




WEDDING GUIDE

your dream wedding awaits



Book your wedding at Ivory Manor and let us take care of all your most enchanted desires. Choose from our beautiful linen, exquisite décor and delectable menus tailored to your specific requirements.

Our lush gardens provide the perfect backdrop for this special occasion and offer a myriad of photo opportunities.

*Passion Differentiates
Excellence from the Norm*

WELCOME

Thank you for your interest in Ivory Manor Boutique Hotel. We endeavour to make your experience at Ivory Manor truly that of a home away from home. Be it in the relaxation of our spacious, individually decorated suites or lounges or in the tranquil escape found when wandering off to one of our many peaceful garden settings.

Our team is committed to exude a genuine, caring generosity in the professional service provided and to exceed your expectations. Our goal is to tailor each event to your specific requirements, meeting your every need.

HOTEL OVERVIEW

Ivory Manor is conveniently situated just off the N1 (via the Rigel exit), just 30 minutes' drive from all surrounding airports. We offer nine luxurious suites surrounded by beautiful, tranquil garden settings.

Ivory Manor also boasts various cosy, yet stylish areas that can cater for a variety of functions. Be it in the opulent Cigar Lounge for a good single malt whiskey, dining outside in the charming Piazza or relaxing at the swimming pool with a cocktail.

Our professional executive chef's gastronomical fair promises to satisfy all your needs. Our offering ranges from a delectable breakfast spread, a la menu options, to a relaxed boma braai menu or formal dining, if required.

Additional offerings include private picnics in the Forest Garden, the use of conferencing facilities, cooking classes, wine tasting events, in-room spa treatments on arrangement and the swimming pool area. We also offer babysitting/child-minding facilities with prior arrangement.

A complimentary Wi-Fi facility is available.

Transfers to and from the hotel are available with prior arrangement.

Please visit our website www.ivorymanor.co.za for further information.



DELUXE INCLUSIVE PACKAGE

R65,000

ACCOMMODATION

- 5 Premier and 4 Deluxe Rooms available from 14h00 on the wedding day.
- Room 4 (Nightingale) can be used as the Honeymoon Suite. Romantic turn down included.
- 1 Room available day before the wedding. (Please note that some guests might still be checking out from the day before)

THE VENUE

- The Gallery Venue will be available the day before the wedding for the set-up.
- The exclusive use of all venues to your disposal the day of the wedding.
- Venues to be used as is. Any extra hired-in décor will be for the client's own account.

CONSULTING MEETINGS

- Wedding consultation to discuss a tailored wedding package and scheduled meetings to discuss progress made throughout this journey.

EXCLUSIONS

- Additional beds in the room.
- Drinks ordered in the rooms while getting ready for the wedding.
- Any other drinks not specified in the inclusions.
- Catering. A consultation will be set with Organiser and the Executive Chef to discuss your menu.
- Tent hire
- Wedding Cake
- Breakfast for non-inhouse guests the next morning
- Flowers
- Candles
- Photographers
- Live music
- DJ and Music Equipment

DÉCOR

- The exclusive use of all décors available at the hotel.
- Hotel Linen
- Glassware & Tableware

BEVERAGES

- Each room will receive a bottle of MCC.
- Arrival signature Iced Tea to be used at the ceremony or reception (may not be altered).

SET-UP

- Preparation and cleaning of the venue before and after the wedding function.
- Basic set-up of tables, chairs, cutlery, crockery and glassware according to your preferred layout as discussed during the meetings prior to the wedding.
- Elongated wooden tables (can be used raw or covered with linen) or round tables.
- Choice of linen available at Ivory Manor.
- Various silver or ceramic flower vases or pots to choose from.
- Silver candelabras and crystal candle holders.

Terms and Conditions

- The deluxe package will host 130 guests.
- No Minimum required for the deluxe package.



PREMIER ALL-INCLUSIVE PACKAGE



ACCOMMODATION

- 5 Premier and 4 Deluxe Rooms available from 14h00 on the wedding day.
- Room 4 (Nightingale) can be used as the Honeymoon Suite. Romantic turn down included.
- 1 Room available day before the wedding. (Please note that some guests might still be checking out from the day before)

THE VENUE

- The Gallery Venue will be available the day before the wedding for the set-up.
- The exclusive use of all venues to your disposal the day of the wedding.
- Venues to be used as is, any extra hired-in décor will be for the client's own account.

CONSULTING MEETINGS

- Wedding consultation to discuss a tailored wedding package and scheduled meetings to discuss progress made throughout this journey.

FOOD

- Variety Platter for Bride and Bridesmaids while getting ready for the wedding.
- Variety Platter for Groom and Groomsmen while getting ready for the wedding.
- Pre-reception savoury canapés. (Choice of 5 different canapés)
- Fruit Sorbet before Main Course
- Main Course will be one of the below:
Plated Service | Buffet Service | Buffet 'd Table
- Dessert Station with variety of small desserts
- Menu meeting will be set-up with our Executive Chef. We will custom create to your preference.
- Breakfast for all in-house guests the next morning.

EXCLUSIONS

- Additional beds in the room.
- Drinks ordered in the rooms while getting ready for the wedding.
- Any other drinks not specified in the inclusions.
- Tent hire
- Wedding Cake
- Breakfast for non-inhouse guests the next morning
- Flowers
- Candles
- Photographers
- Live music
- DJ and Music Equipment

DÉCOR

R225,000

- The exclusive use of all décors available at the hotel.
- Hotel Linen
- Glassware & Tableware
- Flowers done by our in-house team to the value of R25,000.
- Consultation meeting with florist.

BEVERAGES

- Each room will receive a bottle of MCC.
- On the wedding day, the bride will receive a bottle of MCC to enjoy with bridesmaids.
- Arrival signature Iced Tea to be used at the ceremony or reception (may not be altered).
- Gin Bar with a wide selection of gins, including condiments. (One single gin per person).

SET-UP

- Preparation and cleaning of the venue before and after the wedding function.
- Basic set-up of tables, chairs, cutlery, crockery and glassware according to your preferred layout as discussed during the meetings prior to the wedding.
- Elongated wooden tables (can be used raw or covered with linen) or round tables.
- Choice of linen available at Ivory Manor.
- Various silver or ceramic flower vases or pots to choose from.
- Silver candelabras and crystal candle holders.

Terms and Conditions

- The premier package will host 120 guests.
- Total guests may not drop below 100 guests.
- Total guests may not exceed 130 guests.
- Sliding scale of R1750 per person will be forced in the decrease or increase.

SMALL INTIMATE WEDDINGS

VENUE HIRE

Any wedding above 50 people will be regarded as an exclusive wedding. This will give guests the exclusive usage of the whole property. Weddings with less than 50 people, guests will only make use of the selected areas or venues. Should you wish to celebrate your big day with just a couple of friends and family, we can still assist in making it a memorable day. You can book only certain areas that you would require for your special day. This is not an exclusive booking.

VENUE HIRE FEES

The Gallery	R20,000
Wine Cellar	R5,500
Cigar Lounge	R7,500
Summer Lounge	R2,750
Boma	Free
Forest Garden	R1,650
French Garden	R5,500 or R15,000
Swimming Pool Area	R1,650
Piazza	R3,850
Rose Garden	R3,850 or R10,000

The Events Planner will assist and guide to ensure the perfect intimate wedding.

VALUE-ADDED ADDITIONS

- Ivory Manor wedding co-ordinator on the day
- A generator on stand-by should there be a power failure/loadshedding.
- Complimentary Ice
- Complimentary Wi-Fi
- 24-hour Security
- Video Surveillance
- Complimentary access-controlled parking
- The use of all the lounges and in-door areas as well as garden areas for photo opportunities.
- Welcome drinks which constitute of homemade lemonade and mint/lemon infused water. (Any other welcome drinks such as sparkling wine, fruit juice, beers and ciders are available, but for your own account)

GUEST CAPACITY

- Ivory Manor will accommodate a maximum of 130 guests.
- Waiters 1 x per 20 guests
- Barmen 1 x per 60 guests

CHILD-MINDING SERVICE

We offer child-minding facilities on-site. Please enquire about the availability and rates from your co-ordinator.

HOTEL SUITES

- Special flat room rate at R2550 double occupancy inclusive of a full breakfast. Please note that all 9 suites have to be booked when hosting your wedding at Ivory Manor as the noise factor does not allow us to accommodate any other guests on-site.
- Additional single beds are available for a child/children staying in the suites with their parents (with prior arrangement).
- A surcharge of R850 is charged for per child staying in the room which includes breakfast. Children 3 years and younger enjoy a complimentary stay in the pre-booked rooms.
- Complimentary honeymoon turn-down with a bottle of sparkling wine for the bridal couple.
- The bride and groom to enjoy a complimentary stay in the honeymoon style suite on their wedding night.

BREAKAGE DEPOSIT

A breakage deposit of R5000 is payable upfront. This is a refundable deposit should there be no damaged items or structural damage to the property. The R5000 will be refunded within 7 working days after the event.



GENERAL INFO

- A non-refundable deposit of R10,000 is payable within 7 days of your booking which will be adjusted against your final invoice.
 - All cancellations and/or changes have to be made in writing by the guest.
 - If the function is cancelled or postponed, the deposit will be forfeited.
 - The deposit received secures your date but cannot be transferred to another date without the written consent from the general manager/assistant general manager of Ivory Manor.
 - The outstanding amount on the quoted invoice will be payable 14 days prior to the event.
 - All final numbers have to be confirmed 14 days prior to the event.
 - Any additional expenses such as beverages, minibar charges, additional meals and sundry charges incurred during the stay and/or wedding will be payable in full prior to check out the day after the wedding.
 - Ivory Manor reserves the right of admission.
 - No smoking inside the buildings will be allowed.
 - No alcohol may be brought onto the premises by guests.
 - Wine may only be brought on site by the bridal couple for the wedding reception with prior arrangement by Ivory Manor Management. Corkage is only allowed on wines not available on our wine list.
- No fireworks allowed.
 - No paper confetti and streamers allowed – only biodegradable products allowed.
 - Ivory Manor, its owners, workers and any person employed for any function shall not be held liable for any damage or loss of guest/s' personal belongings or any injuries incurred whilst on Ivory Manor's premises.
 - The use of the swimming pool is entirely at own risk.
 - The swimming pool is not to be used after 22h00 at night.
 - Children will be allowed by discretion and prior arrangement. They should be supervised by an adult at all times whilst on Ivory Manor's premises.
 - Ivory Manor offers child-minding services with prior arrangement at pre-arranged rates.
 - The venue is available until 00h00 on the day of the wedding ceremony. A surcharge of R3,550 will be charged per hour thereafter starting at 00:15 of the hour.
 - Note that all extra guests (not staying at Ivory Manor), are responsible for their own breakfast bill should they wish to join the group for breakfast on the day of the wedding or day after. If accounts are not settled by the non-resident guest/s, it will be the Bridal Couple's responsibility to settle the outstanding amount.
 - Refer to the terms and conditions stipulated in the contractual agreement.



ACCOMMODATION

NUMBER

NAME

CATEGORY

1	Shades of Ivory	Deluxe
2	Periwinkle	Premier
3	Pebble Tapestry	Premier
4	Nightingale	Premier
5	Irish Mist	Premier
6	Spring Bling	Deluxe
7	Moonstone	Deluxe
8	Saffron	Premier
9	Blue Rhapsody	Deluxe

ACCOMMODATION INFO

SUITES ARE EQUIPPED WITH THE FOLLOWING

- A Nespresso machine and tea making facilities.
- Air-conditioning.
- A Room Safe
- A Hair Dryer
- Remote controlled TV & DSTV
- A fully stocked minibar
- An Ensuite bathroom with separate bath and shower

FEATURES AND FACILITIES

- On-site laundry service
- Pillow menu
- Porter services
- Turn-down service.
- 24-hour airport transfers available on request (T's & C's apply)
- Child-minding service
- Our five premier suites can accommodate an additional child's bed.

CHECK IN AND CHECK OUT TIMES

- Check in time: 14h00
- Check out time: 10h00
- Late check out available on request (T's & C's available)

We boast 9 individually decorated suites which can accommodate a maximum of 23 guests.

*Room Configurations:
Please enquire about
our room rates at
reception@ivorymanor.co.za*

ROOMS	NUMBER	ADD SINGLE	TWIN CONVERSION	SUPER
KING				
Deluxe Suites	4	No	4	4
Premier Suites	5	Yes	5	5

Weddings at Ivory Manor are Truly Magical

The wedding package allows you exclusive use of our venue, thus creating a home away from home feeling. As a bride and groom at Ivory Manor, you will be treated like royalty for the duration of your stay.

Start your wedding day with a scrumptious breakfast in your suite or in the beautiful Rose Garden with your groomsmen or bridesmaids. Savour the sound of laughter and merriment that fills the air as friends and family enjoy cocktails at the pool or in our beautiful Rose Garden whilst you are getting ready to walk down the aisle.

Our friendly staff will be at your service, porters receiving your guests at their cars, waiters ready to take care of their every wish and our management team that will effortlessly ensure that this memorable day be cherished forever.

Our luxurious suites with beautifully framed mirrors and crystal chandeliers create the perfect backdrop for your pre-wedding photos.

Ivory Manor's exquisite gardens offer a myriad of photo opportunities. The winding staircase that wraps around the featured chandelier in the foyer, the cluster of fairy lights across the property and the water cascading from the fountain are but a few of the features that adds a special touch to your wedding photographs.

There is a definitive progression that enhances your overall experience. After I-dos are said – guests are ushered to enjoy canapes or cocktail style starters and drinks in our charming Piazza. As live music fills the air and the bride and groom have embraced their sunset photoshoot, a lavish buffet or artfully plated main course is served in our Gallery. As the dance floor opens, our ever-popular mini dessert table will be set up. When the nightingale sings his crescendo, the gentlemen savours a single malt whiskey with a Cuban cigar in hand and bid the night farewell. The honeymoon turn down has been done and the bridal couple can enjoy a blissful night's rest in their super king bed with Egyptian cotton linen.

Waking up to enjoy a breakfast in one hand of the courtyards with friends and family reminiscing about the night before.

Ivory Manor is your dream wedding destination.





Gallery

CONTACT US

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