



# WELCOME

2019 Conference Packages

Landtscap is a conference venue like no other, with views of the surrounding wine lands and the Cape mountains. The venue is a complete treat when compared to the office.

Come and enjoy a day out in the Stellenbosch Winelands, where Landtscap is the perfect environment to learn and be inspired.

Landtscap offers four different conferencing packages. This is to allow for variation of our client conferencing needs.

We offer standard conference packages, as well as deluxe packages for those who want to experience more than just the standard conference.

We can accommodate 70 guests in a schoolroom setup, 90 guests in a U-shape formation, 200 guests in cinema fashion. Our roll-away partitions allow you to create an intimate board room environment, and our roll-up window blinds let you control the lighting for that sensational presentation.

## THE LANDTSCAP TEAM

## PINCUSHION PROTEA PACKAGE

**Full Day** Conference Package  
R545.00 per person excl. vat

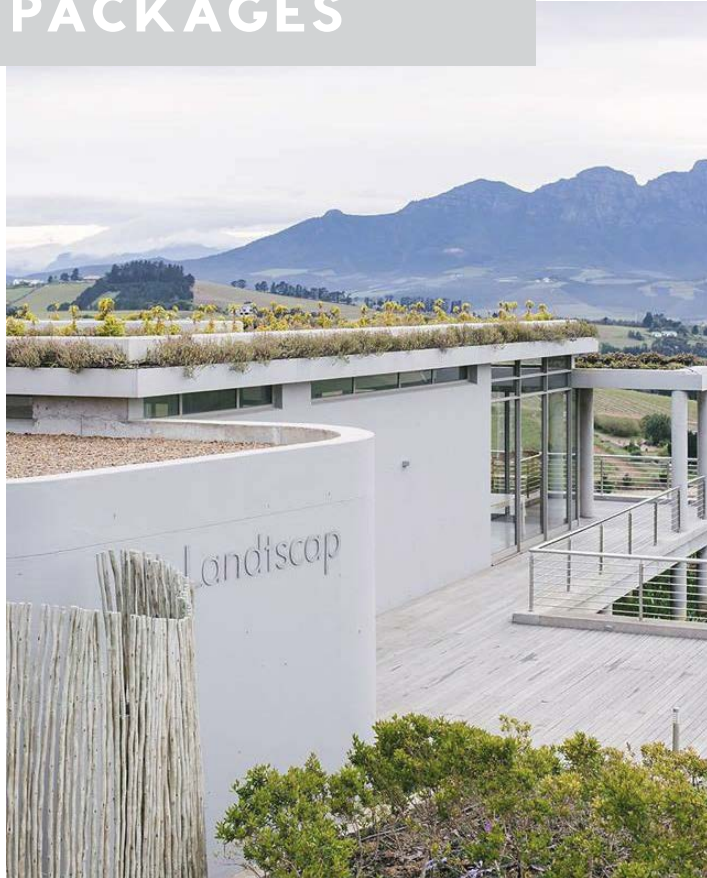
- Arrival tea & coffee, served with a selection of rusks and a seasonal fruit bowl.
- Mid-morning tea & coffee, served with a freshly baked pastry.
- Water jugs with seasonal fruit, available for the duration of the conference.
- Mints
- Light lunch, served with a homemade ice tea or homemade lemonade jug per 10pax.
- Linen napkins included for lunch service.
- Afternoon tea & coffee, served with a snack.
- Registration table.
- Flip chart & limited markers
- Podium (modern plinth).
- Conference duration 08:00 - 17:00.

## STANDARD CONFERENCE PACKAGES

ALL PRICES ARE EXCLUDING VAT



# STANDARD CONFERENCE PACKAGES



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## RED PROTEA PACKAGE

**Half Day** Conference Package  
R490.00 per person excl. vat

- Arrival tea & coffee, served with a selection of rusks and a seasonal fruit bowl.
- Mid-morning tea & coffee, served with a freshly baked pastry.
- Water jugs with seasonal fruit, available for the duration of the conference.
- Mints
- Light lunch, served with a homemade ice tea or homemade lemonade jug per 10pax.
- Linen napkins included for lunch service.
- Registration table.
- Flip chart & limited markers
- Podium (modern plinth).
- Conference duration 08:00 - 14:00.



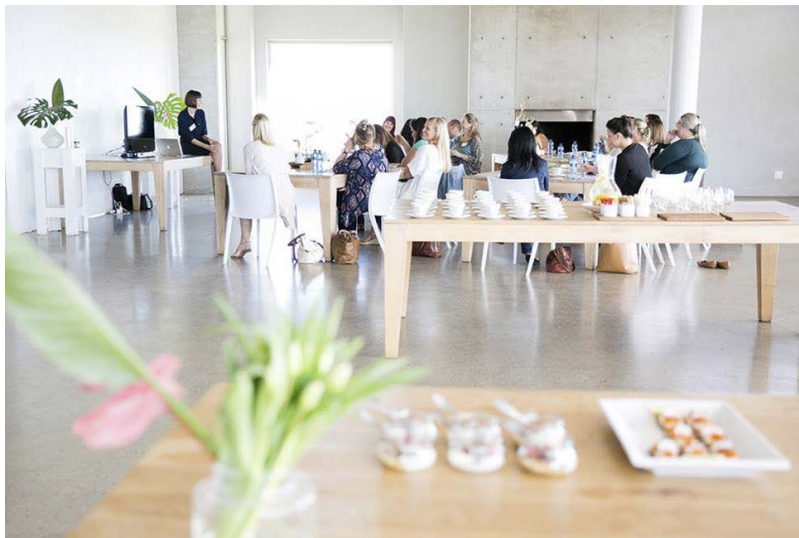
## DELUXE CONFERENCE PACKAGES

ALL PRICES ARE EXCLUDING VAT

### **KING PROTEA PACKAGE**

**Full Day** Conference Package  
R685.00 per person excl. vat

- Arrival tea, coffee & fruit juice, served with a selection of breakfast pastries.
- Mid-morning tea & coffee, served with a sweet & a savoury snack per person.
- Mints
- Two course luncheon, served with a complementary bottle of wine or a 1 litre bottle of sparkling water per 8 pax - To be enjoyed during the lunch break only.
- Linen napkins included for lunch service.
- Afternoon tea & coffee, served with a snack.
- Registration table.
- Flip chart & limited markers
- Podium (modern plinth).
- A5 Notepad & pencil per person.
- Wi-Fi (limited)
- Afternoon tea selection, served with a slice of cake on the deck (weather permitting)
- 2 Bottles (440ml) mineral water per person
- Conference duration 08:00 - 17:00.



## DELUXE CONFERENCE PACKAGES

ALL PRICES ARE EXCLUDING VAT



## PINK ICE PROTEA PACKAGE

**Half Day** Conference Package  
R625.00 per person excl. vat

- Arrival tea, coffee & fruit juice, served with a selection of breakfast pastries.
- Mid-morning tea & coffee, served with a sweet & a savoury snack per person.
- Mints
- Two course luncheon, served with a complementary bottle of wine or a 1 litre bottle of sparkling water per 8 pax - To be enjoyed during the lunch break only.
- Linen napkins included for lunch service.
- Registration table.
- Flip chart & limited markers
- Podium (modern plinth).
- A5 Notepad & pencil per person.
- Wi-Fi (limited)
- Afternoon tea selection, served with a slice of cake on the deck (weather permitting)
- 1 Bottle (440ml) mineral water per person
- Conference duration 08:00 - 14:00.

## LATE AFTERNOON COCKTAIL PARTY R200.00 excl. vat per person

- Minimum 40 pax
- 2 Cocktails per person
- Snacks – Tapas style

## LATE AFTERNOON WINE & CHEESE PLATTERS R180.00 excl. vat per person

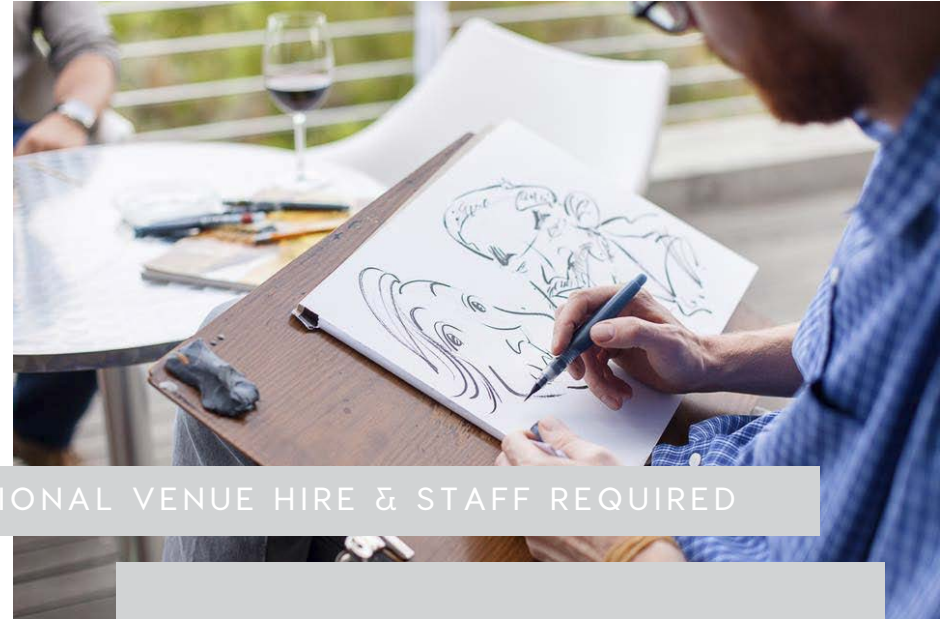
- Minimum 40 pax
- 2 Glasses of our house wine per person
- Cheese variety, served with fruits and savoury biscuits.

## LATE AFTERNOON MINI BURGERS & CRAFT BEERS R180.00 excl. vat per person

- Minimum 40 pax
  - 2 craft bottle beers per person
  - Canapé style mini burgers
- Minimum 60 pax
  - Stellenbrau beer on tap
  - Canapé style mini burgers

## LATE AFTERNOON BUBBLY & CUPCAKES R160.00 excl. vat per person

- 2 Glasses bubbly per person
- Mini flavoured cupcakes



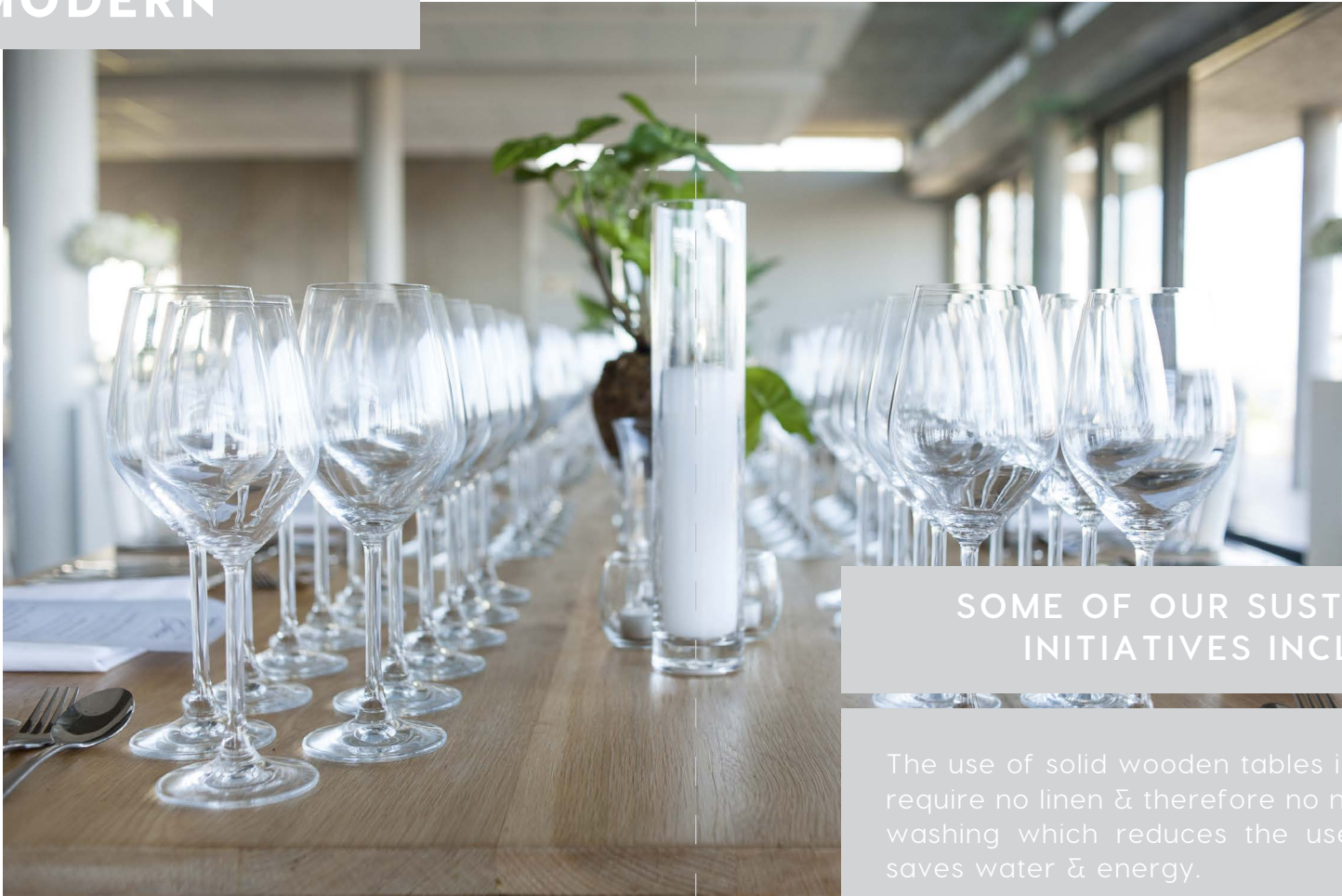
ADDITIONAL VENUE HIRE & STAFF REQUIRED

**ADDITIONAL  
AFTER CONFERENCE  
SERVICES**

### TAKE NOTE

- A maximum of hour overtime is included in the above packages.
- Overtime is available at a price of R2 500.00 excl. vat per hour.

## CLEAN · GREEN MODERN



### SOME OF OUR SUSTAINABLE INITIATIVES INCLUDE:

The use of solid wooden tables in our venue room require no linen & therefore no need for excessive washing which reduces the use of chemicals & saves water & energy.

Local fruit & vegetable produce.

Natural daylight in conference area.



# TERMS AND CONDITIONS

## SITE INSPECTIONS

- Site inspections are between 09:00-16:00 during weekdays & 09:00-12:00 on Saturdays strictly by appointment only.

## CONFIRMATION, CANCELLATION AND FINAL PAYMENT

- When a booking is made, that booking will provisionally secure a conference date for 14 days. 50% Deposit of the total conference cost is required within those 14 days to confirm a booking, failing thereof will result in cancellation of the booking.
- To confirm a booking, both a copy of the signed contract & confirmation of payment must be emailed to Landtscap: [info@landtscap.co.za](mailto:info@landtscap.co.za) / [events@landtscap.co.za](mailto:events@landtscap.co.za)
- A deposit becomes non-refundable 30 days from the reservation date.
- The balance is payable 7 working days prior to the event date.

## CANCELLATIONS ARE DETERMINED AS FOLLOWS:

- 90 days prior to event – 80% of deposit paid back to client
- 60 days prior to event – 60% of deposit paid back to client
- 30 days prior to event – 30% of deposit paid back to client

## AV EQUIPMENT

- We do not supply AV equipment. For AV assistance please ask a Landtscap team member for suitable supplier referrals.

## DAMAGES AND LOSS

- Landtscap will not be held responsible for any form of loss or damage to property or injury to any attendee of the function due to any item, equipment or third party sourced by the client.
- Landtscap charges a R2500,00 refundable deposit, this is for any breakages to Landtscap property during the duration of the conference. Breakages will be determined by Landtscap and charged accordingly to the client.





# TERMS AND CONDITIONS CONTINUED

## CONFIRMATION, CANCELLATION AND FINAL PAYMENT

- All rates are subject to change without prior notice
- All rates exclude 15% VAT
- All requirements need to be confirmed with the venue 7 working days prior to the event in order to ensure items are on the premises.
- Relevant additional costs are applicable in the event of drinks & meals being served longer than the time allocated.

## FOOD AND CATERING

- We offer our own in-house catering service.
- Should you require a menu different to the selection offered as part of the package, a possible surcharge is applicable.
- Our kitchen is not Halaal certified. Strictly Halaal meals can be arranged (minimum 10pax) with prior notice from renowned Halaal & Kosher suppliers. Please note surcharge applies.
- The menu will be approved by the client upon confirmation of the conference, 10 working days prior to the conference.
- Landtscap Chefs are to be used for all functions. Should you require Strictly Halaal or Kosher catering and would prefer to make use of your own caterer at our facilities, a kitchen hire amount of R4 000, 00 excl. vat will be charged.
- Please note that a menu surcharge applies to Saturdays, Sundays & Public Holidays. Please enquire with a Landtscap team member.



## DECOR

- Available on request
- A selection of forage from the farm, based on availability.
- Pricing:
  - R350, 00 excl. vat per table for the lunch setup (fuller look).
  - R180, 00 excl. vat per table for the conference setup (minimalistic).
  - R500, 00 excl. vat per large arrangement (Welcome/Registration table).



## BINDING UNDERTAKING

Please contact a Landtscap team member for a formal quotation of your chosen conference package.

Please indicate your acceptance of the agreement of the above mentioned Terms and Conditions, by signing in the space provided below.

Once completed, please e-mail this document and a copy of the proof of payment to [info@landtscap.co.za](mailto:info@landtscap.co.za) or [events@landtscap.co.za](mailto:events@landtscap.co.za) to confirm your reservation.

PLEASE INDICATE:

CREDIT CARD

EFT/DEPOSIT

NAME & SURNAME

POSTAL ADDRESS

EMAIL ADDRESS

MOBILE NUMBER

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CLIENT SIGNATURE

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LANDTSCAP REPRESENTATIVE  
SIGNATURE

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DATE