

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	R 10 000 (incl. VAT)	R 15 000 (incl. VAT)
14 - 19	R 500 p/p (incl. VAT)	R 750 p/p (incl. VAT)

VENUE FEE INCLUDES

- **Full day Conference** from 8am to 5pm, thereafter an afterhours fee of **R 1 500 p/h** will be charged (only until 7pm) **OR Half day Conference** from 8am to 1pm, thereafter an afterhours fee of **R 1 500 p/h** will be charged (only until 3pm)
- Bottled water (1 small bottle p/p)
- Coffee / Tea and Juice
- Set-up of tables and chairs
- Setting of tables (only cutlery, crockery and napkins; no stationery, or décor)
- Cleaning of venue before and after conference
- **14 x Wooden rectangular** tables (1.2m x 2.4m), suitable to use with/without linen
- **120 x** white bikini chairs
- Standard cutlery/crockery, glassware and white linen napkins
- Ice
- 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 firewood (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)
- On the day coordination
- Set-up and Breakdown staff
- Waiters

- Bartenders and Bar runner
- Parking attendant
- Staff meals (coordinator, waiters, bartenders, bar runner and parking attendant)
- Fairy light canopy in Foyer

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 them directly for a proposed menu and quote (info@twochefs.co.za / 021 881 3974).

VENUE FEE EXCLUDES

- Accommodation
- Catering
- 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 (**quoted on request**)

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.