffee on the buffet



Pg. 19
Version 2022 - 01



# THE

# Estuary

Hotel • Spa • Restaurant
Port Edward, KwaZulu-Natal

Tel: (039) 311 2675

email: info@estuaryhotel.co.za,

website: www.estuaryhotel.co.za