



## Venue Information

### Introduction:

Our venue is nestled at the foot of the Platteklouf Hills, at the bottom of Lover's Lane, you will find us hidden away between our abstract metal and mortar walls!

This newly renovated facility is suitable for business meetings, product launches, conferences, team building sessions, training and workshops, Year End functions, food and wine tasting, engagement functions, weddings, cocktail parties, dinner parties and themed parties.

We offer a variety of Venue Package options and will also gladly customise a package to suit your specific requirements.

Should you have any special requests, please do not hesitate to contact our Events Co-ordinator:

Liza van Schalkwyk on 021 930 8465 or [liza@vinboho.co.za](mailto:liza@vinboho.co.za).

Our venue can accommodate 20 - 80 guests (seating capacity).

Free standing functions accommodate 80 - 120 guests.

### Our standard venue hire packages include:

- A selection of tables and chairs
- Entertainment system
- Outdoor facilities
- Restrooms





Additional charges incurred for:

Staffing

Table Linen

Glassware, cutlery and crockery

Decor hiring catalogue available on website [www.vinboho.co.za](http://www.vinboho.co.za)

Décor adds that extra touch to your wedding or special event, giving you the option to choose from a wide selection offered when planning your own event or utilising ours. At VinBoHo we offer a one stop service and remove the hassle of sourcing décor and equipment from various suppliers.

Should you require any equipment over and above the equipment included in the venue hire, please consult with us in order for us to liaise with our suppliers to quote you.

Our value added offers include the following:

Use of the venue for setup two (2) hours prior to the starting time of the function.

The exclusive use of the venue till 24:00.

Full setup of the venue according to client's requirements compiled on completed questionnaires/booking reservation forms.

Booking and Confirmation:

For a venue reservation at VinBoHo a minimum of 5 guests are required.

Where the guest attendance is below 5, the charge will still be made for 5 guests.

Confirmation of a reservation is required within seven (7) days after the initial enquiry was made.





The final number of guests must be confirmed seven (7) days prior to the function as per the maximum room capacity mentioned above.

Payment for the function will be according to the number of guests as per the seven (7) days confirmation.

Bookings will only be confirmed once the deposit has been paid and a signed copy of the reservation form has been sent to and received by VinBoHo.

On confirming a booking reservation, a Booking fee of 50% of the total quoted amount is payable to VinBoHo.

All functions must be paid in FULL 7 (seven) days prior to the event/function.

Payments can be made in cash or via electronic bank transfer.

Account Name: VinBoHo  
Bank; First National Bank  
Branch & Code N1 City (260217)  
Account Number: 62441774610  
Type: Current  
Reference: Date of Event, Surname: eg: (15/02/14 Van Schalkwyk)

Proof of payment of the above mentioned deposit must be emailed to [liza@vinboho.co.za](mailto:liza@vinboho.co.za) together with your name and surname, as reference.

