

# Ollivanders Estate

*Argus Venue Hire Only*  
*Wedding Package*

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2026



“Being someone’s first love may be great, but to be their last is beyond perfect.”



# ARGUS “VENUE HIRE ONLY” WEDDING PACKAGES

## *Picture Perfect Wedding*

Thank you for contacting Ollivanders Estate and allowing us the opportunity to introduce our gorgeous wedding venue, Argus, to you for your wedding day.

We have attempted to cover as much detail as possible to help in preparing for your magical day.

At Ollivanders, our primary goal is to ensure that your wedding is perfect in every way. In order to do this, we have created this information package which assists us to manage every aspect of the event ensuring that it runs smoothly from the very beginning to the end.

Argus Wedding Venue caters for up to 80 guests.

The Argus Venue Hire PACKAGE price is R18 700.00, *inclusive of VAT*, for a standard function of up to 80 guests.

This allows you to setup the day before between 8am and 5pm (if the venue is available), and clean up the next working day after the function. Therefore, if the wedding is on Saturday, clean-up is on Monday between 8 am and 5 pm. However, should there be a pre-arranged function booked on the Monday, then clean up will be on Sunday.

Our pricing structure works as follows for our [Wedding Venue Hire Only Packages](#).

Admin Fee : R8 000.00 (non refundable on cancellation / fully refundable after the wedding less any damages or losses)

Venue hire : R18 700.00 (only applicable for weddings of up to 80),

Cash Bar Service – R6 000.00 Sales Deposit required, all stock, glassware, service items and staff are included, Sales up to R6 000.00 will be refunded after the wedding date.

Catering – We have a renowned on-site caterer, Green Bean Cuisine, please contact her directly to book, or for more information. (Carole Nel: 083 236 1321)

If you wish to not make use of our catering or bar service, a surcharge will apply:

Bar Surcharge – R4 500.00

Catering Surcharge – R3 500.00

# INCLUDED IN YOUR WEDDING PACKAGE

- Bridal Dressing Suite on the day of the wedding.
- 1 Night Honeymoon Suite stay (excluding Breakfast)
- Argus ceremony and reception venue
- Rustic wooden ceremony arch
- Outdoor wooden benches for ceremony area
- Round 10 seater Tables
- Ceiling fairy lights in Reception Venue
- White Tiffany Chairs
- Champagne glasses on reception tables
- White Napkins
- Cake Table
- Round Outdoor Signing Table & Bench
- Gift Table
- White Napery
- DJ Table
- Standard Cutlery and Crockery
- Vintage Wooden Easel for seating plans (Printing not included)
- Setting, Clearing up and Cleaning of Venue
- Secure parking
- Free Wi - fi
- Horse for Photos (30 minutes)
- Back up generator (max 2 hours)

\*Items excluded from the package, at an extra charge:

- Bar Options; Cash Bar @ R6 000.00 sales deposit, OR a surcharge of R4 500.00.
- Corkage: Maximum x 1 bottle of champagne per table @ R75.00 corkage per bottle. No wine may be brought in, we are happy to purchase this for you.
- Waitstaff: waiters are charged per the number of guests, R8 00.00 per 20 guests
- Catering Surcharge, should you opt to not use Ollivanders in-house caterers, a surcharge of R3 500.00 will apply.



## OPTIONAL EXTRAS

The items listed below are offered by Ollivanders Estate at an additional charge.

- Wooden Tables and Tiffany Chair Package @ R50.00 per person.
- Wedding co-ordinator price on request.
- Tea & Coffee R25.00 per person
- Table Overlays and chair sashes
- Flowers and table decorations
- Confetti (must be Bio-Degradeable)
- Photographer, DJ and other vendors
- Wedding Cake
- Wedding Favours

## FINE PRINT

### VENUE HIRE

The Argus Venue Packages and Venue Hire Only stated above is for 8 hours from the start of the ceremony, should you wish to extend your wedding a surcharge of R2000.00 per hour will apply, with closing time being no later than midnight.

### BAR:

Ollivanders Cash Bar, a minimum of R6 000.00 (paid in advance) in cash sales is required. We will provide bartenders, ice, glasses and drinks. The R6 000.00 will be returned after the wedding, subject to the R6 000.00 in sales being reached. Should the sales be less than the R6 000.00 then the difference will be retained towards bar costs.

Please be aware that should you wish to opt for Ollivanders Cash Bar service, no outside alcohol will be permitted by your guests during your wedding. Guests bringing in their own alcohol will result in you forfeiting your full bar sales deposit and your venue hire admin fee. Should you wish to not make use of Ollivanders Cash Bar service, a surcharge of R4 500.00 will apply for a "Bring Your Own" option.



## CHILDREN

Please note that children are the responsibility of their parents or guardians. They are to be always supervised. Please bear in mind that we have a swimming pool and pond on the property and accept no responsibility for any accidents due to unforeseen circumstances. The pool area is out of bounds for children unless accompanied by their parents or designated caregivers. Ollivanders is also the home to an array of horses and dogs who you may come across on the property.

## PAYMENT OPTIONS

Payment may be made by means of cash or EFT prior to the function date. EFT details will be sent on receipt of a signed booking form. Payment terms are as follows:

- Admin Fee of R8 000.00 (non refundable on cancellation / fully refundable after the wedding less any damages or losses)
- 50% of the total balance payable 4 (four) months prior to the wedding date.
- 100% of the total balance payable 2 (two) weeks prior to the wedding date.

## GRATUITIES

Every effort is made to make your wedding the best day of your lives. Although gratuities are discretionary, the staff would be incredibly grateful if you would show appreciation for great service by leaving a gratuity with a member of the management team, who will share the gratuity with all the staff. Alternatively, with permission, a gratuity may be deducted from the admin fee prior to refund.

## ADMIN FEE

A admin fee amount of R8 000.00 shall be paid to confirm the booking.

This admin fee will be refunded within 5 to 10 working days after the wedding, only into a local South African bank account, less any costs which may have been incurred as a result of:

- Breakages
- Venue hire 8 hour limit (at R2 000.00 per hour after 8 hours)
- Corkage (charged at R75.00 per bottle - maximum of 1 champagne bottle per table)
- Non-payment of any accommodation of guests staying in the guesthouse.
- Balance on Cash bar sales
- Any costs for items, damaged, lost/stolen by any party invited onto Ollivanders Estate, including your guests and/or external service providers.
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Please note the bride and groom are responsible for the guests attending the wedding, as well as any external service providers they have hired, and their staff.

Payment of this admin fee secures your booking and wedding date. Please send your proof of payment to: [info@ollivanders.co.za](mailto:info@ollivanders.co.za)

# ADDITIONAL INFORMATION

## ACCOMMODATION

Please contact us for our guesthouse catalogue and pricing.

\*Please note there will be no switching of rooms allowed. The cottage you are booked into will be the cottage you stay in throughout your stay with us at Ollivanders Estate. This is to prevent any confusion created by mixing of rooms.

## CHECK-IN & CHECK-OUT

Check-in is from 14h00. If an early check in is requested, please arrange with Management. Check-out is at 10h00 on the day of departure. All accommodation payments must be made in full four weeks prior to guests' arrival (failure to ensure that full payment is received timeously will result in the booking being cancelled).

Please ensure that cottage keys are left in the cottage door prior to departure.

## COMMUNICATION

It is our aim to ensure that every wedding is perfect in every way. Please help us to ensure that there are no misunderstandings or miscommunication by corresponding with us via email. In this way we can keep an accurate record of your special requests and ensure that we are able to provide everything as discussed beforehand. Any decisions made telephonically / Whatsapp must be confirmed over email.

Please ensure you send us a completed Wedding Information Booklet (this will be sent to you) at least 2 weeks prior to your wedding date. It is our priority to ensure that your wedding is perfect. Without this completed document, we are unable to manage the wedding effectively.

## PHOTOGRAPHY

Photographers, bridal couples, and guests are welcome to take photos anywhere on the estate. Please note that any photographs taken on the estate may be used by Ollivanders and Happly for advertising purposes with credit given to the relevant photographer when applicable.

For any other queries, please have a look at our [FAQ Page](#) on our website.

*Get in touch:*



[www.ollivanders.co.za](http://www.ollivanders.co.za)



[info@ollivanders.co.za](mailto:info@ollivanders.co.za)



[Ollivanders Wedding](#)



[ollivanders\\_estate](#)



[+27 \(0\) 66 307 2917](tel:+27(0)663072917)

[+27 \(0\) 66 473 3947](tel:+27(0)664733947)

[Ollivanders Wedding  
&  
Conference Venue](#)

# CANCELLATION POLICIES

Should you cancel your wedding for any reason, please note that the admin fee is non refundable.

Should the wedding be cancelled, for any reason, between FOUR months before the wedding date, and TWO weeks prior to the wedding date, 50% of the total wedding value and the admin fee of R8 000.00 shall be forfeited.

In the event that the wedding is cancelled, for any reason, between TWO and ONE week (14 – 7 Days) before the date of the event, 75% of the total wedding value and the admin fee of R8 000.00 shall be forfeited.

In the event that the wedding is cancelled, for any reason, in the FINAL WEEK (7 days) before the date of the wedding date, 100% of the total wedding value excluding the admin fee of R8 000.00 shall be forfeited.

Should the wedding need to be postponed (for any reason), the couple has the option to postpone to the next available date of their choice. ALL confirmed details of the initial wedding date will be postponed to the updated date, including venue, catering, accommodation.

The couple will have to pay 50% of the wedding payment upfront and will have up to six months from the initial wedding date to confirm a new date. Should a new date not be confirmed before the end of this six-month period, the wedding will be cancelled and the client shall forfeit the 50% of the total wedding value as well as the R8 000.00 admin fee.

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Bride Name & Signature

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Groom Name & Signature

