



Excite • Inspire • Set Trends

Conferences & corporate events

The ideal place to meet

Vinboho – 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.

Our conference venue offers standard furniture and equipment:

- Tables and chairs
- Flipcharts (1 ream paper) and four marker pens,
- White board with four marker pens
- Limited free wireless internet
- Air conditioning
- Ice water and mints



Additional equipment or services for hire includes:

- Data projector and electronic screen
- VCR video and surround sound audio
- CD and DVD player
- Panasonic 50" TV – various card reader options available
- Halaal dietary requirement surcharge on package – R 150 per person.



Our venue has seating capacity for up to **40 delegates** and we can accommodate **50 to 80 delegates** at free-standing functions. We can also facilitate intimate meetings (minimum 5 delegates).

For any additional set-up required, the venue will be available to you 30 to 60 minutes prior to your conference at no extra charge.



Indoor areas

- Green lounge at reception area (break-away/meeting or meet-and-mingle area)
- Blue lounge (break-away/meeting area)

Outdoor areas

- Front patio (undercover, offering natural tranquil water features. Meet-and-mingle/break-away area).
- Back patio (includes lush garden with interesting corners, as well as dedicated smoking areas.

We can accommodate a marquee on our lawn, 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. We also offer equipment for hire (please refer to the above section, 'Our facilities').

Half-day conference packages

Conference	Price	Description	
Morning half-day 08:00 – 12:00 (set-up: 07:00 – 08:00) (clear up: by 12:30)	R295 pp	Arrival	Coffee, tea, fresh fruit juice, a selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice, sandwiches and a selection of sweet and savoury pastries.

Morning half-day, including lunch 08:00 – 12:00 (set-up: 07:00 – 08:00) (clear up: by 12:30)	R395pp	Arrival	Coffee, tea, fresh fruit juice, a selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice, sandwiches and a selection of sweet and savoury pastries.
		Lunch	Finger lunch, selection of 8 snacks per delegate (menu available).

Afternoon half day 13:00 – 17:00 (set-up: 12:30 – 13:00) (clear up: by 17:30)	R295 pp	Arrival	Coffee, tea, fresh fruit juice and a selection of freshly baked biscuits and rusks.
		Late afternoon	Coffee, tea, juice, sandwiches and a selection of sweet and savoury pastries.



Full day conference, including two-course lunch

Conference	Price pp	Description	
Full day 08:00 – 18:00 <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R475 pp	Arrival	Coffee, tea, fresh fruit juice and a selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice, sandwiches and a selection of sweet and savoury pastries.
		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	
Full day A 08:00 – 18:00 <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R455 pp	Arrival	Coffee, tea, fresh fruit juice and a selection of freshly baked biscuits and rusks.
		Mid-morning	Coffee, tea, juice, a selection of freshly baked muffins and scones.
		Lunch	A selection of 8 snacks per delegate (menu available).
		Mid-afternoon	Coffee, tea, fresh fruit juice and pastries.

Full day executive conference package

Conference	Price	Description	
Full day B 08:00 – 18:00 <i>(set up from 07:00)</i> <i>(clear up by 19:00)</i>	R520 pp	Arrival	Your choice of a speciality coffee (cappuccino, espresso, latte etc), tea or fresh fruit juice; daily selection of freshly baked muffins and scones; selection of biltong, dried fruits and nuts in the conference venue.
		Mid-morning	Speciality coffee, tea, fresh fruit juice and savoury snacks (sandwiches and a selection of sweet and savoury pastries).
		Lunch	Three-course plated lunch (starter, main and dessert).
		Mid-afternoon	Coffee, tea, fresh fruit juice and pastries.



Presentations

Price	Description
R50 pp	Includes venue usage for up to 2 hours. Additional charge for equipment and catering, according to requirements.

Client loyalty scheme

We offer facilitators an incentive on conference bookings, in appreciation of their continued support. Vouchers are provided, to the value of 5% of the value of the conference package/s you book with Vinboho between 1 January 2018 and 31 December 2018.

Vouchers may be redeemed as follows:

For beverages, venue hire and meals at any function booked between 1 January 2018 and 31 December 2018.

If your conference is booked towards year-end, we may extend the expiry date of your voucher by 6 months (into 2019).

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
- Laptop computer: R400 per day
- Mineral water (still/sparkling): R15/bottle
- Cordials (lime/passion fruit): R20/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 / surcharge at R150 per delegate.
- 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 limited guest parking on the premises.
- We also have 4 guest rooms to accommodate delegates who wish to stay over.
- Vinboho is rated as *Highly Recommended* by the AA in the category 'Guest House - Dinner by Arrangement'.

How to book

Please complete our **Booking 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 7 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 Google, 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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