



AVIANTO WEDDING INFORMATION

A – Z Planning Document

Congratulations on booking your Wedding Venue, you must be very excited! Confirming your Wedding Venue is the first big step towards planning your Dream Day.

With 11th year of perfecting dream weddings and an award winning reputation for attention to detail Avianto has established a dedicated Wedding Department passionately contributing to the Avianto experience. **General Manager; Dave Atherstone** oversees the Operation and his immense personal commitment ensures our continued success.

Over the years we have seen Brides and Couples asking questions regarding their Wedding and have therefore compiled a document with information that could assist you during the planning period.

Don't get overwhelmed by all the information, most of what is addressed in this Planning Document will be discussed in our Final Appointment. I would like to suggest that you get a Wedding File to keep all your correspondence together.

A

ACCOMMODATION

The Village Hotel offers 29 Luxury Room and 5 Suites. **Special rates are available for wedding guests** who wish to celebrate in style and avoid the risk of drinking and driving. The hotel is available for both weddings to be held on the day as well as conference and leisure guests thus it is advisable to reserve rooms as soon as possible to avoid disappointment.

♥ **TIP :** Our Reservations Department offers a Wedding **Accommodation Service for Brides** who anticipate that Wedding Guests will need Accommodation. Supply us with a list of Names and E-mail addresses and we will gladly contact Guests well in advance to inform them of the service. Robbie our Reservations Manager will be communicating with your regarding the service. His contact details : Robbie – Robbie@avianto.co.za.

Honeymoon suite - A Suite has been reserved for the night of your Wedding and will be available from 11h00 on the day of the wedding until 10h00 the following morning. Breakfast is included and can be served to the Suite or alternatively with your in-house guests from 07h30 – 09h30. The mini bar will be stocked and drinks will be charged on consumption to the main account. Room service will also be available should you require any other refreshments.

♥ **TIP :** Should you wish to check in earlier than 11h00 you are more than welcome to reserve a room for the evening prior to the wedding as 11h00 is the earliest check in time for the honeymoon suite on the day of your wedding.



AERIAL VIEW OF AVIANTO

An aerial Photograph with description available under P.

B

BANKING DETAILS

Should you wish to make payments directly into the Avianto bank account, please make use of your wedding date as the reference. Please also ensure proof of payment is faxed to us with your name and wedding date.

Avianto PTY (Ltd)
Standard Bank
Branch – Northcliff / Branch code: 006305
Acc #: 200547666
Reference – Your Wedding Date and Venue eg. 01012010 BH
Fax # for deposit slip: Please use Coordinator's private Fax Number

BAR INFORMATION

Herewith please find an explanation of the various bar arrangements / options for your perusal. Your bar requirements will be **discussed in detail at the final appointment** which will be conducted +/- 3 weeks prior to your wedding date. Please note that no changes may be made to the bar arrangements after the final appointment has been conducted.

♥ **TIP :** Ice Tea in Summer will not only offer your Guests something cool and refreshing to drink but will also set the tone of the Wedding. Avianto Alcoholic Punch with Cane, Juice and Sprite is a firm favourite. In Winter you might want to consider something like Gluwein. All costs available on the Beverage List.

Arrival drinks - As a standard, jugs of water with mint leaves and lemon slices will be available to your guests upon arrive / prior to the service. The water station will be moved to the pre-reception drinks area. Please advise should you wish to juice to be served (prices as indicated below).

Pre-reception drinks - It is recommended that you serve pre-reception drinks to the guests after the ceremony whilst the photo session is taking place. Selected drinks will also be served to the party taking photographs.

- One alcoholic and one non-alcoholic option is recommended. For example one alcoholic option (Avianto Alcoholic Punch) and one non-alcoholic option (Avianto Non Alcoholic Punch). You may select up to a maximum of 3 alcoholic and 3 non-alcoholic options.
- We recommend 2 drinks per person, 2 drinks will ensure that your guests have enough to drink during the photo session. 8 glasses are served from a jug. For example 15 jugs will serve 1 glass per person for 120 guests.
- Even though prices are quoted per jug, drinks will be served by the glass on trays / a table by the waiters. Avianto provides standard embellishment for the pre reception drinks. Upon request; e.g. a sugar rim with a strawberry can be provided at an additional charge of R4-00 per glass.
- Upon request, the bar can remain closed for the duration of the pre-reception drinks. The bar can be opened once your guests have entered the venue. Should you wish for the bar to remain open (cash or on account) for the duration of the pre reception drinks, the venue will remain closed as drinks will be waitron service from the bar.



BAR ARRANGEMENTS - You may specify your bar requirements, please discuss this with your Coordinator in order to establish if your ideas are feasible. Bar requirements can be specified as follows:

Cash bar

- All bar items in stock will be available on request on a cash basis.
- Please budget for pre reception drinks and sparkling wine for toasts for your account.
- You may run a tab for the main table.
- The main table account with any extras (e.g. overtime) is payable upon check out by cash or credit card (unfortunately no cheques accepted)

Selected Items on Account

- Monetary limit
- Selected soft drinks, malt and wine = Estimated R80.00-R100.00 p.p.
- Selected soft drinks, malt, wine and spirits = Estimated R120.00-R150.00 p.p.
- Please furnish your coordinator with a bar list with all the items highlighted or marked that will be available on account or included in the monetary limit.
- All items not available on your account / limit will be stocked and available on a cash basis
- Guests may order selected drinks on account until the specified limit has been reached – thereafter all drinks will be available on a cash basis
- Please provide one amount for the entity bar account (including pre reception drinks, sparkling wine for toasts etc)
- 50% of the estimated bar account is payable at your final appointment. The balance of the bar account is payable with any extras upon check by cash or credit card (unfortunately no cheques accepted)

Full Account Bar

- No monetary limit
- Selected soft drinks, malt and wine = Estimated R80.00-R100.00 p.p.
- Selected soft drinks, malt, wine and spirits = Estimated R120.00 - R150.00 p.p.
- Guests may order selected drinks on account for the entire duration of the wedding
- Please furnish your coordinator with a bar list with all the items highlighted or marked that will be available on account or included in the monetary limit.
- All items not available on your account / limit will be stocked and available on a cash basis
- Please provide one amount for the entity bar account (including pre reception drinks, sparkling wine for toasts etc)
- 50% of the estimated bar account is payable at your final appointment. The balance of the bar account is payable with any extras upon check by cash or credit card (unfortunately no cheques accepted)

WINE LIST - Avianto has a selected wine list that includes sparkling wine, champagne, white wine, semi-sweet, Rose and red wine. Avianto does not stock all the wines and sparkling wines as specified on the wine list in the bar. Please pre-select wines to be stocked / made available to your guest. The selected wines may either be available on a cash basis or included in the limit.

Wine orders are limited to:

- 2 Sparkling Wine / Champagne selections,
- 3 white wine selections,
- 2 red wine selections.

No wine, spirits, beers or soft drinks may be brought onto the premises. Wine orders are required two weeks prior to a function. Any changes to the bar requirements at any stage are to be done so in writing. Wines and Sparkling Wine / Champagne will be charged on consumption.



Corkage Fee - You may supply wine, sparkling wine and / or champagne NOT displayed on Avianto's wine list at the following corkage fee/s. This has to be confirmed in writing with the coordinator. Please enquire about rates with your Coordinator.

Please take note that should you decide to continue into overtime the venue will close at 3h00 and the bar will close no later than 02h30.

C

COORDINATOR – MY ROLE AS YOUR WEDDING COORDINATOR AT AVIANTO

Herewith please find information pertaining to the Coordinating services at Avianto;

The Wedding Department Office Team:

- Lauren Du Plessis - Wedding Coordinator
- Samantha Bounds - Wedding Coordinator
- Nadia Mängels - Wedding Coordinator
- Alex Watermeyer - Sales Representative
- Johnson Masinga - Sales Representative

Office Hours:

- Mondays-Thursdays - 08h00 - 17h00
- Saturdays - 08h00 - 16h00
- Sundays (PH) - 09h00 - 16h00



TIP : Please schedule an appointment should you wish to view the venue and/or meet with your coordinator so that we can ensure the Venue is available and your Coordinator is on duty.

- Please be advised that the coordinators at Avianto work shifts. I will provide you with my office schedule on a monthly basis. As we work weekends our off days will be during the week, you are more than welcome to contact any of the other coordinators should I not be available.
- Please be advised that it is unfortunately not possible for the coordinators to be on duty at your wedding – therefore we have a dedicated Banqueting Department and your wedding will be run by the Head Waitron and Function Manager.
- Please note that Coordinators are not responsible for the placement of décor items, bonbonniere or the arranging of flowers. Avianto has a dedicated set-up team that will place menu cards, wine lists and guest favors on the tables.
- All dealings with preferred suppliers are between yourself and the supplier.
- Coordinators will not be on duty at rehearsals and / or mock table set ups.
- As Accommodation functions as a separate department at Avianto, please contact reservations directly for room bookings.
- Please arrange with your florist to deliver your bouquets directly to the Honeymoon Suite before she / he leaves the premises.
- As each coordinator has more than 1 wedding to coordinate, we will endeavor to respond to you soonest after receiving an email or message.
- Please ensure that the cake supplier ensembles your cake and please allocate someone to remove the cake stand ON THE EVENING and return same directly to the cake supplier.
- The final appointment will take place approximately 3 weeks prior to the wedding. I will contact you to schedule the appointment. All the finer details for your wedding will be discussed including:
 - Floor plan
 - Set-up requirements
 - Full bar arrangement including pre reception drinks and sparkling wine for toasts and speeches.



- Order of events
- It is my responsibility to answer any and all questions pertaining to the venue.
- Please note staff employed at Avianto will not be held liable for lost items left behind in the venue/rooms. Please allocate a responsible person to remove your cake knife, seating plan, cake stand, vases, candles etc. from the venue at the close of the evening.
- Kindly note that your Coordinator will not be available for your Mock Table or Rehearsal and it therefore advisable to request notes from the Supplier that you will be working with.

♥ **TIP :** Avianto does not provide a full on coordinating service. Should you require someone to see your wedding through from start to finish we advise that you employ a wedding planner for this purpose. The Wedding Guru is located on Avianto's premises and provides a Coordinating Service to Brides who might need extra help with their wedding. Please feel free to contact Siann for more details regarding her services.

Siann Backhouse

Mobile: 073 399 7072 | Tel: 011 668 3040 | Fax: 086 581 9363
Email: weddingguru@avianto.co.za | Website: www.wedding-guru.co.za



CEREMONY REHEARSALS

Ceremony rehearsals may be prearranged but remains subject to availability. Please note that should the venue be required for a function you will be contacted with possible alternative dates/times in order for your rehearsal to be rescheduled. Due to rehearsal scheduling being subject to availability it is advised to discuss possible dates/times at your final appointment. Rehearsals over weekends may be arranged for no later than 08h30 to 09h30 due to the weddings for the day. Should we have an early scheduled wedding, unfortunately no rehearsals may be scheduled for the day. Please note that your coordinator will not be on duty at your rehearsal. Ask your Minister to be present in order to guide you through the ceremony proceedings. Please note that you would have to provide a CD player should you wish to practice walking into the Chapel to music. Rehearsals may be scheduled for no later than 20h00 on weekdays.

♥ **TIP :** Rehearsal lunch/dinner options is available at request. The private dining room within Café Cielo is a lovely venue to host an intimate affair for close family and friends.



D

DATES TO DIARIES

90 Days prior to your wedding: Your menu selection needs to be confirmed. Your wedding coordinator will contact you to schedule an appointment.

+3 Weeks prior to your wedding: Your wedding coordinator will contact you to schedule your Final Appointment. Once the meeting has been confirmed I will send you a list of details to be discussed.

The following will be confirmed / discussed:

- Final number of guests
- Order of events
- Bar requirements
- Set up requirements
- Floor Plan / Layout
- 50 % payment of estimated bar bill

+ - 3 Days before wedding: To be confirmed at your final appointment

- Bride to return floor plan to coordinator for seat allocation
- Delivery of seating arrangement for placement on the easel
- Delivery of additional items by bride (e.g. name place cards, menu cards, order of services bonbonniere, etc.) Please note that Avianto does not have the storage facilities for larger items
- e.g. candelabra, flowers etc. These must be delivered on the day.

Wedding day / Morning of departure

- Balance of bar bill payable by cash or credit card
- Overtime charges (if applicable)
- All décor items to be removed by 09h00. Avianto does not take responsibility for items not collected by 09:00

F

FLORIST

The venue will be available from 08h00 on the day of the wedding for your décor specialists and florist. No décor items (except for overlays or table cloths), stands or candles are allowed to be stored at Avianto the day prior to the wedding. These items should be delivered on the day. Avianto's set-up staff is not responsible to assist with décor and flower arrangements. Avianto takes no responsibility whatsoever for breakages/lost items for any items whatsoever. All vases/décor items **must** be collected by 09:00 the following morning.

FINAL APPOINTMENT

The final appointment will take place approximately 3 weeks prior to the wedding. I will contact you to schedule the appointment. All the finer details for your wedding will be discussed including:

- Final number of guests
- Order of events
- Bar requirements
- Set up requirements / Floor Plan / Layout
- Full bar arrangement including pre reception drinks and sparkling wine for toasts and speeches. 50 % payment of estimated bar bill.



FLOOR PLANS

Detailed Floor Plans of all Wedding Venues are available on request. Request from your wedding coordinator.

FUNCTION SHEET

- A detailed Function will be drawn up by your wedding coordinator after your Final Appointment.
- A templet of the Document will be e-mailed to you and your coordinator will ask you to look at the information required in order to complete. This is a hefty document however we have seen that the more detail we get from Wedding Couples the better as our Operational Team will be prepared for the Event.
- Operational Staff will use this document to coordinate details on the night of your Wedding.

G

GPS COORDINATES

S26° 01'26" E27° 50'12"

L

LIST OF ITEMS INCLUDED IN THE VENUE HIRE

A complete list of items included in the Venue Hire has been attached for your perusal.

M

MAP

Detailed directions and a Map to Avianto is available you wish to include this information in your invitations.

MENU SELECTOR

Our Function Menu Selector and children's menu will assist you in tailor making a menu for your Wedding. Feel free to ask for help when you are ready to discuss your Menu.

MOCK-UP TABLE SET-UP

♥ **TIP :** 'Mock' table settings may be prearranged but remains subject to availability. Please note that NO mock tables will be allowed on a Saturday, Sunday or Public Holiday. Mock tables can be arranged to take place between Mondays-Fridays – same can be arranged for after 17h00 (no later than 20h00) and is subject to availability. Avianto will provide a table with our standard off-white table cloths, standard setting and napkin display.



MEALS FOR SUPPLIERS

Please ensure that all suppliers attending your Reception are included in your guest amount for catering purposes. Avianto is not responsible for supplying/arranging a microphone, stand, PA system etc. – please arrange same with your DJ/musician.


O

ORDER OF EVENTS - GUIDE LINES

It is always better to get the people that are involved, to be at Avianto about 30 - 40 min. before the ceremony starts. This includes the parents of both the Bride and Groom, bridesmaids, best men, master of ceremonies and minister.

At The Ceremony : Please ensure that all the guests are seated approximately 10 minutes before the expected time of the service. After the service confetti will be available, guests will exit the chapel first whilst the bride and groom are signing the register. Pre reception drinks will be served after the ceremony on the patio when the bride and groom depart for the photo session. The Head Waiter will advise as to when the guests are allowed to go into the venue. This will take place at least 20 minutes before the bride and groom enter the venue to ensure that all the guests are seated and have ordered a drink from their waiter.

In The Reception Venue : Guests are seated and order first round of drinks

1. The Bride and Groom enter. The DJ will play the selected entrance song.
2.  **TIP :** The MC welcomes the guests, the bridal couple and introduces himself.
 - A few matters to mention in his welcoming speech:-
 - The location of the toilets in the hall.
 - Gift table with the box for the envelopes.
 - The bar arrangement, (e.g. Cash Bar, that there are a few types of wine specified, also mention that no liquor is allowed to be brought onto the premises.
 - Flower arrangements (The flower arrangements have been allocated to certain guests and will be handed out later.)
 - Smoking is not allowed in the function room, guests are welcome to smoke on the patio.
3. The MC now calls on the person arranged to say Grace, and mentions at the same time that starters will then be served at the tables.
4. Starters are served - After starters the Head Waiter will tell the MC when to start with the speeches. (We will make sure that all the tables are cleared before he starts.) Sparkling wine will be poured by the waitrons before speeches and toasts. The MC must remember to have his glass filled with champagne with him at the podium.
5. Speeches and toasts (The MC can just step back between the toasts). Herewith a guideline for speeches and toasts to be made:
 - Toast to Bride's parents.
 - Toast to Groom's parents.
 - Toast to the Bridesmaids (Mostly English weddings/done by Best Man)
 - Toast to Bride and Groom. ("They ")(At English weddings done by Father of the Bride)
 - Groom's Speech (English Weddings: Toast to the Bride)
6. The MC can then announce that Main Course will be served on the buffet. He has to mention that there are two serving points that serve the same items on both sides. The main table will be invited to help themselves first. Please also ask the guests to give the main table a chance to enjoy their food, they will go around to every table later on. Please mention that the tables can go through table for table to the buffet.
7. Main Course is served in buffet area.



8. The Head Waiter will tell you when to open the dance floor. After the 1st dance the guests are welcome to join. The dance floor will be open for approximately 30 – 40 minutes before the next activity on the schedule.

9. The Head Waiter will tell you when to do:

- Throwing of the Bouquet (All un-attached ladies)
- Throwing of the Garter (All un-attached gents)
- Cutting of the Cake (Mention that a piece of the cake will be available at the coffee table in a short while)

10. Dessert will be served at the buffet table. After the announcing that dessert is served the dance floor will be opened again.

OUTSIDE CATERING – HALAAL / KOSHER

Halaal and Kosher Wedding are accommodated. A detailed information document pertaining to Outside Catering is available on request. Individual Halaal and Kosher meals can be ordered from Suppliers at a surcharge.

P

PAYMENTS SCHEDULE

Please be advised this is only an indication and payment towards your wedding can be done at your own convenience. Full balance and the settling of the account needs to be done 2 months prior to your wedding.

Payment 1

- The full venue hire in order to confirm your reservation.

Payment 2 - 90 day prior to the Wedding

- 50% of the catering charges
- Full service fees

Payment 3 – 60 days prior to the Wedding

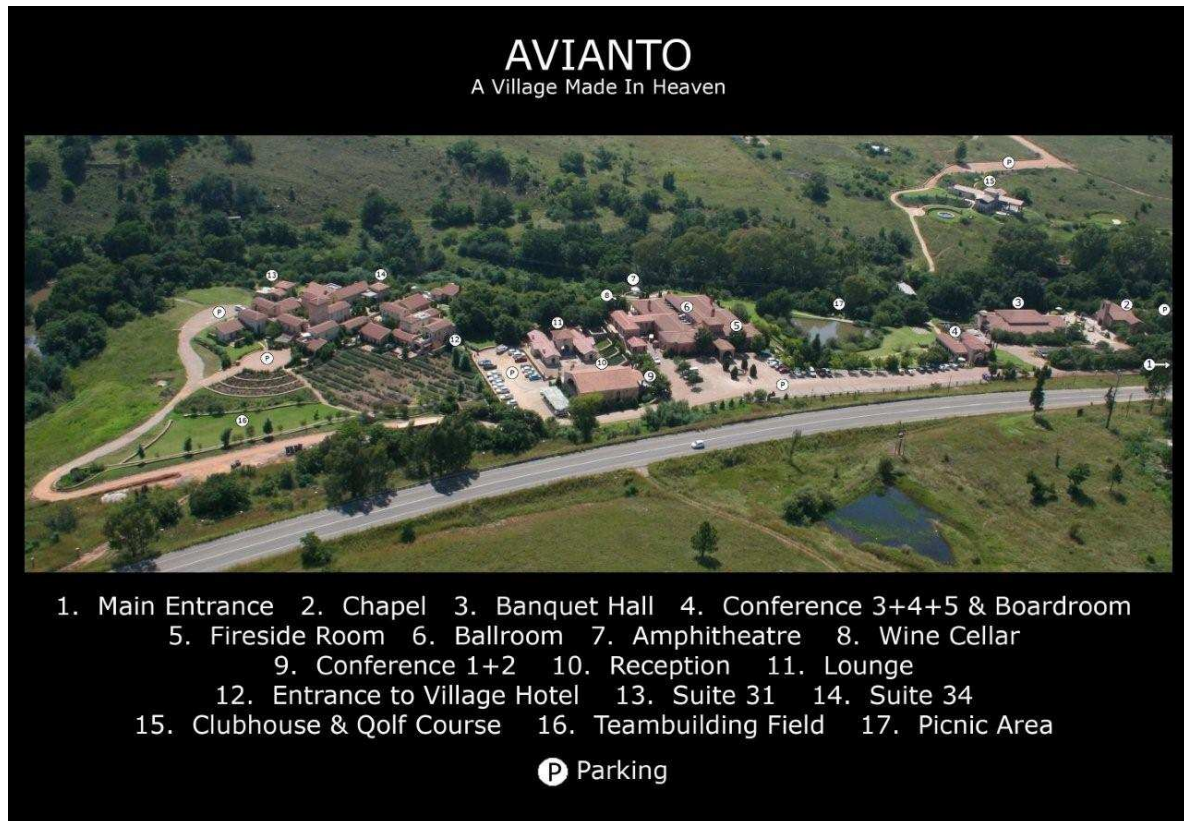
- Balance of the catering and service fees

Payment 4 - 30 days prior to the Wedding

- Full bar invoice payment



PHOTOGRAPHS : WHERE CAN WE TAKE WEDDING PICTURES



- 1. Main Entrance** - Photos (for both venues) may be taken at the main entrance. Signage is placed out here to direct guests to their relevant venues.
- 2. Chapel** - Photos may be taken at the Chapel should you have booked the Banquet Hall venue. This building serves as the Ceremony venue for the Banquet Hall for weddings only.
- 3. Banquet Hall** - Photos may be taken at the Banquet Hall should you have booked this venue.
- 4. Conference rooms** - Photos may be taken on the outside of the venue but not from the inside/on the balconies of the venue.
- 5. Fireside Room** - Photos may be taken in and around the Fireside Room should you have booked this venue. This venue is used for both Wedding events and Conferences. In addition hereto, smaller weddings make use of this room for both their Ceremony and the Reception.
- 6. Ballroom** - Photos may be taken in and around the Ballroom should you have booked this venue. Sunday lunches on selected weekends are often hosted in this venue too.
- 7. Amphitheatre** - Photos may be taken at the Amphitheatre should you have booked this venue.
- 8. Wine Cellar** - Breakfast, lunch and dinner venue for in-house guests. No photos may be taken inside of the Wine Cellar.
- 9. Conference rooms** - No photos may be taken inside the conference block.
- 10. Reception** - Photos may not be taken on the outside area of Reception. Please check in and out at Reception.
- 11. Café Ceilo** - Coffee shop, open to the public.
- 12. Entrance to Village** - Photos may be taken at the main entrance and in the village area.
- 13. Suite # 31** - A driveway leading round towards the Honeymoon Suites allows for easy access.
- 14. Suite # 34**



- 15. Clubhouse & Golf Course** - Photos may be taken at the Clubhouse and Golf Course – should you be in the mood for a steep walk.
- 16. Teambuilding Field** - This area doubles up as a helicopter landing field.
- 17. Picnic Area** - Idyllic setting alongside the Crocodile river.

R

RENTAL STOCK AVAILABLE AT AVIANTO

A wide range of the latest décor and rental items are available as well as inspiration by various specialists as to what can be achieved with these items. Contact our Wedding Guru to view and book the items.

Siann Backhouse

Mobile: 073 399 7072 | Tel: 011 668 3040 | Fax: 086 581 9363
Email: weddingguru@avianto.co.za | Website: www.wedding-guru.co.za



S

SUPPLIERS : RECOMMENDED SUPPLIERS LIST

In the 11 years of operation Avianto has been able to establish relationships with the best Wedding Suppliers in the Industry. A list of suppliers is available to guide Brides to reputable and trusted Suppliers.

The suppliers come highly recommended, but you are under no obligation to make use of the suppliers indicated on the provided list. All dealings with preferred suppliers are between yourself and the supplier.

Please ensure that all suppliers attending your Reception are included in your guest amount for catering purposes. Avianto is not responsible for supplying/arranging a microphone, stand, PA system etc. – please arrange same with your DJ/musician.

SET-UP OF VENUE

Avianto will set the tables according to your final floor plan as discussed. Avianto will also place your bonbonniere, name cards, menu cards and seating arrangement plan. These items (as well as overlays and / or table cloths) should be delivered the day prior to the wedding. Avianto will provide a directional sign board at the main entrance reflecting the bride and groom's names. Avianto is not responsible for printing or supplying name cards, menu cards and seating arrangement plans etc.



T

TABLE DIMENTIONS

10 Seater Round	-	1.80 m wide, 0.75 m high
8 Seater Round	-	1.53m wide, 0.75 m high (7 Tables in total)
Rectangle Table	-	2.50 by 0.85, 0.75 hight

V

VENUE AND WAITRON TIME

You have the use of the venue for 8 hours from the scheduled time of the ceremony or until 00h30 the evening, whichever time is first as per the General Terms and Conditions Document. Thereafter an overtime fee of R500 per half hour is applicable including two barmen, two waitrons and the head waitron. Waitrons are charged for a 6 hour shift. The amount of waitrons required after 6 hours will be assessed on the evening in relation to the amount of guests remaining.