

Congratulations
to the
Bride & Groom
from
Riverglen Chalets



Location

Set amongst 7 acres of stunning forest, Riverglen Chalets are interspersed with manicured lawns, an established orchard and an English Cottage Garden blossoming with roses, lavender and springtime bulbs.

Directions

Riverglen Chalets are located one kilometre north of Margaret River town. If you are coming from Perth along Bussell Highway turn right into Carters Road about 1km after seeing the Margaret River sign (approx. 400 metres before the Margaret River Bridge). We are 100m along Carter's Road, on the right hand side where you will see two gold flags at the entrance to the property. From there, please make your way up the hill to the office.

Contact Details

Riverglen Chalets

P O Box 577 Margaret River WA 6285

Telephone: (08) 9757 2101

Facsimile: (08) 9757 3141

E-mail: info@riverglenchalets.com.au

Website: www.riverglenchalets.com.au

ABN 32 011 210 331



Photography Daniela Tommasi

Accommodation

Riverglen Chalets specialise in providing accommodation for weddings and large groups in self contained chalets, of which there are 14 on our seven acre property.

We have a variety of Chalet types distributed over our 7 acre property broken down as follows:

Allocation	Volume
Chalets	14
Rooms	28
Beds	61
Sleeping Positions	63
Single Sleeping Positions	61

A brochure detailing each chalet type is enclosed.

Chalet Allocation List

A Chalet Allocation List is provided showing current availability and to help you decipher configurations depending upon your needs and will also help you determine how many chalets you require.

Once booked the allocation listing needs to be completed with contact details for each guest staying in the particular chalet. 1 week prior to arrival. Details are to be name, contact number and email address.

Tariff

Please see Chalet Allocation List for Tariffs.

Where the entire property of accommodation is booked directly with Riverglen Chalets, guests will receive a **10% Discount off the rack rate.**

A credit card number will need to be supplied for Security/Bond.



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Ceremony

At Riverglen Chalets Wedding Ceremonies can be held on the property and we would be delighted to assist in this area, should your event require this. Additional charges are applicable for Wedding Ceremonies

Number of guests

Up to 150

Cost

Ceremony on grounds - \$10.00 per person – (children 12 years and over).

Ceremony on grounds with 4 Bedroom Spa House and 2x 2 Bedroom Spa Chalet booked – no charge

Duration of ceremony

2 hours maximum

Ceremony Conditions

If you are supplying alcohol to your guests, please advise prior to your ceremony. Plastic glassware will need to be supplied for refreshments. You will also need to ensure smokers are provided with ash trays, and bin/s for rubbish. Confetti and rice are not permitted.

Equipment Hire:

In the event you hire equipment from a hire company, please ensure details are provided on the Wedding Information Form

All areas must be cleared before departing the area and we recommend that you designate a couple of guests to undertake this task.

Parking

Each Chalet has up to 2 parking bays for those guests who have booked accommodation at Riverglen Chalets. **PARKING ON LAWN AREAS IS NOT PERMITTED**

If you have guests attending the ceremony, who are not staying at Riverglen Chalets, you need to provide notification to the office at least 1 week prior to the Wedding Day.



Photography Daniela Tommasi

Receptions

Wedding Receptions Permitted

A Wedding Reception may be permitted on the premises for up to 80 guests. The whole property must be booked must be booked to hold a reception. In the event it is a small intimate wedding of less than 15 guests then 4 Bedroom House and 2 x 2 Bedroom Spa Chalets must be booked.

A Wedding Reception may be permitted between the hours of 9.30am – 11.30pm.

Prior approval is required, to hold a Wedding Reception on the premises.

Music of any array maybe permitted, however, restrictions are in place (provided upon request).

We are not licensed to prepare food for commercial purposes as we do not have a commercial kitchen on our property and we do not organise catering or party hire, however can recommend the following if you need these services: (You can use your own caterer.)

Amanda Anderson Catering
amandaandersoncateringmr@gmail.com
0439 257 635
<http://www.amandaandersoncateringmargaretriver.com/>

Tim Whitty Kitchen Takeovers
<https://www.facebook.com/TimWhittyKitchenTakeovers>
<http://timwhitty.com/>
0427 744 117

Lainy Mammone
Cowaramup Food
0400 555 296
info@cowaramupfood.com.au
www.cowaramupfood.com.au

Paul Johnson
BIG Ovens
0407 089 268
paul@bigovens.com.au

Hire Company in Town:
Margaret River Party Hire
08 9757 3477
loris3@bigpond.com



GLASSWARE

No glass is permitted outside chalets or off deck areas.
This is for safety reasons.

Wedding Receptions NOT Permitted

Wedding receptions will not be permitted during peak period times as listed below:

- Christmas and New Years Period – 16 December – 31 January
- Leeuwin Concert Period – as determined by Leeuwin Estate (generally held in February)
- Public Holiday Long Weekends (unless whole property is booked out and min nights applicable)
- Special Event Weekends

Booking conditions

Please see attached Booking Conditions

Minimum stay

Should you choose to stay at Riverglen there is a minimum nights' stay period of 2 nights for Wedding groups. From time to time there may be a period with a greater minimum night's stay. Please check with Riverglen Chalets Office.

Making a Reservation

Option 1 - Reserve chalets

- Contact made to Riverglen Chalets and reserve chalets.
- A non-refundable holding deposit of \$500.00, (\$200.00 administration fee and \$300.00 accommodation deposit) is then required within 14 days of reserving the relevant dates. \$300.00 accommodation deposit will be deducted from accommodation once booking has been confirmed.
- Confirmation of reservation and deposit will then be sent.

Option 2 - Advise guests of Riverglen Chalets' details

- No guarantee is provided as to availability.
- Guests make contact directly with Riverglen Chalets and proceed with a booking should there be availability.

Making a Booking

Option 1 Chosen - Reserve Chalets.

Three months prior to arrival, Riverglen Chalets requires the confirmation of all, or relevant chalets:

- Chalet Allocation Listing completed (details of the guests).
- Bride and Groom pay 50% of the total cost of the accommodation booked, or
- Individual guests pay 50% of the total tariff for their specific chalet/s.

Once deposit payments have been made, confirmation will be sent to Bride and Groom or Individual guest.

Payment

We accept Visa Card and MasterCard.

In the event you do not have a credit card:

- For non-refundable holding deposits - payment is required by direct deposit into Riverglen Chalets' account.
- Payment of accommodation deposits - **full** payment is required by direct deposit into Riverglen Chalets' account.

Account details are available from the office.

Cancellation

Please consider purchasing Travel Insurance to cover you for unavoidable cancellations.

1. In the event that you fail to arrive or cancel on the arrival date, the Total Tariff is payable.
2. Should you cancel within 14 days prior to your Arrival Date, the minimum stay period remains payable, plus 50% of any additional cancelled period.
3. Cancellations prior to this incur a cancellation fee equivalent to the deposit paid.
4. Cancellations prior to confirming booking \$500.00 will be retained.

