



*Excite • Inspire • Set Trends*

*Conferences & corporate events*

**The ideal place to meet**

## *Vinbohi – the perfect venue for your conference or corporate event!*

Nestled at the foot of the Platteklouf Hills, below Lover's Lane, is Vinboho, a cool, quiet and convenient conference facility that exemplifies a modern twist on the vintage era.

Our 'oasis' in Cape Town's northern suburbs, with its tranquil and spacious interiors, opens onto a lush garden. With recently renovated facilities, our venue is ideal for conferencing and corporate events.

From conferences, business meetings and product launches to team building, training sessions, workshops and year-end functions – we would be delighted to host it for you!

### *Our facilities*

Together with our conference venue, we have two indoor and several outdoor meeting areas – ideal for break-away meetings. All our indoor venues have **free Wi-Fi** for delegates to stay connected. We also have the back-up power of a **generator on stand-by** in case of load shedding.

#### **The equipment in our conference venue includes:**

- Data projector and electronic screen
- VCR video and surround sound audio
- CD and DVD player
- Panasonic 50" TV – various card reader options available
- Flipcharts and marker pens
- White board with marker pens
- Air conditioning
- Ice water and mints

Our venue has seating capacity for up to **40 delegates** and we can accommodate **50 to 80 delegates** at free-standing functions. For any additional set-up required, the venue will be available to you 30 to 60 minutes prior to your conference.

#### **Indoor areas**

- Cinnamon Empowering Area (conference venue)
- Coconut Purification Area (meeting area)
- Chilli Pepper Break Away Area (meeting area)

#### **Outdoor areas**

Our back garden can accommodate a marquee, which can be used for small expos and product launches.



## Conference packages

We offer half and full day conference package options. We can also customise a package to suit your specific requirements.

Our pricing includes venue hire, standard conference equipment, crockery, cutlery and glassware.

### Half-day conference packages

Conference	Price	Description	
<b>Morning half-day</b> 08:00 – 12:00  <i>(set-up: 07:00 – 08:00)</i> <i>(clear up: by 12:30)</i>	R250 pp	Arrival	Coffee, tea, fresh fruit juice and a daily selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice and savoury snacks.

<b>Morning half-day, including lunch</b> 08:00 – 12:00  <i>(set-up: 07:00 – 08:00)</i> <i>(clear up: by 12:30)</i>	R285 pp	Arrival	Coffee, tea, fresh fruit juice and a daily selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice and savoury snacks.
		Lunch	Finger lunch, selection of 8 snacks per delegate (menu available).

<b>Afternoon half day</b> 13:00 – 17:00  <i>(set-up: 12:30 – 13:00)</i> <i>(clear up: by 17:30)</i>	R250 pp	Arrival	Coffee, tea, fresh fruit juice and a daily selection of freshly baked biscuits and rusks.
		Late afternoon	Coffee, tea, juice and savoury snacks.



### Full day conference, including two-course lunch

Conference	Price pp	Description	
<b>Full day</b> 08:00 – 18:00  <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R325 pp	Arrival	Coffee, tea, fresh fruit juice and a daily selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice and savoury snacks.
		Lunch	Two-course plated lunch (main and dessert).
		Mid-afternoon	Coffee, tea, fresh fruit juice and pastries.

### Full day conference, finger lunch (snacks) and refreshment breaks (min of 10 delegates)

Conference	Price	Description	
<b>Full day A</b> 08:00 – 18:00  <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R355 pp	Arrival	Coffee, tea, fresh fruit juice and a daily selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice and daily selection of freshly baked muffins and scones.
		Lunch	Finger lunch, selection of 8 snacks per delegate (menu available).
		Mid-afternoon	Includes a selection of fresh fruit juice.

### Executive conference package

Conference	Price	Description	
<b>Full day B</b> 08:00 – 18:00  <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R420 pp	Arrival	<ul style="list-style-type: none"> <li>○ Your choice of a speciality coffee (cappuccino, espresso, latte etc), tea or fresh fruit juice;</li> <li>○ daily selection of freshly baked muffins and scones;</li> <li>○ selection of biltong, dried fruit and nuts in the conference venue.</li> </ul>
		Mid-morning	Speciality coffee, tea, fresh fruit juice and savoury snacks.
		Lunch	Three-course plated lunch (starter, main and dessert).
		Mid-afternoon	Speciality coffee, tea, fresh fruit juice and pastries.



## *Use of venue beyond stipulated hours*

If you require the venue for a period longer than the stipulated hours, an additional venue hire fee of R500 per hour or any part thereof will apply.

You will be required to remove all extra equipment, décor, banners, product displays etc by the stipulated time, unless you have made prior arrangements.

We will not be held liable for any missing items, losses and/or damages to any property that you leave at Vinboho without our consent.

## *Additional conferencing equipment and amenities*

At your request, we also can provide the following at an additional cost:

- Data projector: R450 per day
- Teleconference speaker phone: R450 per day
- Laptop computer: R400 per day
- Cordless microphone, PA system and speakers: R1 200 per day
- Mineral water (still/sparkling): R8.50/bottle
- Cordials (lime/passion fruit): R15/carafe (200ml)

## *Catering*

- We pride ourselves in presenting top quality food.
- Catering hours start at 08:00. If you require catering before 08:00, a courtesy fee of R250 will be added to your invoice.
- Breakfast is served from 08:00 – 11:30am and lunch from 11:30 – 15:00.
- Unfortunately, we do not have the facilities to cater for Halaal or Kosher delegates. Strictly Halaal or Kosher meals will therefore need to be purchased from preferred suppliers at an additional cost.
- Please specify any special meal requirements – ie vegetarian, Halaal or Kosher – at least 5 days prior to your function.
- We do not have a licensed bar facility. You may only provide your own wine and sparkling wine. A corkage fee of R25 per bottle (750ml only) applies to all wines and sparkling wines brought onto the premises.
- All fruit juices and non-alcoholic welcome drinks must be supplied by Vinboho.
- We have a strict 'no take-away' policy. No food, including leftovers, may be removed from the premises.



## *Event coordinator*

Our event coordinator will assist you at no additional cost to plan your conference or event, set up the venue as agreed and see that everything is in place for your event to run smoothly.

## *Transfers and transport*

For out-of-town visitors, we offer transfers from Cape Town International Airport to Vinboho.

- First passenger: R150 per trip, one way.
- For each additional passenger on the trip: R75 per passenger per trip.

### **Point-to-point Transfers & Chauffeur Drive services**

We can arrange transport for delegates from Vinboho to:

- The V&A Waterfront or Cape Town city
  - First passenger: R150 per trip, one way.
  - For each additional passenger on the trip: R75 per passenger per trip.
- N1 City, Tyger Valley or Canal Walk shopping centres
  - First passenger: R30 – R50 per trip, one way.
  - For each additional passenger on the trip: R10 per passenger per trip

## *Other reasons to use our venue*

- Vinboho is close to major traffic routes and less than 20 minutes' drive from Cape Town International Airport as well as the Cape Town city centre.
- There is off-street parking as well as parking on the premises.
- We also have 4 guest rooms to accommodate delegates who wish to stay over. Vinboho is Highly Recommended by the AA in the category Guest House - Dinner by Arrangement.

## *How to book*

Please complete our **Reservation Form**. To secure your reservation, we require a deposit of 50% of the total amount quoted.

## *Booking terms and conditions*

- A reservation must be confirmed within 7 days of the initial enquiry.
- At least **5 delegates** are required. If fewer than 5 delegates are attending, we will still charge for 5 delegates.
- The final number of delegates must be confirmed at least 7 days before a function.
- The final payment for the function will be for the number of delegates confirmed.
- All functions must be **paid IN FULL at least 2 days before** the function.



## *When should I book?*

The sooner you book, the better your chances of securing our venue. We take bookings up to a year in advance, which is perfect if you are planning an annual event or know the date of your conference long in advance.

## *What our guests say*

Please visit Trip Advisor or our Facebook page to see guests' comments on our facilities.

## *Contact us*

Please contact us if you have any questions or would like to see our facilities and venue. We would be delighted to discuss your plans with you and assist you to arrange a successful event.

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