

# CONFERRNCING

at River Club St Francis Bay



**RIVER CLUB**  
ST FRANCIS BAY

# Welcome to River Club



Select River Club St Francis Bay, as the perfect location for your next corporate event. Whether organizing a boardroom meeting for 10 attendees or planning a grand gala dinner, awards evening, or a larger corporate gathering of up to 120 guests, River Club offers the ideal destination for all your event needs. Nestled in a breathtaking natural setting, our venue is complete with activities for team-building and recreation, ensuring that your event is both productive and memorable. Ideally situated to showcase the very best of St Francis Bay and its stunning surroundings, River Club provides an unparalleled environment to create the experience of a lifetime.

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## **Facilities and Services:**

River Club offers full-day and half-day conferencing options with three distinct venue spaces to meet your event requirements. The Boardroom & Lounge accommodates up to 40 guests, providing an intimate setting for strategic meetings or workshops. The Restaurant offers space for up to 60 attendees, combining exceptional dining with a professional atmosphere for larger gatherings.

For grander events, our River Club deck, with its capacity to host up to 120 guests, provides a versatile and inspiring environment for larger corporate functions. Each venue is designed to cater to a range of needs, from formal board meetings to expansive corporate celebrations, with the added benefit of activities for team-building and recreation to enhance engagement and strengthen connections.

# THE PACKAGE BREAKDOWN

FULL-DAY  
OR  
HALF-DAY

## Available venue areas

- ✓ Boardroom & Lounge: up to 40 guests
  - TV with HDMI/BLUETOOTH capabilities
  - 1 x 900mm x 450mm white board.
- ✓ Restaurant: up to 60 attendees
- ✓ River Club Deck: up to 120 guests

## Included in Venue hire

- ✓ Tables & Chairs
- ✓ Wifi facilities
- ✓ Bar
- ✓ Generator facilities

## Sourced per Technical Rider

- ✓ Projectors & screens
- ✓ Specialised AV equipment
- ✓ Additional sound equipment
- ✓ Notebooks, pens, mints, bottled water

## Full-Day Conferencing

- ✓ Arrival Refreshments: Filter coffee and tea service, Garnished water
- ✓ Arrival Snacks
- ✓ Midmorning Refreshments & Snacks
- ✓ Lunch & Refreshments
- ✓ Mid-afternoon Refreshments & Snacks
- ✓ Recreation or Team building activity
- ✓ Dinner & Refreshments

## Half-Day Conferencing

- ✓ Arrival Refreshments: Filter coffee and tea service, Garnished water
- ✓ Arrival Snacks
- ✓ Midmorning Refreshments & Snacks
- ✓ Lunch & Refreshments
- ✓ Recreation or Team building activity

# MENU AND CATERING



The Berries, our on-site restaurant, guarantees a top-tier dining experience for your conference. We offer a wide range of menu options, from elegant plated meals to buffet-style harvest tables, each customizable to suit your preferences and accommodate any dietary needs. Catering costs are separate from the venue hire, ensuring flexibility and a tailored experience for your event.



## STAFFING:

Our onsite staff are geared and ready to welcome you to River Club. In your package we provide the following:

### 01. Welcoming staff

Manning the refreshment station and showing guests to the chosen venue

### 02. Waiters for your event

All waiters are only booked for 10 hours. This must include an hour before your event starts and an hour after the venue closes. Should your event be longer than 10 hours, an additional fee per waiter per hour will be charged.

### 03. Barmen and Barista's

Beverage set-up for pre-drinks and event.

### 04. Back of house & cleaning staff

Our team will ensure that all areas are maintained throughout the event to ensure guest comfort.

# BOOK YOUR DATE:



**RIVER CLUB**  
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- To reserve your conference date, please email us with your details and the expected number of delegates.
- A booking fee, which will be quoted according to the required venue, is required to confirm your reservation, along with the signed terms and conditions.
- For initial inquiries or to schedule a venue viewing, please contact us during our business hours from Monday to Friday, 09h00 – 15h00, and Saturday, 08h00 – 11h00. Viewings are respectfully coordinated to ensure privacy for ongoing events.

Contact:

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