

401

ROZENDAL

— STELLENBOSCH —

VENUE INFORMATION

Our **Cellar dining room** can comfortably seat **130 guests**. For bigger functions, we recommend that a Bedouin tent is added to our **Veranda** to seat **131 – 180 guests**. Our spacious lawn can accommodate even bigger crowds with a free-standing Bedouin or Marquee tent. In this case, our Venue manager/ On the day coordinator can recommend companies providing this service, but please note that the hiring cost of a Bedouin or Marquee tent will be for the client's own account.

VENUE FEES

Saturdays & Sundays:

Season	2019
Summer rate <i>(Jan – Apr, Oct – Dec)</i>	R 13 330 (incl.VAT)
Winter rate <i>(May – Sept)</i>	R 11 120 (incl.VAT)

Weekdays (Monday – Friday): 10% discount

Season	2019
Summer rate <i>(Jan – Apr, Oct – Dec)</i>	R 12 000 (incl.VAT)
Winter rate <i>(May – Sept)</i>	R 10 010 (incl.VAT)

Security deposit:

Please note that an additional refundable security deposit to the amount of R 3 000 will be charged two - three weeks prior to your function. The balance will be refunded **within one week** after the function.

VENUE FEE INCLUDES

- Set-up on the day from **9am until 1pm**; prior function day set-up from **9am until 4pm** (if no other function)
- Reception for **6 hours from 6pm until 12pm or 10am until 5pm**, thereafter an afterhours fee of **R 2 750 p/h** will be charged (only until 2am)
- Loft-style chapel with wooden benches
- Outside lawn area
- The veranda and garden area suitable for pre-drinks
- The cellar dining room for the reception
- Beautiful settings for photographs (vineyards, dam, garden, scenic mountain views)
- Set-up of tables and chairs in reception area
- Setting of tables in reception area (only cutlery, crockery and napkins; no stationery or décor)
- Cleaning of venue before and after function
- **Wooden rectangular** tables (1.2m x 2.4m), suitable to use with/without linen (**up to 130 pax**)
- **130 x** white bikini chairs
- Standard cutlery/crockery (**up to 130 pax**), glassware and white linen napkins
- Ice (bar, pre-drinks and reception)
- DJ-box with three-phase power supply
- Baby grand piano (not to be removed from venue)
- 2 x gas heaters (**gas excluded**)
- 2 x portable mist fans
- 5 x bags of fire wood (for fireplace or fire baskets)
- 3 x fire baskets (to create that cozy atmosphere)
- Restroom amenities (hand wash, lotion and hand paper towels)
- 10 x wine barrels (can be used as cocktail tables)

COMPULSORY ADDITIONAL FEES

- Catering; average R220-R300 per person for three course menus
- On the day coordination R 3 300
- Set up staff R 300
- Waiters (one waiter for every 15 guests) at R 400 per waiter
- Bartenders (one bartender for every 50 guests) at R 800 per bartender
- Bar runner (one per 100 guests) at R 400 per runner
- Breakdown staff R 600

- Staff meals R 60 per person (coordinator, waiters, bartenders and runner)
- *Please note that all the above fees are compulsory and non-negotiable
- *The above fees will be adjusted for **public holidays** and during the **festive period** (22 Dec – 4 Jan). Coordination and staffing costs will be 1.5 times the usual rate (excl. staff meals)

COMPULSORY ON THE DAY COORDINATION INCLUDES

- One final meeting prior to function (to assist with floorplan, timeline, set-up and bar arrangements)
- Set-up of all venue areas according to floorplan and timeline
- Liaising and coordinating with suppliers and staff on the day
- Work closely with the MC to ensure he/she is thoroughly briefed on the program and necessary announcements
- Compile and manage schedules to ensure everything runs on time prior and during the function
- Manage delivery and setup of suppliers
- Lighting of candles
- Work closely with kitchen to ensure the execution of the meal service
- Crisis management on the day
- Wrap up function, oversee that all collections are done on time, deal with venue queries and store items

VENUE FEE EXCLUDES

- Accommodation
- Styling, décor, flowers, stationery
- Tablecloths
- DJ and sound equipment
- Alcohol and beverages
- Generator
- Gas for gas heaters R 400 per bottle
- Additional wood at R 50 per bag (fireplace & fire baskets)
- And all other items not listed under: Venue fee includes

IN-HOUSE CATERING

We are fortunate to have Two Chefs, one of the winelands finest caterers, on board and happy to customize a menu suited to your style, taste and budget. Their main focus is exceeding the client's expectations with an unsurpassed culinary experience and their personal touch. Please contact Andre / Herman for a proposed menu and quote.



andre@twochefs.co.za

herman@twochefs.co.za



Andre: 082 833 3679

Herman: 082 552 4299

ACCOMMODATION ON SITE

We offer exquisite accommodation to ensure you and your guests enjoy the ultimate winelands experience. Please contact our Accommodation manager for more information and reservations.



accommodation@401rozendal.co.za



082 304 9990

BAR ARRANGEMENTS

We have a standard / fully stocked **cash bar service** available, but a capped or open bar can also be arranged. In case of the open bar option, full payment needs to be made upfront with a clearly specified limit and list of items to be covered.

Beverages for arrival and pre-drinks need to be pre-ordered and will be invoiced **two - three weeks** prior to your function. We regret **no own beverages** (alcoholic & non-alcoholic) are allowed on the premises.

To enhance the exclusivity of your celebration and add to the countryside experience, we offer our own **selection of wines**. Alternatively Spier's wines and MCC can be ordered directly through us. Should you wish to supply your own wines, a **corkage fee** of R 55 per 750ml bottle will be charged (**50% deposit** of total corkage fee to be paid upfront). The maximum amount of own wines (red, white and rose') allowed is equal to **half a bottle per person**.

BOOK THE VENUE

Please contact our Venue manager for more information and to schedule a tour of the venue.



marketing@401rozendal.co.za



082 304 9990

Deposit:

- 50% on venue hire (payable within seven days after receipt of invoice)
- R 5 000 on catering
- The cancellation policy is set out in the Mutual Agreement (received with formal Invoice)

****Please note:*** This letter serves as a guideline to provide you with basic information about our venue; it does not serve as a written quotation. All prices are subject to change.