

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 (1 Jan – 30 Apr, 1 Oct – 31 Dec)	R 13 330 (incl.VAT)
Winter rate (1 May – 30 Sept)	R 10 000 (incl.VAT)

Weekdays (Monday – Friday):

Season	2019
Summer rate (1 Jan – 30 Apr, 1 Oct – 31 Dec)	R 10 500 (incl.VAT)
Winter rate (1 May – 30 Sept)	R 8 500 (incl.VAT)

Refundable 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)
- Function for **6 hours from 6pm until 12pm or 10am until 5pm**, thereafter an afterhours fee of **R 3 000 p/h** will be charged (only until 2am)
- Loft with wooden benches
- Outside lawn area
- The veranda and garden area suitable for pre-drinks
- The cellar dining room
- Beautiful settings for photographs (vineyards, dam, garden, scenic mountain views)
- Set-up of tables and chairs in dining area
- Setting of tables (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 cosy 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 R 150 – R 250 pp. for three course menus
- On the day coordination R 3 000
- Set-up staff R 600
- Waiters (one waiter for every 15 guests) at R 500 per waiter
- Bartenders (one bartender for every 50 guests) at R 850 per bartender
- Bar runner (one per 100 guests) at R 500 per runner
- Breakdown staff R 600
- Parking attendant R 400
- Staff meals R 65 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 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
- Compile and manage schedules to ensure everything runs on time prior and during the function
- Manage delivery and set-up of suppliers
- 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
- Tablecloths / Table runners, styling, décor, flowers, stationery
- DJ and sound equipment
- Alcohol and beverages
- Generator (R 4 000 excl. diesel usage)
- 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 in the form of 5 self-catering cottages sleeping 2 guests each, and a farm house accommodating 8 people. 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 50 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 Marketing 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.

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