

ROSEMARY HILL

KOSHER 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.



CEREMONY AREA



Chuppah

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



Bedeken | 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. The Maze offers a beautiful outdoor space for the Bedeken. After the Chuppah, guests will return 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



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.



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 OR SUNDAY & PUBLIC HOLIDAYS
(and the day before the holiday)

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

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>R165 580</u> (Total including 15% VAT)	

2026 WEEKEND RATES

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

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

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>R182 320</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.
- 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 (Bedeken & Canapés), Ceremony venue (Chuppah), Reception venue (Barn OR Distillery).
 - Ceremony venue for the Chuppah with podium, kneeling cushions, registry table, white wooden benches, chairs for musicians and DJ.
 - The Maze will be set up with wooden tables, chairs, umbrellas, cocktail tables and lawn games.
 - Reception venue available for décor set-up the day before the wedding from 08:00 - 16:00.
- 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.
- We provide a florist working station with 1 x plastic table, a dustbin and a broom.
- Complimentary Groom's Room for the Groom's Table. 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 both 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 Bedeken, Chuppah, 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 (Barn: fairy lights, dimmable hanging bulbs. Distillery: naked bulbs, LED strip. Pavillion: fairy lights).
- Inside venue: Wine table, gift table, lounge pockets and DJ booth. One couch can be moved to The Maze for the Bedeken, and will be moved back into The Distillery thereafter.
- Fully licensed bar (Kosher bar requirements to be discussed with the coordinator).
- 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 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 over the night before.
- 1 Night's stay in the Honeymoon Suite (The Sunset Villa). This room can also be used for the Yichud.
- All accommodation on the farm includes a hearty farm breakfast. A la carte 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.

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).

TAILORED EXCLUSIONS

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.

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 through them. Cutlery, crockery, and any additional equipment required are not provided and will need to be arranged and brought in through your chosen caterer. It is the responsibility of the client to arrange their own certified Mashgiach (Kosher supervisor) to oversee all aspects of food preparation, handling, and serving.

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

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 (Rabi) 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.

Kosher Table Wine: Choose wines that complement your culinary choices and resonate with your taste and your guests' preferences. This can be brought in at a corkage fee (R95 - 2025 Rates) charged on your final wedding invoice two weeks before, or you are welcome to consult with our food and beverage manager for a Kosher wine list.

Kosher Sparkling Wine: Make your toasts memorable with a sparkling wine that holds a special place in your heart. This can be brought in at a corkage fee (R95 - 2025 Rates) charged on your final wedding invoice two weeks before. You are welcome to consult with our food and beverage manager for a Kosher wine list.

This approach ensures that you have the creative freedom to handpick elements that make your day uniquely yours.



PREFERRED SERVICE PROVIDERS

DÉCOR / FLOWERS / STATIONERY

- **Wilde Bloem:** Rachélie: 076 448 6233 | hello@wildebloem.co.za (on-site)
- **Love Beloved:** Coreen: 083 727 6797 | www.lovebeloved.co.za
- **Floom Floral Design:** Leanie Barnard: 082 944 6175 | www.floom.co.za
- **Veldmeisie:** Corli: 083 373 9070 | veldmeisie@gmail.com
- **Bloom with Grace:** hello@bloomwithgraceflorist.co.za | 083 786 3105
- **Creative Heroes Stationery:** www.creativeheroes.co.za | 074 205 7539
- **Signify Collections Stationery:** 082 346 1802 | www.signifycollections.co.za

PHOTOGRAPHER

- **Annelizé van der Merwe:** 083 667 0779 | www.annegracephotography.com
- **Nina Buys:** info@ninabuys.com | www.ninabuys.com
- **Mighty Fine Productions:** 012 809 0059 | www.mightyfine.co.za (on-site)
- **Renske de Klerk:** 082 075 4691 | www.rdkphotography.co.za
- **JC Click:** 072 267 3484 | www.jcclick.co.za
- **Lightburst:** clive@lightburst.co.za | www.lightburst.co.za
- **Splendid Productions:** 012 332 3253 | www.splendidproductions.co.za
- **George and Co:** info@georgeandco.co.za | www.georgeandco.co.za (on-site)
- **Elle V Photography:** www.elle-vphotographyandfilms.com
- **Kim Raaf Photography:** kim@kimraaf.com | www.kimraaf.com
- **Carrot & Ginger:** www.carrotandginger.travel/
- **Stefan Coetzee:** www.scweddingphotographer.co.za

VIDEOGRAPHER:

- **JC Click:** 072 267 3484 | www.jcclick.co.za
- **Mighty Fine Productions:** 012 809 0059 | www.mightyfine.co.za (on-site)
- **George and Co:** info@georgeandco.co.za | 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
- **Tamaryn Pretorius:** 076 124 6879 | www.tamarynpretorius.co.za (on-site)
- **Missy Make Up Artist:** info@missymakeupartist.co.za
- **HK Beauty:** 082 567 7024 | hello@hkbeauty.co.za
- **FDK Styling:** 071 222 7530 | fdkstyling@gmail.com

FAIRY LIGHTS AND DRAPING:

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

MUSICIANS:

- **String Quartet,** Laetitia: 082 497 7034 | info@gracenotemusic.co.za
- **Marissa Verheij:** 082 316 7961 | marissa.verheij@gmail.com
- **Fritz Gun:** fritzgun@gmail.com | 072 725 7244
- **Monkeys Wedding:** www.monkeysweddinglive.com | 079 2633 530
- **Strings & Things String Quartet:** 079 879 8539 | www.stringthings.co.za

WEDDING INSURANCE:

- **I Do Insure:** 011 312 6784 | idoinsure.co.za | info@idoinsure.co.za

WEDDING PLANNERS:

- **Signify Collective Planning:** 082 346 1802
www.signifycollectiveplanning.com | planning@signifycollections.co.za
- **MK Events Management:** 012 004 1721 | 072 990 2282
info@mkevents.com | www.mkevents.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).
- **Accommodation:** We offer accommodation for up to 142 guests right here on the farm. For more information and reservations, Please visit 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). 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 m² 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.
- **Airport Transfers** - please discuss details with your coordinator.

** Please Note: All prices mentioned here are subject to change.*

IMPORTANT INFORMATION

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 80 - 250 guests.

SUGGESTED STARTING TIMES

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

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.

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.

TABLE WINE AND BAR

All beverages are to be purchased through Rosemary Hill. All beverage prices are subject to change. Sparkling wine and table wine will be levied with a corkage fee (R95 for 2025) if brought in and will be charged to the final wedding invoice to be paid two weeks prior to your wedding. Bar tabs and special requests to be discussed with management. Specially requested drinks (not consumed) will be deducted from your breakage deposit and returned to you. Rosemary Hill provides a fully stocked bar for your event, with all stock being Kosher-friendly. Should you require an independent stock controller or auditor to oversee the bar operations, you will need to arrange this. Please notify us in advance so that we are able to coordinate their access and involvement. For your safety we are a strictly cash-free zone. We accept cards, Snapscan and Zapper at the bar (please include this info in your invitation).

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.



IMPORTANT INFORMATION

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. Thank you for your cooperation!

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.

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 Kosher 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. The liquor licence stipulates that we may only trade until 2am. The bar will remain open until 1am (subject to a minimum R1000 spend) to allow our staff time to close tabs and clean before 2am, at which time all guests will have to return to their respective accommodations.



Please scan or click
for our bar menu



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

• 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

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
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

• 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

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.

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

WEBSITE: www.rosemaryhill.co.za