

Riverwood Weddings



gold coast hinterland

boutique wedding venue

venue hire

The price includes the use of the estate 2 days prior to the event for set-up and 2 days after the event for pack-down, up to 5 days total. This does not include use of the private residence or pool however the pool surrounds can be utilized.

pricing structure

OPTION 1

Ceremony or Elopement only - \$1,400

OPTION 2

Daytime picnic wedding - \$2,000

OPTION 3

Full wedding up to 50 guests - \$4,900

OPTION 4

Full wedding up to 100 guests - \$5,500

Friday or Saturday dates are available for Options 3 & 4 full weddings, no week-day or Sunday events allowed. Option 1 & 2 can be mid-week and Sundays around availability for full weddings. Tentative dates can be held pending a scheduled site tour however dates cannot be guaranteed until a booking deposit is paid and dates are subject to change otherwise.

- terms & conditions -

1. Signed copies of the terms & conditions are required to secure your booking and date.
2. Access to Riverwood Estate is from 6am – 12am on the day of the event. Tipi / Marquees can be set up no earlier than 2 days prior to event and must be completely packed down no later than 2 days after the event. Access to the venue for all vendors/contractors and the bridal couple/family is available from the Thursday prior to the event through to the Monday post event date. All access to the property must be between the hours of 7:00am – 5:00pm. Please communicate with venue in regards to a schedule of incoming vendors.
3. Property venue hire: The grounds of Riverwood estate are available for hire to approved weddings / events subject to proprietor final approval.
4. Riverwood Weddings requests all couples to appoint a wedding coordinator / planner or on the day stylist to liaise with Vendors and contractors on the day of the event. Riverwood



Weddings does not provide any on the day assistance with ceremony or reception set-up or styling (unless arranged separately with venue coordinator at cost). We cannot allow couples to DIY set-up themselves on the morning of event date as this contributes to unnecessary confusion and stress for all involved based off past events where this failed and the aesthetic of the wedding event suffered through poor organisation and execution. Please refer to our recommended vendors list on our website to source several local companies to assist you with your planning requirements. Venue Coordinator Carmen offers on the day coordination as an extra service due to the extent of the involvement on the day and weeks leading up to the event and is priced based on requirements and charged separately to the venue fee.

5. Riverwood Weddings can accommodate ceremonies and receptions up to 100 guests pax, either seated or standing. Please discuss your anticipated guest numbers with the venue.

6. Reception: All Tipi / Marquees, catering equipment, crockery, cutlery, linens, prop furniture etc... must be hired separately from venue with relevant 3rd party hire companies / stylist. Please check our recommended vendors list of suppliers. Tipi / Marquee structure is to have matting as flooring and marquee can have solid timber flooring (dance floor exempt, see item 14). Measurements of designated Reception area are 30m long x 13m wide.

7. Music: (i) Amplified music and performance acts music level from 6pm to a limit of 93dB and are not to occur past 10pm without the emission level from the speakers being reduced to 85dB(A) L10 when measured one (1) metre from the speakers. (ii) Amplified music is permitted in the reception area only after 6pm. (iii) Music must start to wind down at 11pm for an 11.30 finish. (iv) PA Equipment for speeches and dancing needs to be hired (NO BYO for PA as in the past this has failed with no tech support available). For speeches, microphone volume must be deemed at an appropriate level.

9. Toilets: Deluxe Portable Bathrooms are included within the pricing structure and Riverwood Weddings will arrange and book this for you prior to the event. We hire the best product that is not a "porta-loo" available and this is a fully serviceable portable powder room. There is a Spa Suite upgrade option for you at additional expense should you wish for the full VIP treatment. Disabled and Wheelchair accessible bathrooms are available at an additional expense.

For OPTION 1 & 2 a single bathroom will be booked and Riverwood Weddings cannot guarantee that a single luxury bathroom is available and a Deluxe single portable toilet may be the only option available. OPTION 3 & 4 will received a deluxe twin.

10. Rubbish: ALL rubbish must be removed from the property within 2 days after the event. This includes all bottles, cardboard and food rubbish which must be bagged on the night by your caterer and/or bar staff. Large Wheelie Bins are provided for use with bin liners. Removal of Rubbish is included with the on the day coordination and styling package as an extra option with our venue coordinator Carmen. At the conclusion of the wedding reception, all tables must be cleared of food scraps and rubbish so vermin, possums and birds are not attracted to scavenge overnight. Please be considerate upon departure in this regard.

11. Parking: 10 parking spaces allocated for vendors on the day of event such as wedding coordinator, stylist, florist, caterer, photographer, musicians etc... and additional parking is available for guests so please advise and discuss with venue prior.

12. Transport: Guests are recommended to arrive and depart by a bus shuttle service or pre-arranged taxi / privately driven vehicles (limousine, towncar etc...) however limited guest parking is available (subject to final numbers), so please discuss with venue prior.



13. Guest Curfew: All guests are to commence departure the property by 11.30pm and all vehicles, buses and taxi's by 12pm. Noise on the street is NOT permitted to disturb residential neighbours and respect and courtesy is expected of all wedding guests at all times. Guests must stay in the property within the estate gates at the conclusion of the wedding and cars will drive inside the estate gates to pick up guests.

14. Dancing: A Timber dancefloor must be erected on the lawn area allocated for Reception either under or next to Tipi / Marquee. No Dancefloor permitted to be "just the grass" as this gets damaged and trampled. We have recommended suppliers for this should you need assistance with hire items.

15. Alcohol: Riverwood Weddings is not a licensed venue therefore all alcohol is BYO and to be arranged by your planner or caterer or yourselves. Riverwood Weddings provides use of a large cool room with shelving in pricing structure (excluding OPTION 1). Cool room will be turned on 1 day prior to your event for stocking/delivery of alcohol. Cool room will be turned off at the end of day after the event so adequate time is allowed for couple to return to collect remainder of cool alcohol. All glass bottles must be removed from the riverbank to maintain our environment and eco-system and broken glass is not acceptable. As we operate under a BYO approval, a nominated server is required with an RSA to oversee the service/distribution of Alcohol, whether this be your Caterer or Bar Service waiter. You may nominate a private person or guest to be responsible if you wish, a copy of this persons RSA Certificate must be provided to the Venue prior to the event. If alcohol is being consumed then the RSA person must be present at all times to monitor; once they leave all alcohol must cease being consumed and the cool room will be locked.

16. Conduct: The event must be conducted in an orderly, respectful and lawful manner. The proprietor may terminate your event if they reasonably believe that the event is out of control or not being conducted in an orderly and lawful manner and/or may remove any person or persons from the event whom they reasonably regard as severely intoxicated, disorderly or unruly. The proprietors have no responsibility to you for any costs, damages or expenses that you may incur in relation to the termination of the event. Riverwood Weddings as the proprietor accepts no responsibility for any loss or damage to any property belonging to you or your guests, including all hire equipment, motor vehicles and/or other equipment bought to the venue. Any damage to the venue or its surroundings/structures must be reported to the wedding coordinator/planner or stylist as soon as they occur, charges may be incurred, refer to clause 21.

17. Insurance: Riverwood Weddings has public liability insurance. For insurance relating to other suppliers/vendors or for any unforeseen circumstances that may affect your wedding / event we recommend wedding insurance (Mojomo is a recommended company).

18. Booking: A completed and approved Booking Form is to be provided with a \$1,500.00 deposit either by cash or bank EFT transfer. The balance is to be paid 60 days prior to the event date without exception. Failure to finalise payment may arise in access being denied to the estate for the event.

19. Rates and availability: Are subject to change unless an approved Booking Form and deposit has been received. Any discounts will be applied to final balance amount after initial deposit has been paid.

20. Cancellations: All bookings must be cancelled prior to 6 months of your booking date to receive a full refund (less a \$500 administration fee). If you cannot cancel within 6 months of the booking event date, then the deposit WILL NOT be refunded. If the full booking amount is not paid by the due date OR in the event of a cancelled booking by the Client, (for the whole time or any part thereof) the deposit and any subsequent amount is not refundable



unless the property is rebooked for the entire period or alternate date set and agreed. Cancellations must be put in writing via email to hello@riverwoodweddings.com Rescheduling a wedding date incurs an additional \$200 admin fee and the future date must be within 2 years of the original date.

21. Bond: Your credit card details will be held as security bond from the date of your arrival until your departure and full pack-down of venue within 2 days after the event. A bank hold will not be placed on your credit card. Your Credit Card details will be destroyed after inspection of the property has been carried out and provided that the property has been left in the same condition as upon your arrival. You will be notified in writing if any damage has occurred to the property prior to your Credit Card being charged.

22. Description of the property: The grounds and gardens will alter in their appearance in various seasons and weather patterns; all care is taken to maintain them at a suitable level. The information provided on advertising material, website and over the phone or in person is up to date at the time of compilation, however, as this information is subject to change, we cannot take responsibility for any inaccuracy or miss-description contained in separate publications. We endeavor to provide you accurate information about the property. If you feel the property has been miss-represented please put this in writing. No refunds will be given for change of mind, and will be considered a cancellation, refer to clause 18.

23. Weather: We cannot control mother-nature, therefore if you are planning on holding your ceremony and/or reception outdoors, we advise you to look into optimal dry-weather periods when choosing your event date. Typically we get a river flood period from late December through to the end of March so this can alter the appearance of our river and access to the riverbank. Easter is notoriously a very wet time of the year so we are hesitant to allow events to be held at this time of the year however please discuss with the venue if this is your preferred month or time desired as we will take other bookings either side into consideration for recovery time. Please consider a back-up wet weather Plan B regardless, discuss with your planner / stylist and check weather conditions the month and week leading up to the event so you are not caught unprepared.

24. Pets: Dogs are allowed to be included in your Ceremony only and are required to leave the property prior to the Reception starting. Pets must be notified to and approved by Riverwood Weddings prior to your event and we expect them to be on a leash or well behaved at all times as we are not a fully fenced property and we do have livestock and a river which dogs would love to take a swim in.

25. Children: We do allow children to be present for your event (of course if chosen by you) however please keep in mind that the entire property runs along a river and children must be monitored by a responsible, un-intoxicated adult at all times. We strongly suggest if there are going to be multiple children present at your event, to organise a kids zoned area with games to occupy them and nominate a carer to supervise them. If desired, we can put you in contact with a certified child care worker who is blue card accredited and holds a first aid certificate who will babysit the children and entertain them at an hourly rate. There is a children's playground on the property that can be used at your event, again children must be supervised by a responsible adult at all times and no liability can be held to the venue.

26. Photography: You will have full use of the entire property, river and riverbank for your photos and artistic couple shoot with your photographer. We suggest a site orientation / scout day with your photographer prior to the event as there are other locations within the Valley nearby that you may like to travel to. Riverwood Weddings requests a minimum of 50 gallery images of your choice from your event to be provided so that we can use them to update our website, real weddings blog and future marketing material. Photographers images can be stamped with a watermarked logo and will be credited with a side note. Please email high-resolution images via Dropbox or provide a USB once images have been



finalised. If you would like your Real Wedding submitted for editorial feature, then please have this discussion with your photographer prior to the wedding so they can ensure extra details are captured that are required for submission of weddings to portray the whole "story" of the wedding day. Please also seek their consent for us to submit on your behalf should you want your wedding to be shared on a public platform.

27. Ceremony Extras: Riverwood Weddings provides as part of all package options within pricing structure:

- The use of one of 4 Arbour of choosing (if desired). Options are 2 x arch Macramé Arbours; 1 x solid backdrop Macramé Arbour or 1 x Timber 4 post Arbour. White silk sashes and or florals are not included and couple must seek this separately through their florist or stylist/coordinator.
- 6 x Timber Bench Seat Pews
- Timber signing table (if desired)
- Dream catchers and or Silver Lanterns
- Refreshments table with 2 x glass water dispensers and glasses. If couple has bottled water then this will be placed out as well for guests to take to ceremony area. If couple chooses to serve Juice or Iced Tea as a welcome refreshment pre-ceremony then this is provided by the couple and placed in the dispensers.

28. Confetti: Use of bio-degradable or eco confetti only is permitted, no paper confetti. Dried real flowers and petals are also permitted, no plastic petals or flowers to be used as aisle flowers or confetti.

29. Kombi Car: Bridal Party photos with 'Benni' the Kombi – Riverwood's restored vintage Red and White 1965 VW 23 window split screen Kombi. All photos are to be taken at Riverwood if onsite photos with 'Benni' desired. Bridal Party pick-up is not included and Bridal Party pick-up (for one location address) can be arranged separately at a fee of \$250.00 for 2 hours prior to Ceremony (including drive time, fuel and photo time). No drinks are allowed inside the Kombi. White sash, Just Married signs etc. can be added if easily removed.

30. Bon fire pit: Riverwood Weddings includes in OPTION 3 & 4 pricing structures the use of the riverbank Bon fire pit (subject to no FIRE BAN being in place by the local Rural Fire Brigade of Guanaba) and all wood is provided as well as marshmallows, sticks and a basket of blankets, we ask that all blankets be left at the end of the evening if MC can make an announcement. Riverwood Weddings will set-up the Bon fire pit and light this at a designated agreed time, usually just before Sunset. \$100 worth of firewood is allocated to each wedding. Once this allocated store of wood is used no more shall be provided unless previously agreed and paid for by the couple. This firewood is not for use at any other fire pits within Reception area or inside Tipi as smokeless wood is better suited to this task and must be provided by the couple/structure supplier. There are strictly no other fires allowed on the reception space apart from hiring the tipi one. Riverwood has a gas heater available for hire of \$50 to cover gas usage if you would like this set up next to your bar or music area.

31. Entertainment: Fire Dancers are permitted in a designated area under controlled circumstances by professional Fire Dance Company, no armature performers permitted. Belly dancers, magicians, juggling and singing/comedy acts are also permitted. Fire Works or Fire Jet Sparklers are not permitted.

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Riverwood Weddings has the absolute right to refuse a booking without prejudice and/or refund any payment made at our discretion as per t & c's stated. Riverwood Weddings operates under proprietary of Kumara Holdings Pty Ltd ATF Kumara Trust, registered as 27 Equestrian Drive, Maudsland QLD 4210.



Disclaimer: Riverwood Weddings does not accept liability in contract for any injury, damage, loss, delay, additional expenses or inconvenience caused directly or indirectly or other events, which are beyond our control.

IMPORTANT: I/We have read and understand and accept the terms and conditions of Riverwood Weddings.

Print name: _____

Signature: _____

Date: _____

Riverwood Weddings



- booking form -

On return of this booking form, deposit is required along with signed terms & conditions and you are bound by this contract.

Today's date: _____

Couples names: _____

Couples contact number/s: _____

Couples email address: _____

Couples postal address: _____

Wedding event date: _____

Number of guests: _____

Style of wedding/theme: _____

Wedding coordinator / planner or Stylist (if known): _____

Contact number: _____ Contact email: _____

Deposit of \$1,500.00 and balance of payment to be made via direct EFT deposit to:

Account name: Kumara Holdings Pty Ltd ATF Kumara Trust

Bank: Bank of QLD

BSB: 124-176

Account number: 22452745

Ref: datesurname ie - 12CLARKE

Security bond:

Credit card details VISA MASTERCARD

Card number:

Cardholder name:

Expiry date & CCV:

THIS BOOKING FORM MUST BE RETURNED COMPLETED, ALONG WITH A SIGNED COPY OF THE TERMS AND CONDITIONS.

