

## CONFERENCE, MEETINGS, REMOTE OFFICE, AND WORKSHOPS

Tired of Zoom meetings with the kids and animals playing in the background? We have the perfect solution for your office/meeting/conference requirement!

401 Rozendal offers a space surrounded with vineyard and mountain views, the perfect scenery to get those creative juices flowing (especially after National Lockdown).

We have 3 different areas available:

**Venue's Lounge:** perfect for smaller meetings or conferences. The Lounge is equipped with WIFI, fireplace, patio, lush green lawns, and vineyard views! The area can be set up with cosy furniture or boardroom style for up to 20 people.

**Break-away house:** perfect for overnight meetings, team-building activities, brain-storming sessions or just for private meetings without the noise and distractions of the busy city. The house is equipped with WIFI, fireplace, 2 TV's, DSTV, braai area, 2 lounges, self-catering kitchen, dining room, 4 bedrooms, patio and lush green lawns, a pool and dam, with vineyard and mountain views. This house can sleep 8 people sharing or 5 singles. The meeting room/dining room can seat up to 10 people.

**Venue's Dining hall:** perfect for year-end functions, celebrations, team-building activities, or conferences. The venue is equipped with WIFI, licensed bar, patio, and lush green lawns, and 14 x wooden tables that can seat 8-10 people each. The venue can host a maximum of 200 guests "cinema style", or 100 guests boardroom style.

## VENUE FEES

### VENUE'S LOUNGE

<i>Delegates</i>	<i>Venue Fee; Half-day Conference (08am – 1pm)</i>	<i>Venue Fee; Full day Conference (08am – 5pm)</i>
0-20	<b>R 3 500</b> (incl. VAT)	<b>R 5 000</b> (incl. VAT)

### BREAK-AWAY HOUSE

<i>Delegates</i>	<i>Venue Fee; Half-day Conference (08am – 1pm)</i>	<i>Venue Fee; Full day Conference (08am – 5pm); including accommodation for 5 singles or 8 people sharing</i>
0-10	<b>R 4 000</b> (incl. VAT)	<b>R 7 500</b> (incl. VAT)

## VENUE'S DINING HALL

<i>Delegates</i>	<i>Venue Fee; Half-day Conference (08am – 1pm)</i>	<i>Venue Fee; Full day Conference (08am – 5pm)</i>
0-50	<b>R 6 500</b> (incl. VAT)	<b>R 12 500</b> (incl. VAT)
51-100	<b>R 12 500</b> (incl. VAT)	<b>R 25 000</b> (incl. VAT)

## VENUE FEE INCLUDES

- **Full day Conference** from 8am to 5pm, thereafter an afterhours fee of **R 1 000 p/h** will be charged (only until 7pm) **OR Half day Conference** from 8am to 1pm, thereafter an afterhours fee of **R 1 000 p/h** will be charged (only until 3pm)
- Bottled water (2 small bottles p/p)
- WIFI
- Mints on the table
- Coffee / Tea and Juice
- Set-up of tables and chairs
- **Wooden rectangular** tables (1.2m x 2.4m), suitable to use with/without linen
- White bikini chairs
- Standard cutlery/crockery, glassware and white linen napkins
- Ice
- 2 x Gas heaters (**gas excluded**)
- 2 x Portable mist fans
- 5 x Bags of firewood (for fireplace or fire baskets)
- Restroom amenities (hand wash, hand lotion and hand paper towels)
- On the day coordination
- Waitering staff

## 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](mailto:info@twochefs.co.za) / 021 881 3974).

## VENUE FEE EXCLUDES

- Accommodation (except with the Break-away house full day conference where accommodation is included for 5 singles or 8 people sharing)
- Catering
- Projector, screen, note pads 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

In addition to our Break-away house, we also have 5 self-catering cottages sleeping 2 guests each. 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 up front 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.