WEDDING BEACH CEREMONY

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The Willows Events Centre offers a Beach Wedding Ceremony for up to 250 guests. The ceremony takes place on the grass area beside the tidal pool which is situated just below the Events Centre Venues. Our Events Centre offers secure parking for guests and is also completely wheelchair accessible with a disabled ablution facility.

VENUE HIRE

NUMBER OF PEOPLE	PRICE
2 – 30	R2100
31 – 60	R3150
61 – 100	R4200
101 – 150	R5250
151 – 250	R7350

INCLUDED IN THE VENUE HIRE PRICES

- A Thatched gazebo
- A Rustic wooden podium
- Rows of White Wimbledon chairs
- A Red carpet down the aisle
- A DJ table with a plain white tablecloth (situated next to the power point)

NOT INCLUDED IN THE VENUE HIRE PRICES

- Food & Beverage
- Bar Facility (bar tab, barmen wages, corkage, etc.)
- DJ / Entertainment and Sound Equipment
- Décor (draping, table décor, flowers, etc.)
- Waitrons - R 550 each (see recommendations below)
- Equipment Hire - Data Projector & White Screen, PA System & Microphones
- Public Holiday & Sunday surcharge - R 1 575

Wedding bookings which make use of our Beach Wedding Ceremony AND our Reception Venue take preference over Ceremony ONLY bookings and we can therefore only book and confirm Ceremony ONLY bookings within 4 months of the Ceremony date.

You are more than welcome to come and view our venues. However, it is very important that you phone us and make an appointment first. If we have functions taking place, we might not be able to show you around. To make an appointment, please call the Events Office on Tel: 041 396 2006.

SET UP & PACK UP

The beach wedding ceremony equipment is setup approximately 2-4 hours before the start of the ceremony. This will give time for any additional outsourced or personal décor items to be added to the setup. You can also arrange to have the gazebo draped or decorated, but this must be removed either the same day, or at a convenient time agreed upon with us. Any damages to our equipment or gazebo, will be charged after inspection. White Wimbledon chairs will be setup theatre style, with an isle down the middle for our red carpet. The ceremony will take place under the wooden thatched gazebo, which includes a rustic wooden podium & a signing table with a plain white tablecloth. A table with a plain white tablecloth is placed near the power point for the sound equipment & entertainment provider, should you want any music played during the ceremony (wedding march etc.) or a microphone for the minister. Please note that the ceremony equipment (chairs, tables, red carpet etc.) will be packed away within an hour of the ceremony ending. All additional outsourced or personal décor items must be removed prior to this, to ensure that our equipment may be removed and packed away without causing damage to any such items. The Willows will not be held liable for any damages or losses to any third-party property.

INDOOR BACKUP PLAN

The cost of the Beach Wedding Ceremony is non-refundable and therefore should the weather not permit an outdoor wedding ceremony from taking place (wind or rain), it can be moved into a vacant venue based on the number of guests:

- More than 120 guests – Moved to the Main Hall
- Between 60 and 120 guests – Moved to the Main Hall or Function Room
- Less than 60 guests – Moved to the Main Hall or Function Room or Lapa

In the situations above where more than one backup venue is stipulated, the ceremony will be moved to the venue which is available on the day (not booked/setup for another group). One venue will always be available as a backup, but we cannot state which as this will depend on

availability and size of the group to accommodate. Please also note that the setup inside the venue will be the same as it would have been outdoors:

- White Wimbledon chairs setup theatre style, with an isle down the middle for our red carpet
- A rustic wooden podium & a signing table with a plain white tablecloth
- A DJ table with a plain white tablecloth for the sound equipment

Any décor or draping which was setup for the outdoor ceremony, which is not transferrable to inside the venue, will unfortunately not be included in the ceremony indoors.

DEPOSITS & PAYMENTS

PLEASE NOTE: The Willows reserves the right to change prices without notice should there be any unforeseen increases. Accepted payment methods include: Cash, E.F.T., and Debit/Credit Cards (We DO NOT accept American Express or Diners Club).

DEPOSIT/PAYMENT	%	WHEN
First Deposit: (Non-refundable)	10%	Within 7 days of receiving first quote
Second Deposit	40%	30 days before your arrival
Final Payment	50%	7 days before your arrival

The 10% holding (first) deposit is non-refundable. The deposit dates and amounts will appear on your quotation.

Changes to the number of delegates must be communicated in writing, and the quotation can then be adjusted accordingly. However NO changes can be made within one week of the conference start date.

A refundable damage deposit of R 2 000 is charged, and is used to recover the costs of any breakages or last minute extras. The difference will be paid back into your bank account via E.F.T within 7 days after the conference.

PHOTOGRAPHY & VIDEOGRAPHY

After the ceremony you and your wedding party may make use of the beach front located below the Events Centre for photos and/or videos. You may not however proceed into the resort near the chalets. During this time, your guests may enjoy a drink and/or snack in one of our available venues. Please note that this is also dependent on availability and that the venue used for drinks and snacks may be the same as the backup venue used for the ceremony should it be moved indoors.

MUSIC & ENTERTAINMENT

Since music and entertainment is a matter of personal taste, you are responsible for arranging your own. You are welcome to source your own entertainment provider. Please note that we do not supply any extension leads, multi-plugs, microphone stands etc – all equipment must be provided by your entertainment provider.

BAR FACILITY

- The bar facility is only made available upon request and must be booked in advance.
- The Willows has a fully licensed bar and reserves the right to confiscate any alcohol not purchased at the venue.
- The consumption of alcohol in the parking area or inside of vehicles is strictly prohibited.
- Last round will be called at 23:30 and the bar will close at midnight.
- The bar is available on a cash or tab basis. Please contact the bar concession holder to discuss any applicable bar tab restrictions (which drinks will be available to purchase on the bar tab).
- Barman wages are payable at a rate of R 100 per hour (R 135 per hour on Sundays and R 180 per hour on public holidays).
- One barman is required per ±35 people.
- The bar is well stocked, but should you have any special requests, arrangements can be made with the bar concession holder.
- You may bring your own Champagne or Wine into the venues, but only with the prior permission of the bar concession holder.
  - However, a corkage fee of R 80 per 750ml bottle will be charged. Please note that in this case, any bottles brought into the venues will not be stored in the bar or kitchen fridges (no cooler boxes, or ice buckets will be supplied). The onus is on the person supplying the bottles to ensure that they are kept cold and distributed within the venue at the appropriate times.
- The total cost of the barman wages, any corkage fee, any bar tab, table wine and/or champagne can be included on your quotation, but a R 52 levy will apply. Alternatively, all bar requirements can be quoted by and paid directly to the bar concession holder.

BAR CONCESSION HOLDER DETAILS:

Name: Sampie Marais
Email: lizalex70@yahoo.com
Tel: 041 396 2014
Cell: 082 594 4278

CATERING & MENUS

- If you would like your guests to enjoy drinks and snacks in our Lapa or function room after the ceremony while you are taking photos and videos on the beach, you may choose from our options below.
- The Willows reserves the right to change prices should there be any unforeseen increases
- All menus can be re-designed and costed to meet your specific requirements
- NO self-catering or external caterers will be permitted – only in-house catering or sourced from our trusted suppliers
- NO food may be brought onto the premises & NO take-aways will be permitted
- Special dietary requirements (eg: Halaal, Vegetarian, Vegan, Diabetic and Gluten Free meals) can be accommodated, but must be arranged well in advance and a surcharge may apply per meal. If you have any other requirements, please discuss them with us, as you may be required to supply your own meals.

MENUS

POST CEREMONY DRINKS *Choice of 1 Alcoholic & 1 Non-Alcoholic Welcome Drink to serve ONE drink per person*	
Alcoholic:	
- Fruity Cocktail (Vodka, Juice with Mint & Fruits)	R 44
- Champagne & Orange Juice	R 42
- Sherry	R 27
Non-Alcoholic:	
- Fruit Juice (Served with Mint & Berries)	R 27
- Ice Tea (Served with Mint & Berries)	R 34
- Sparkling Grape Juice (Served with Berries)	R 34

POST CEREMONY SNACKS per person	R 120
Cold Options *(all the items below are included)* - Mediterranean Summer Platter (Cherry Tomatoes, Black/Green Olives, Gherkins, Ham & Salami, Feta Chunks) - Crackers, Mini Roosterbrood, Selection of Breads - Salmon Pate & Liver Pate - A Selection of Cheeses & Cream Cheeses - Biltong & Droëwors - Nuts & Grapes	
Warm Options Choice of 3 - Mini Pies - Mini Pizzas - Mini Spring Rolls - Mini Rissoles - Mini Vetkoek with Mince - Crumbed Prawn Tails	