



Landscap

STELLENBOSCH VENUE

CONFERENCE PACKAGES

Conference in the Stellenbosch winelands on our fruit farm, with encouraging views and an experience to inspire and motivate your delegates.

Landscap offers conferencing for up to 200 delegates and a minimum of 60 delegates. The natural light and scenery are perfect for a day out of the office.

A 30 minute drive from the CBD of Cape Town and 25 minutes from Cape Town international airport, makes it easy to decide on a day at Landscap with colleagues, partners, or clients.

THE BREAKDOWN

OF WHAT WE'RE OFFERING

- Capacity:
 - * 200 delegates cinema style (max capacity)
 - * 97 delegates half- moon/ classroom setup
 - * 160 delegate banquet setup
- Customizable menus
- Climate control throughout the venue
- Block out roller blinds to ensure good visual of audio equipment if required.
- Wi-fi inclusive in all packages (download speed 20mbps)
- Down lights and feature lighting
- 16 designer oak tables (1.2m x 2.4m) and ghost chairs
- Audio-visual equipment: projector and screen
- Stationary inclusive of
 - * flipchart and markers
 - * notepads and pens
- Professional service staff throughout
- Break away deck and lawn area to ensure the views of the wine lands
- Close setting within Stellenbosch (10 minutes) and Cape Town (30 minutes)



CONFERENCE PACKAGES

KING PROTEA PACKAGE

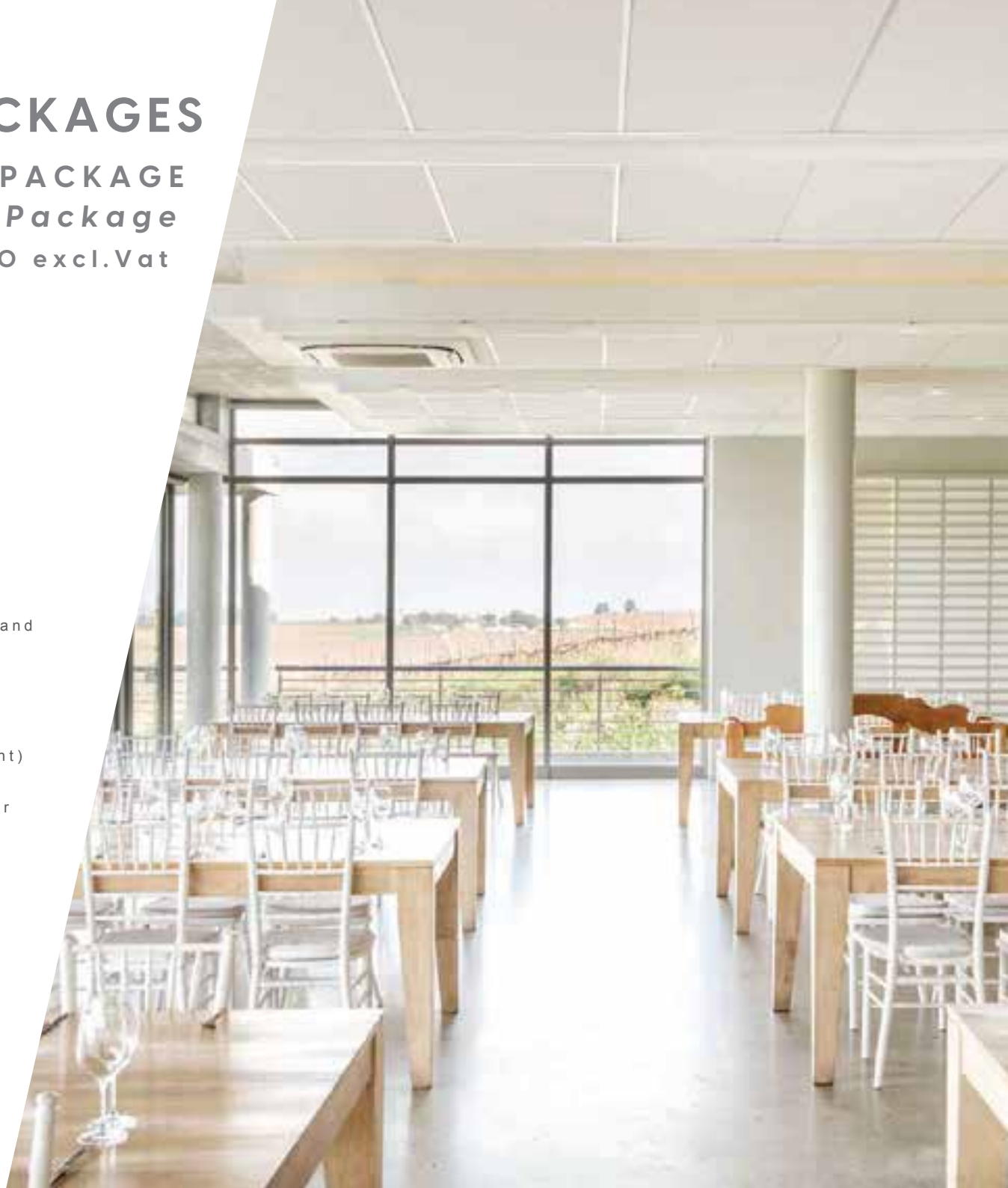
Full Day Package

@ R755.00 excl.Vat

Inclusive of the below:

- Filter coffee and a selection of specialty teas on arrival
- including a breakfast arrival snack*
- Mid- morning coffee, juice and tea selection including a Savoury snack
- Bowl food standing luncheon (a variety of warm and cold savoury dishes),
- including a soft drink per delegate*
- Still water included (2 bottles per person)
- Afternoon tea and coffee, including a sweet baked treat and pastry selection
- Registration table on welcome
- Four plinths, one to be used as a podium if required
- Flipchart, markers, pens and notepads inclusive
- Projector and screen (HDMI cable to be provided by client)
- Duration: 08:00am – 17:00pm
- Exclusive use of the venue, lawn, and deck area (weather permitting)
- Parking marshals
- Venue manager and service staff

**Dietary requirements will result in a surcharge of R350.00 p/person (Halaal/Kosher)*





PINK ICE PROTEA *Half Day Package*

@R705.00 excl.Vat

Inclusive of the below:

- Filter coffee and a selection of specialty teas on arrival including a breakfast arrival snack
- Mid- morning coffee, juice and tea selection including a Savoury snack
- Bowl food standing luncheon (a variety of warm and cold savoury dishes), including a soft drink per delegate
- Still water included (1 bottles per person)
- Registration table on welcome
- Four plinths, one to be used as a podium if required
- Flipchart, markers, pens and notepads inclusive
- Projector and screen (HDMI cable to be provided by client)
- Duration: 08:00am – 14:00pm
- Exclusive use of the venue, lawn, and deck area (weather permitting)
- Parking marshals
- Venue manager and service staff

**Dietary requirements will result in a surcharge of R350.00 p/person (Halaal/Kosher)*



AFTER CONFERENCE SERVICES

- Extension fee per hour **R5000.00** excl. vat and staff costs
(enquire for a quote/ availability)

- *Wine & Harvest platters (cheese and charcuterie)*

Local house wine selection and local cheese and charcuterie platters @**R280.00**pp excl. vat

- *Burger sliders and fries* -

Local craft beer selection and homemade slider selection @**R220.00**pp excl. vat

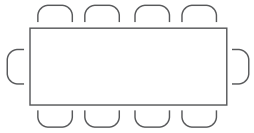
**Contact our team for more after conference ideas and services.*



POSSIBLE TABLE LAYOUTS

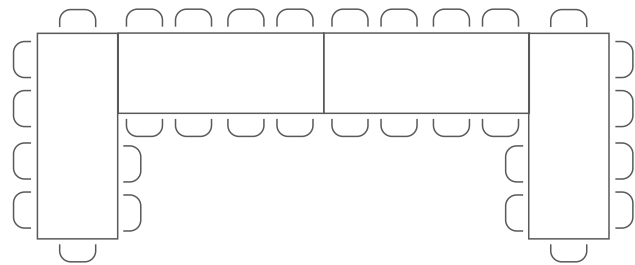
LAYOUT A

- Banquet Table Setting
- up to 160pax



LAYOUT B

- U Shape Table Setting
- up to 56 pax



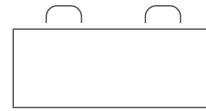
LAYOUT C

- Half moon table setting
- up to 96pax



LAYOUT D

- Classroom
- up to 32pax



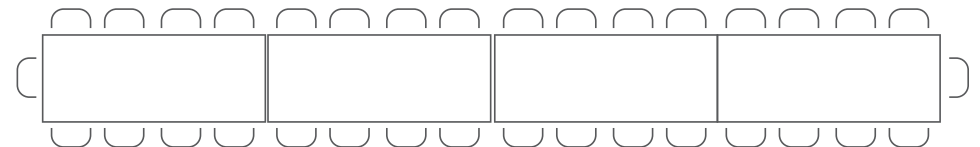
LAYOUT E

- Cinema Style (no tables)
- up to 200 pax



LAYOUT F

- Boardroom
- up to 128 pax (2 long tables of up to 60 pax per setting)



TERMS AND CONDITIONS

Site inspections/ viewings of the venue are by appointment only.

Office hours 09:00 – 17:00 (Mon to Friday)

Confirmation, Cancellation and Final Payment

- Provisional booking made for up to 14 days.
- Confirmation by signed agreement and 50% deposit
- Final payment 14 days prior to the event. Failing to make final payment within this timeline may result in cancellation.
- Confirmation of booking on signed agreement and payment receipt only.
- A deposit payment becomes non- refundable within 30 days of the reservation date

Cancellation calculations as follows:

- 90 days prior to the event – 80% deposit paid back to the client
- 60 days prior to the event – 60% deposit paid back to the client
- 30 days prior to the event – 30% deposit paid back to the client
- Less than 30 days prior to the event will result in loss of deposit paid

Damage 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 will not take responsibility for any events planned outdoors that are unable to occur due to weather/ natural circumstances.

*Landtscap cannot guarantee services outsourced by third party, such as WI-FI connectivity and the speed thereof.

- Landtscap charges a **R5000,00 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

AV Equipment

- Landtscap supplies a basic projector and projector screen
- HDMI cables and VGA cables to be supplied by the client
- Sound equipment to be supplied by the client. Enquire for AV supplier recommendations.
- No AV technicians/specialists included in our services.

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 R5 000, 00 excl. vat will be charged for conferences only.
- Please note that a menu surcharge applies to Saturdays, Sundays & Public Holidays.

**Please enquire with a Landtscap team member further menu enquiries.*



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 events@landtscap.co.za to confirm your reservation. A Landtscap team member will confirm the event booking once payment and this signed document are received in writing.

Payment accepted by EFT only

Event Details: _____

Client Name/ Company name: _____

Address: _____

Vat number: _____

Company registration number _____

Contact name & number: _____

Email address: _____

Event date: _____

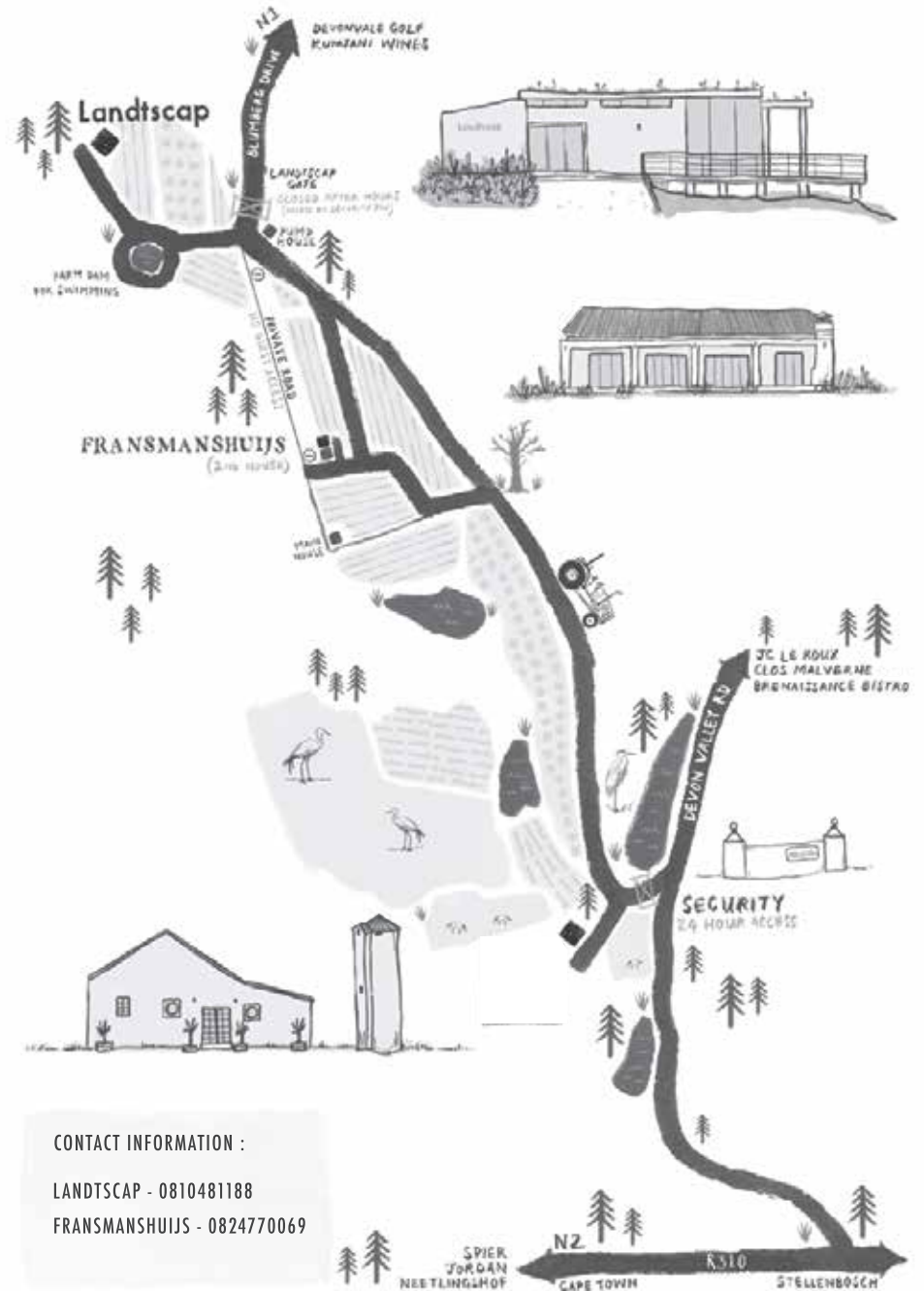
Event times: _____

Conference option: Full Day Half Day

I, _____ agree that the above information is correct and have read through the conference package as well as the terms and condition

Client signature _____ Landtscap representative signature _____

Date __/__/__



CONTACT INFORMATION :

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