

# 401

## ROZENDAL

— STELLENBOSCH —

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### VENUE INFORMATION

Our **Conference room** seats up to 20 delegates boardroom style. **Cellar dining room** can comfortably seat **100 guests**. We require a **minimum** of 14 delegates.

### VENUE FEES

<i>Delegates</i>	<i>Venue Fee; Half-day Conference (08am – 1pm)</i>	<i>Venue Fee; Full-day Conference (08am – 5pm)</i>
20 - 100	<b>R 8 400</b> (incl. VAT)	<b>R 13 400</b> (incl. VAT)
14 - 19	<b>R 420 p/p</b> (incl. VAT)	<b>R 670 p/p</b> (incl. VAT)

### VENUE FEE INCLUDES

- **Full day Conference** from 8am to 5pm, thereafter an afterhours fee of **R 550 p/h** will be charged (only until 7pm) **OR Half day Conference** from 8am to 1pm, thereafter an afterhours fee of **R 550 p/h** will be charged (only until 3pm)
- The veranda and garden area
- Set-up of tables and chairs
- Free WIFI
- Coffee, tea, juice and water (on arrival, first break, second break, and third break)
- **Wooden rectangular** tables (1.2m x 2.4m), suitable to use with/without linen
- White bikini chairs (**up to 100 pax**)
- Standard cutlery/crockery (**up to 100 pax**), glassware and white linen napkins
- Cosy fireplace
- 2 x gas heaters (**gas excluded**) and 2 x portable mist fans
- Restroom amenities (hand wash, lotion and hand paper towels)

### COMPULSORY ADDITIONAL FEES

- Snacks on arrival R 40 - R80 p/p average
- Lunch R 150 – R 250 p/p average
- 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

\*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). Staffing costs will be 1.5 times the usual rate.

## VENUE FEE EXCLUDES

- Accommodation
- Projector, screen, notepads and pens (**we can arrange at additional cost**)
- Tablecloths / Table runners, styling, décor, flowers, stationery
- DJ and sound equipment
- Beverages not listed under inclusions
- Generator (R 4 000 excl. diesel usage)

## 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 1 000 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.