

# ROSEMARY HILL

HALAAL WEDDINGS

2025 - 2026





# ABOUT US

## *Welcome to Rosemary Hill: your wedding dreamscape*

Thank you for considering Rosemary Hill to celebrate your love story. Dive into this brochure, where each page will unveil the magic and potential for your upcoming nuptials.

At Rosemary Hill, we don't just offer a venue; we offer an experience. Nestled in the embrace of nature, your guests can relish in a delightful weekend, immersing themselves in the tranquillity of farm life, a refreshing escape from the hustle and bustle of the city.

### **Why Choose Rosemary Hill?**

**Genuine Charm:** Located on a thriving family-run herb farm, every wedding here paints its own story, adorned with authenticity and bespoke details.

#### **Location!**

Rosemary Hill is ideally located to ensure convenience and accessibility for you and your guests. Here are some key travel times from Rosemary Hill:

- Centurion: only 30 minutes away.
- OR Tambo International Airport: Just 45 minutes away.
- Lanseria International Airport: A short 50 minute drive.
- Sandton (Johannesburg): Approximately 54 minutes.
- Pilanesberg National Park and Sun City: A scenic 2 hour journey.
- Kruger National Park: 4 hours away.

**Exclusive Booking:** Your celebration deserves exclusivity. Whether you choose the rustic warmth of The Barn or the modern finesse of The Distillery, rest assured that the space is reserved just for you. You're invited to begin your décor and flower set up from 8 am - 4 pm the day prior, ensuring every detail is perfected.

**Elegant Preparations:** Begin your day in style! The Bride and her entourage have a Bridal Room from the day before the wedding (Weekend weddings), while the Groom and his entourage have a Groom's Room from 9 am on the day of the wedding. Both the Bridal Room and Groom's Room are available up until the start of the ceremony.

**Picturesque Settings:** With access to forest and veld landscapes, your photos and videos will be captured against breathtaking backdrops.

**Seamless Entertainment:** Your soundscape is curated by a professional DJ, setting the mood for the ceremony, canapés and reception.

**Accommodate & Celebrate:** We can host 142 of your cherished guests on the farm. A communal pool with braai facilities adds to the leisure experience. Accommodation for 16 guests in our closest units is conveniently booked for you in your package (at a 20% discount). Weekend weddings receive two night.

**Nature's Touch:** Room amenities are manufactured using essential oils grown, harvested and distilled in The Distillery on Rosemary Hill Farm.

**Honeymoon Suite:** Retreat to luxury after your wedding reception! The exquisite Sunset Villa is our gift to you for the night.

Plus, as a unique feature expressing our commitment to making your wedding day flawless, your wedding package includes the expertise of our **in-house event coordinator**. No need to hire an external wedding planner. Our dedicated coordinator will provide invaluable assistance leading up to your special day, ensuring that every detail with regards to the venue is meticulously planned and executed, leaving you free to focus on the joy of your celebration.

At Rosemary Hill, every wedding is more than an event; it's a memory curated with love, care and a touch of nature's magic. Join us in creating yours.

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## CEREMONY AREA

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### Nikah

This beautiful venue is located inside a 2-hectare garden consisting of rosemary, lavender, rose geranium, olive trees, lemon trees and pomegranate trees, to name a few. The ceremony area can seat up to 250 guests across three levels. Please note that this venue was recently upgraded so you will notice that it looked different prior to July 2024. Your Ceremony can also be held in The Barn, offering a beautiful and unique indoor setting. Should you wish to utilise both ceremony venues for your celebration, an additional venue hire fee will apply.

## THE PAVILION IN THE MAZE



### Canapés

Positioned at the heart of our formal garden, The Pavilion stands as an open sanctuary offering panoramic views of a meticulously designed maze, home to over 2,000 thriving plants. After the Nikah, guests will go to The Maze to enjoy canapés. This serene alcove is the perfect space to cherish intimate moments with your guests before embarking on your golden hour photoshoot experience.

## THE BARN



### The Barn | Reception Option 1

Originally built in the late '80s, our beloved barn has embraced countless roles throughout the years and now stands as a picturesque setting for your wedding reception. With a romantic ambiance enhanced by the natural scent of wood and twinkling fairy lights, it comfortably accommodates 50 - 100 guests.

## THE DISTILLERY



### The Distillery | Reception Option 2

Contemporary elegance meets industrial chic in The Distillery. Designed to house between 80 and 250 guests, its high ceilings and expansive space echo with potential. A blend of industrial aesthetics with hues of green ensures a versatile palette for any wedding theme. A rich mix of concrete, steel, glass, wood, and exquisite tiles from Wolkberg Casting Studio form its foundation. For your guests' utmost comfort, we've equipped the venue with Evap Coolers for balmy summer days, and four inviting fireplaces to fend off winter's chill.

# WEDDING PACKAGES

## 2025 WEEKEND RATES

FRIDAY SATURDAY & PUBLIC HOLIDAYS  
(and the day before the holiday)

|                                          |                |
|------------------------------------------|----------------|
| VENUE HIRE .....                         | <b>R67 500</b> |
| COVER FEE ( <i>Per Person</i> ) .....    | <b>R 450</b>   |
| COVER FEE PER CHILD (6-12) .....         | <b>R 225</b>   |
| COVER FEE CHILD ( <i>Under 6</i> ) ..... | <b>R 0</b>     |
| KITCHEN FEE .....                        | <b>R20 000</b> |
| ACCOMMODATION .....                      | <b>R30 080</b> |
| <i>(You save R7 520)</i>                 |                |
| BREAKAGE DEPOSIT .....                   | <b>R 6 000</b> |

## EXAMPLE COST ESTIMATE

Wedding for 100 Adults (Minimum)

|                                                  |             |
|--------------------------------------------------|-------------|
| R 25 000 (Booking fee)                           | } Payment 1 |
| R 45 000 (Cover fee per adult x 100 guests)      |             |
| R 20 000 (Kitchen fee)                           | } Payment 2 |
| R 42 500 (Remaining venue hire amount)           |             |
| <u>R132 500</u> (Subtotal)                       |             |
| R 6 000 (Refundable Breakage deposit)            | }           |
| R 30 080 (Accommodation for your guests)         |             |
| <u><b>R165 580</b></u> (Total including 15% VAT) |             |

## 2026 WEEKEND RATES

FRIDAY OR SATURDAY & PUBLIC HOLIDAYS  
(and the day before the holiday)

|                                          |                |
|------------------------------------------|----------------|
| VENUE HIRE .....                         | <b>R71 500</b> |
| COVER FEE ( <i>Per Person</i> ) .....    | <b>R 495</b>   |
| COVER FEE PER CHILD (6-12) .....         | <b>R 275</b>   |
| COVER FEE CHILD ( <i>Under 6</i> ) ..... | <b>R 0</b>     |
| KITCHEN FEE .....                        | <b>R22 500</b> |
| ACCOMMODATION .....                      | <b>R32 320</b> |
| <i>(You save R8 080)</i>                 |                |
| BREAKAGE DEPOSIT .....                   | <b>R 6 500</b> |

## EXAMPLE COST ESTIMATE

Wedding for 100 Adults (Minimum)

|                                                  |             |
|--------------------------------------------------|-------------|
| R 26 000 (Booking fee)                           | } Payment 1 |
| R 49 500 (Cover fee per adult x 100 guests)      |             |
| R 22 500 (Kitchen fee)                           | } Payment 2 |
| R 45 500 (Remaining venue hire amount)           |             |
| <u>R143 500</u> (Subtotal)                       |             |
| R 6 500 (Refundable Breakage deposit)            | }           |
| R 32 320 (Accommodation for your guests)         |             |
| <u><b>R182 320</b></u> (Total including 15% VAT) |             |

## ALLOCATED ACCOMMODATION:

*For your convenience all the accommodation at Cabinville as well as The Suite (Room 7) is included in your package at an incredible 20% discount. Weekend weddings receive two nights.*

# INCLUDED IN YOUR PACKAGE

## VENUE HIRE:

- Use of the premises for your engagement shoot (usually charged at R685 per shoot). Booking essential. The photographer's fee is not included.
- In-house event coordinator providing assistance leading up to the wedding.
- Mock table setting at least 3 months before your wedding. Monday - Thursday, by appointment only please.
- Final meeting with your coordinator at least 1 month prior to your wedding to go through all the details.
- Basic set-up and cleaning of the facilities.
- Use of the following venue spaces: The Maze (Canapés), Ceremony venue (Nikah), Reception venue (Barn OR Distillery).
  - Ceremony venue with podium, kneeling cushions, registry table, white wooden benches, chairs for musicians and DJ.
  - Reception venue available for décor set-up the day before the wedding from 08:00 - 16:00, and on the day until 2:00pm.
  - The Maze will be set up with wooden tables, chairs, umbrellas, cocktail tables and lawn games.
- Satellite kitchen and scullery facilities at The Distillery will be available for set-up the day before the wedding, with allocated staff available to assist. Standard kitchen equipment includes: 10 tray electric oven, 6 hob gas table boiler, 2.5 door counter fridge, heating lamps above plating table. Any additional equipment will need to be brought in by your caterer.
- We provide a florist working station with 1 x plastic table, a dustbin and a broom.
- Complimentary Groom's Room. Available from 9am until the start of the ceremony. All belongings need to be removed from the Groom's Room before the start of the ceremony.
- Bridal Room for the Bride and her entourage to get ready in. For weekend weddings, the unit is included from 2pm the day before the wedding. You as the Bridal Couple are welcome to leave your bags neatly packed inside the Bridal Room and Groom's Room. Our team will move them over to your Honeymoon Suite during the course of the evening.
- Security and parking attendants.
- Snack packs for up to four of your service providers working into the evening: photographers, videographers or band members.
- Professional in-house DJ service at the Nikha, Canapés and Reception.
- Kombi and driver (for max. 9 passengers) for duration of the photo and video shoot. You will be driven to our most iconic photo spots on the farm, open fields, pecan nut orchard and Camber Bridge.
- Standard lights (Pavillion: fairy lights, Barn: fairy lights, dimmable hanging bulbs. Distillery: naked bulbs, LED strip).
- Inside venue: Gift table, lounge pockets and DJ booth.
- Firepits for receptions (lit and maintained by our staff).
- Generator that starts up automatically in the event of a general power failure and load shedding.
- Your coordinator stays until 10pm at which time our Security Manager takes over as your contact person.

## COVER FEE (PER PERSON):

- Basic décor available from Rosemary Hill (subject to availability and number of guests).
- Standard 18/10 silver cutlery, white crockery and standard champagne and wine glasses.
- Reception tables: 6/12 - seater rectangular wooden tables with black steel frames.
- White wooden chairs for reception. Padded white chairs for Bride and Groom.
- Napkins (white, cream, grey, black and burnt orange).
- Barmen and waiters.

## ACCOMMODATION:

- Accommodation for 16 of your guests for two nights. This includes The Cabin (for 2 guests), The Pods (3 units, each accommodating 2 guests), The Bigpod (for 6 guests) and The Suite (for 2 guests). This ensures that you and your nearest and dearest can stay just steps away from the venue, providing both convenience and exclusivity. Say goodbye to worries about outsiders booking these units; they're reserved for your wedding night. The Suite is perfect for the Bride to sleep in the night before.
- 1 Night's stay in the Honeymoon Suite (The Sunset Villa).
- All accommodation on the farm includes a hearty farm breakfast. An A la carte menu is available for 2 - 29 guests. For 30+ guests, we set up a buffet in a semi-private venue. Please pre-book with your wedding coordinator.
- Please note that breakfast offerings do not meet Halaal requirements.

## OTHER:

- Final invoice with recon of additional extras and refund of breakage deposit within two weeks.
- 15% discount on any future functions and/or accommodation bookings for the bridal couple.
- 50% discount on your accommodation for your 1st wedding anniversary (book well in advance to avoid disappointment).

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## TAILORED EXCLUSIONS

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### *Personalise your celebration*

While we provide an extensive array of amenities in our wedding packages, we understand that every wedding is unique. We have therefore intentionally excluded the following elements, allowing you to infuse your wedding with your personal style and preferences. This approach ensures that you have the creative freedom to handpick elements that make your day uniquely yours.

**Catering:** All food related requirements for the event must be arranged directly with the chosen caterer. The caterer will provide you with a quotation, and all payments for catering must be paid directly to them. We require all catering to be handled by a certified Halaal-compliant caterer to ensure consistency and adherence to health and safety regulations.

**Custom Décor:** We invite you to bring in your favourite flowers, candles, biodegradable confetti and décor to reflect your chosen wedding theme, ensuring that your special day is truly a reflection of your personal style. For your convenience, refer to our list of preferred service providers.

**Guest Accommodation:** We have booked accommodation for 16 of your guests. For your other guests, we leave the arrangements and bookings flexible to suit your guests' specific needs. Kindly note that consumables in the units are not Kosher. Accommodation can be booked online through [www.rosemaryhill.co.za/all-accommodation](http://www.rosemaryhill.co.za/all-accommodation)

**External Service Providers & Products:** We respect your unique preferences for capturing your special moments and therefore leave the options for photographers, videographers, stationery, and ceremony officiants open for you to select your preferred professionals. We do have a list of recommended suppliers that will ease the wedding planning process and ensure a stress free day.



# PREFERRED SERVICE PROVIDERS

## DÉCOR / FLOWERS / STATIONERY

- **Wilde Bloem:** Rachéle: 076 448 6233 | [hello@wildebloem.co.za](mailto:hello@wildebloem.co.za) (on-site)
- **Love Beloved:** Coreen: 083 727 6797 | [www.lovebeloved.co.za](http://www.lovebeloved.co.za)
- **Veldmeisie:** Corli: 083 373 9070 | [veldmeisie@gmail.com](mailto:veldmeisie@gmail.com)
- **Bloom with Grace:** [hello@bloomwithgraceflorist.co.za](mailto:hello@bloomwithgraceflorist.co.za) | 083 786 3105
- **The Love Knot:** [ashleigh@theloveknot.co.za](mailto:ashleigh@theloveknot.co.za)
- **Creative Heroes Stationery:** [www.creativeheroes.co.za](http://www.creativeheroes.co.za) | 074 205 7539
- **Signify Collections Stationery:** 082 346 1802 | [www.signifycollections.co.za](http://www.signifycollections.co.za)

## PHOTOGRAPHER

- **Mighty Fine Productions:** 012 809 0059 | [www.mightyfine.co.za](http://www.mightyfine.co.za) (on-site)
- **George and Co:** [info@georgeandco.co.za](mailto:info@georgeandco.co.za) | [www.georgeandco.co.za](http://www.georgeandco.co.za) (on-site)
- **Nina Buys:** [info@ninabuys.com](mailto:info@ninabuys.com) | [www.ninabuys.com](http://www.ninabuys.com)
- **Renske de Klerk:** 082 075 4691 | [www.rdkphotography.co.za](http://www.rdkphotography.co.za)
- **JC Click:** 072 267 3484 | [www.jclick.co.za](http://www.jclick.co.za)
- **Lightburst:** [clive@lightburst.co.za](mailto:clive@lightburst.co.za) | [www.lightburst.co.za](http://www.lightburst.co.za)
- **Kim Raaf Photography:** [kim@kimraaf.com](mailto:kim@kimraaf.com) | [www.kimraaf.com](http://www.kimraaf.com)
- **Carrot & Ginger:** [www.carrotandginger.travel](http://www.carrotandginger.travel)
- **Stefan Coetzee:** [www.scweddingphotographer.co.za](http://www.scweddingphotographer.co.za)
- **Moon Raccoon Photography:** [www.moonraccoon.co.za](http://www.moonraccoon.co.za)
- **Greenleaf Photography:** [greenleafphotography.co.za](http://greenleafphotography.co.za)
- **Frank & The Misses:** [info@frankandthemisses.com](mailto:info@frankandthemisses.com)
- **Foxline Productions:** Belrie Botha - 083 304 0981

## VIDEOGRAPHER:

- **JC Click:** 072 267 3484 | [www.jclick.co.za](http://www.jclick.co.za)
- **Mighty Fine Productions:** 012 809 0059 | [www.mightyfine.co.za](http://www.mightyfine.co.za) (on-site)
- **George and Co,** [info@georgeandco.co.za](mailto:info@georgeandco.co.za) | [www.georgeandco.co.za](http://www.georgeandco.co.za) (on-site)
- **White Motion Films:** <http://whitemotionfilms.co.za>

## MAKE-UP ARTIST AND STYLIST:

- **Karen Bezuidenhout:** 083 610 0746 | [www.karenb.co.za](http://www.karenb.co.za)
- **Tamaryn Pretorius:** 076 124 6879 | [www.tamarynpretorius.co.za](http://www.tamarynpretorius.co.za) (on-site)
- **Missy Make Up Artist:** [info@missymakeupartist.co.za](mailto:info@missymakeupartist.co.za)
- **HK Beauty:** 082 567 7024 | [hello@hkbeauty.co.za](mailto:hello@hkbeauty.co.za)
- **FDK Styling:** 071 222 7530 | [fdkstyling@gmail.com](mailto:fdkstyling@gmail.com)

## WEDDING WEBSITE DESIGN:

- **Vow & Veil Designs:** Bianca - 082 343 1188 | [www.vowandveildesigns.com](http://www.vowandveildesigns.com)

## WEDDING CAKE:

- **Kevin Schoof:** 082 413 9631 | [www.baker-boys.co.za](http://www.baker-boys.co.za)
- **Dirty Peach Cake Boutique:** [www.dirtypeach.co.za](http://www.dirtypeach.co.za)
- **La Moraine Cake Boutique:** [www.lamoraine.co.za](http://www.lamoraine.co.za)
- **Melinda's Kitchen:** [www.melindaskitchen.co.za](http://www.melindaskitchen.co.za)
- **Honey Bee Baker:** [www.honeybeebaker.co.za](http://www.honeybeebaker.co.za)

## FAIRY LIGHTS AND DRAPING:

- **Softlight Decor:** Theo: 082 837 9065.

## MUSICIANS:

- **Gracenote:** Laetitia: 082 497 7034 | [info@gracenotemusic.co.za](mailto:info@gracenotemusic.co.za)
- **Marissa Verheij:** 082 316 7961 | [marissa.verheij@gmail.com](mailto:marissa.verheij@gmail.com)
- **Naomi Tagg Violinist:** 082 777 9665
- **Monkeys Wedding:** [www.monkeysweddinglive.com](http://www.monkeysweddinglive.com) | 079 2633 530
- **Strings & Things String Quartet:** 079 879 8539 | [www.stringthings.co.za](http://www.stringthings.co.za)
- **Basson Laas:** 076 400 0820

## MARRIAGE OFFICIANT:

- **Pastor Roy Buck:** 082 873 7164 | [roy@weddingpastor.co.za](mailto:roy@weddingpastor.co.za)
- **Unique Vows,** Christa Lizamore: 0829600933 | [info@marriageofficer.co.za](mailto:info@marriageofficer.co.za)
- **Your Wedding Guy,** Jaco Geldenhuys: 076 176 2326 | [jaco@your-wedding-guy.com](mailto:jaco@your-wedding-guy.com)
- **Henna Erasmus – "I DO" Guy:** [pastorhenna@gmail.com](mailto:pastorhenna@gmail.com)

## WEDDING INSURANCE:

- **I Do Insure:** 011 312 6784 | [idoinsure.co.za](http://idoinsure.co.za) | [info@idoinsure.co.za](mailto:info@idoinsure.co.za)

## BABYSITTING:

- **Country Kids S.A:** Susan: 082 821 9800



For all your décor and flower needs  
please contact our on-site florist,  
Rachelle: 076 448 6233



For fairy lights and draping contact  
Theo: 082 837 9065.



## OPTIONAL EXTRAS

### BEFORE THE WEDDING

- **Pre-Wedding Braai Dinner at Rosemary Hill:** R275pp (2025).
- **Pre-Wedding Padel & Prego at Rosemary Hill:** Please enquire for details.
- **Pre-Wedding Pizza & Salad Buffet at The Greenhouse Café:** R185pp (2025).

*\* Kindly note that the above pre-wedding offerings do not meet Halaal requirements.*

- **Accommodation:** We offer accommodation for up to 142 guests right here on the farm. For more information and reservations. Please visit our website: [www.rosemaryhill.co.za/all-accommodation](http://www.rosemaryhill.co.za/all-accommodation)
- **Extra Mattresses for The Suite:** The Suite has a King-size bed. Should you have more ladies staying over the night before the wedding we can supply extra mattresses, linen and breakfast (maximum 4 mattresses, subject to availability). R550 per adult (2025).

### DAY OF THE WEDDING

- **Babysitting Services:** Should you require babysitting services during your stay, please contact Susan: 082 821 9800. Booking in advance is essential.
- **Guest Gifts:** Consider gifting your guests homemade items such as a Rosemary plant or essential oil products. Can be arranged with a lead time of two weeks. Please discuss prices with your coordinator.
- **Botanical Gin Bar:** Please enquire with your coordinator.
- **Black 40 m<sup>2</sup> Vinyl Dance Floor:** Please discuss this with your coordinator.

### AFTER THE WEDDING

- **Breakfast** - If you have guests that stayed overnight elsewhere but still want to join you for breakfast, they are welcome to do so at R210pp (2025). Please pre-arrange with your coordinator.

*\* Please note that breakfast offerings do not meet Halaal requirements.*

- **Airport Transfers** - please discuss details with your coordinator.

*\* All prices mentioned here are subject to change.*

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## IMPORTANT INFORMATION

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### MINIMUM NUMBER OF GUESTS

- Thursday: 50 paying guests
- Public Holiday and the day before a Public Holiday: 80 paying guests
- Friday, Saturday and Sunday: 100 paying guests

### VENUE CAPACITY

• **Barn:** Strictly 50 - 102 guests • **Distillery:** Strictly 50 - 250 guests.

### SUGGESTED STARTING TIMES

**Spring & Autumn:** 2:45pm, **Summer:** 3:15pm. **Winter:** 2:45pm

Keep in mind, accommodation check-in is from 2pm. To prevent stress resulting from time-constraints we recommend that guests either sleep over the night before OR arrive on the farm already dressed and in time to quickly check in and attend the ceremony. The earliest the ceremony can begin is strictly at 2:45pm.

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# IMPORTANT INFORMATION

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## ACCOMMODATION

We have booked accommodation for 16 of your nearest and dearest in your package. Once your wedding has been booked please encourage your other guests to book the rooms they require as soon as possible as our accommodation is very popular and is booked up to 2 years in advance. 50% deposit payable upon booking and the remainder is payable 3 months before the wedding. Your venue hire does not guarantee exclusive use of the guest accommodation, only the wedding venue facility, Bridal Room, Groom's Room, Honeymoon Suite & Cabinville. Please note that Room 7 (The Suite) is your Bridal Room where you get dressed.

You can allocate The Suite to two of your guests to sleep in on the night of the wedding but please note that check-in is after 4pm (to allow our staff to service the unit when the wedding starts). Please ensure all items are packed up neatly so that they can be moved over to your Honeymoon Suite to allow your guests to check in.

## DJ & MUSIC

Your package includes a DJ. Should you wish to use your own DJ, our sound engineer will still be on site to ensure correct use of our built-in equipment. For this reason, there will be no discount when using your own DJ. Rosemary Hill reserves the right to control the volume of the music during the function. The music will end at midnight. Guests may linger by the bonfire until 2am if they wish to stay longer, unfortunately speakers are not allowed.

## FURRY FRIENDS

We understand that your beloved dog is a special part of your family, and we are delighted to have them here for your wedding ceremony and photoshoot. Feel free to bring your dog along to capture those memorable moments together. However, please note that our overnight units are unable to accommodate pets. We kindly request that you appoint someone responsible to take care of your furry friend and take them home after the festivities. This will ensure that you can fully enjoy your special day without any concerns about your pet's well-being. Please let us know in advance if you plan to bring your doggie companion, so we can make appropriate arrangements to make their experience comfortable.

## SET-UP GUIDELINES

- **Early Access:** Enjoy exclusive access to the reception venue from 8am to 4pm the day before your wedding, ensuring ample time for preparation. For the harmony of all guests, we kindly request maintaining a tranquil ambiance in the morning, as other celebratory events may be unfolding.
- **Day-of Preparations:** On your special day, you can seamlessly prep the ceremony, canapés, and other areas from 8am up to 11am. Kindly note that venues need to be freed up after 11am to allow our team to perfect the settings.
- **Preserve Our Craftsmanship:** We kindly request that you do not use our precious wooden reception tables as workstations.
- **Efficient Offloading:** Selected vehicles have permission to briefly park close to the venue for offloading purposes. Following this, vehicles can find a spot in our designated parking areas.
- **Post-Event Collection:** Personal effects and decorative items have to be collected by 12pm the next day.

## WEDDING PLANNER

At Rosemary Hill, we have your venue-related and wedding coordination needs covered. We take pride in offering the services of our in-house event coordinator as part of your wedding package, ensuring a seamless and stress-free experience. Our dedicated in-house event coordinator will be by your side leading up to the day of your wedding, offering expert assistance in planning and organizing every detail. This exclusive service allows us to maintain the highest standards of quality and coordination, guaranteeing that your special day is executed flawlessly.

If you choose to engage an external wedding planner, we kindly request that you make use of one of the wedding planners on our suppliers list. These planners have an established relationship with Rosemary Hill, understand our venues operations, and have experience planning Halaal weddings.

## COFFEE SHOP & TRAILS

Last kitchen orders at 3pm. Last drinks orders at 4pm. Trails close at 6pm.

## CLOSING TIME

The Barn/Distillery will close at midnight, to allow our staff time to pack away and clean the venue. Guests are welcome to continue the celebrations at the bar area. Last rounds will be called at 11H30 and the bar will close at 12H00 but will stay open between 12H00 and 01H00 subject to support (and at the barman's discretion). The bar closes at 1H00 to allow our staff time to close tabs and clean before 2H00, at which time all guests will have to return to their respective accommodations. The liquor licence stipulates that we may only trade until 2H00.



## BOOKING YOUR WEDDING

### • STEP 1 – SCHEDULE YOUR VIEWING

We invite you to experience the charm of Rosemary Hill by booking a guided site visit. Our team will showcase all the exceptional facilities available and address any enquiries you may have. Please allocate approximately 90 minutes for your appointment.

To schedule your viewing, please visit:

[https://calendly.com/rosemary\\_hill/wedding-site-viewing](https://calendly.com/rosemary_hill/wedding-site-viewing)

### • STEP 2 – CONFIRM YOUR EVENT (PAYMENT 1)

- Sign and submit your contract online (a link will be sent to you via email upon request).
- Secure your booking with a deposit of R25 000 for 2025 or R26 000 for 2026 (Payment 1).
- Forward your proof of payment along with copies of your IDs to [weddings@rosemaryhill.co.za](mailto:weddings@rosemaryhill.co.za)

As our venue is in high demand, we regret that we are unable to accept provisional bookings.

#### PAYMENT METHODS:

We prefer EFT payments.

Please note that alternative payment methods will incur additional charges:

- Credit card payment: An additional 3%
- Cash payment: An additional 1.8%

### • STEP 3 – RECEIVING CONFIRMATION

Upon receipt of the above steps, your wedding date will be secured. You will receive written confirmation from us by the first Wednesday following your booking. This confirmation will also include essential documents such as floorplans, a map, the wedding worksheet, and guidelines for the lead-up to your wedding.

### • STEP 4 – COMMUNICATING WITH US

- For all wedding-related matters such as questions arising in the months leading up to your wedding, scheduling meetings, scheduling a walk-through with your caterer, optional extras (e.g., pre-wedding dinner), and booking your engagement shoot, please contact [weddings@rosemaryhill.co.za](mailto:weddings@rosemaryhill.co.za)

Please kindly respect your coordinator's schedule and keep in mind that they may require up to 48 hours to respond to your emails.

- For inquiries regarding accommodation, please reach out to [farmstays@rosemaryhill.co.za](mailto:farmstays@rosemaryhill.co.za)

### • STEP 5 – FINAL PAYMENT (PAYMENT 2)

Your final guest numbers and balance of the invoice are due strictly two weeks before your wedding. Please be aware that if your final guest list falls below the minimum required, you will still be charged for the minimum number of guests.

#### IMPORTANT NOTICE:

At Rosemary Hill, we maintain a culture of respect, inclusivity, and fairness. We unequivocally condemn any form of rudeness, racism, or discrimination directed towards our valued staff members. We hold all parties accountable for upholding principles of mutual respect and courtesy at all times. Your cooperation in this matter is greatly appreciated.

#### TERMS & CONDITIONS



Scan or click QR code for the terms and conditions of your wedding contract.

#### DÉCOR CATALOGUE



Scan or click QR code to view complimentary Décor.

## WHAT HAPPENS NEXT

### SOCIAL MEDIA INSPIRATIONS

Follow us on our social media pages: these are great for getting ideas and inspiration.

**Facebook:** [www.facebook.com/rosemaryhillvenue](http://www.facebook.com/rosemaryhillvenue)

**Instagram:** @ROSEMARY\_HILL\_VENUE

**Pinterest:** Rosemary Hill Venue

**Youtube:** Rosemary Hill

### ASSISTANCE FROM YOUR COORDINATOR:

Should you have questions or if you require additional information, your coordinator is here to assist you. Please keep in mind that administrative tasks and emails are typically addressed from Wednesday to Friday between 8am and 4pm, unless your coordinator is engaged in overseeing a wedding event at that time.

When planning a visit to the farm, kindly ensure you arrange an appointment with your coordinator.

### SIX MONTHS BEFORE YOUR WEDDING:

Plan a meeting with your coordinator to conduct a venue walk-through. During this visit, we will delve deeper into your requirements while enjoying a cup of coffee. We recommend scheduling an on-site meeting and walk-through with your caterer on the same day.

### THREE MONTHS BEFORE YOUR WEDDING:

At this juncture, we will send you a reminder to schedule a date for a table mock-up with your chosen florist. Please note that table mock-ups are arranged on weekdays. In the event you and your florist decide that a mock-up is not necessary, we will schedule a meeting to go through the wedding work sheet in detail.

### ONE MONTH BEFORE YOUR WEDDING:

If you possess any final information that has not yet been shared with your coordinator and you prefer to convey it in person, please arrange an appointment, on a weekday.



### THREE WEEKS BEFORE YOUR WEDDING:

As we approach your special day, we kindly request the following information in written format, if it has not already been provided:

- **Bar Special Requests:** If you have any special requirements for the bar service, please communicate them to us at this time.
- **Wedding Invitation or Website Link:** We require a scanned copy of your wedding invitation or a link to your wedding website for reference.
- **Programme and Formalities:** Please share a copy of the programme and details regarding the formalities planned for your wedding day.
- **Table Seating Plan:** Provide us with your table seating plan, ensuring a smooth seating arrangement for your guests.
- **Guest List:** To facilitate access control, we need a complete guest list that includes the names of all attendees.
- **External Service Providers:** Share the names and contact details of all external service providers, including those responsible for your flowers and décor, hair and make-up, wedding cake, photographer, videographer, etc.
- **Photographer Site Visit:** If your photographer has not yet visited Rosemary Hill, please arrange a site visit for them. Booking in advance is essential to ensure they are familiar with our venue.
- **Guest Count Reminder:** You will receive a friendly reminder that we will require your final guest count, including a breakdown of children between 6 and 12 years of age, as well as children under the age of 6, one week later. At this time, you will also receive your final invoice for payment.
- **Service Provider Inclusion:** Please include all of your service providers in your final guest count for the evening of your wedding, including their assistants. Rosemary Hill provides meals for up to 4 service providers (non-friends or family members not seated with your wedding guests), such as the DJ and photographer. We will deduct their costs from your invoice, ensuring accurate preparations for your celebration.

### TWO WEEKS BEFORE YOUR WEDDING:

In anticipation of your special day, we will dispatch your invoice, which is to be settled 14 days prior to your wedding date. To ensure a seamless and well-coordinated event, kindly check that all wedding-related details and requirements are furnished within the timeframe leading up to your wedding. Upon payment, please forward the proof of payment and the signed wedding worksheet to [weddings@rosemaryhill.co.za](mailto:weddings@rosemaryhill.co.za).

*We look forward to planning and sharing your special day with you!*



**OFFICE:** 012 802 0052

**MOBILE:** 083 235 6857

**EMAIL:** [info@rosemaryhill.co.za](mailto:info@rosemaryhill.co.za)

**WEBSITE:** [www.rosemaryhill.co.za](http://www.rosemaryhill.co.za)