



Excite • Inspire • Set Trends

Conferences & Corporate Events

General Information

About VinBoHo

The perfect Venue for your Conference or Corporate Event! Together with our Conference venue, we have two indoor and several outdoor meeting areas - ideal for any kind of break-aways or team-building sessions.

All our indoor areas have complimentary Wi-fi for delegates to stay connected.

We also have the back-up power of a generator which is on stand-by in case of any dreaded load shedding!

Our venue has a seating capacity for up to 40 delegates and we can accommodate 50-60 delegates for free-standing events. We can also facilitate intimate or executive meetings (Minimum requirement of 5 delegates).

Please note! Lockdown regulations and protocols are currently being enforced, until further notice.

For any additional set-ups required, the venue will be available to you 60 minutes prior to your Conference or Corporate Event at no additional charge.

Please ensure that all areas of the venue are cleared and vacant by no later than 17:30. Additional time can be arranged with prior written confirmation from Management.

You will be required to remove all extra equipment, decor, banners and product displays etc. before this time, unless prior written arrangement has been made with Management.

Indoor Areas

Our venue opens up onto a lush Green Lounge (fireplace lit up in winter), perfect for break-aways, meetings or meet-and-mingles. Our venue also opens up onto a Blue Lounge (fireplace lit up in winter), with a Smart TV interleading onto our Reeded Ceiling Patio and back Garden Area.

Outdoor Areas

Our Komorebi Front Patio, (As the name suggests in Japanese - "The interplay between light and leaves, when sunlight shines through the trees) with lush green private garden and water features, inter-leads into our conference - and Green Lounge areas.

Our Reeded Ceiling Patio with dashes of rustic elements and outside bar area inter-leads into our Blue Lounge and Conference areas.

This area also includes a dedicated out-side smokers corner.

Types of Corporate Events

Business meetings
Conferences
Executive AGM'S
Mini Expo's
Product launches
Team building
Training sessions
Workshops & Year-end Functions

Facilities (Included)

- Tables & chairs (natural wood finishes)
- Complimentary Wi-Fi
- Central air conditioning
- Mints
- Venue restrooms
- Tea, coffee and juice station
- Valpre still bottled water at no extra charge

Equipment (Included)

- Data projector (ceiling mounted)
- Projector screen (automated)
- Surround sound audio
- Flipchart (1 ream) with marker pens
- White board with marker pens (optional)
- Other equipment can be arranged at an additional fee.



Delegate Packages

*Personalized or specialised packages available upon request!

Half day – Excluding Lunch

R295 per person

8:00 - 12:00 OR 13:00 - 17:00

Arrival:

Coffee & tea

Fresh fruit juice

Selection of baked biscuits & slider rusks

Mid morning break session:

Coffee & tea

Fresh fruit juice

Selection of rolls, croissants, omelets, seasonal smoothies

Half day – Including Lunch

R395 per person

8:00 - 12:00 OR 13:00 - 17:00

Arrival:

Coffee & tea

Fresh fruit juice

Selection of baked biscuits & slider rusks

Mid morning break session:

Coffee & tea

Fresh fruit juice

Selection of rolls, croissants, omelets, seasonal smoothies

Lunch:

Served between 12:00 and 13:00

Finger lunch (See menu attached)

Selection of 8 snacks per person

Soft drinks & juice

Full day – Including Lunch

R495 per person

8:00 - 17:00

Arrival:

Coffee & tea

Fresh fruit juice

Selection of baked biscuits & slider rusks

Mid Morning Break Session:

Coffee & tea

Fresh fruit juice

Selection of rolls, croissants, omelets, seasonal smoothies

Lunch:

Two course lunch (See menu attached)

Plated or table feast style

Soft drinks & juice

Mid Afternoon Break Session:

Coffee & tea

Fresh fruit juice

Selection of sweet & savoury treats

Short Sessions / Meetings

R175 per person

2-3 hours

Minimum requirement: 5 Pax

Ideal for presentations, product launches

Short meetings

Coffee & tea

Fresh fruit juice

Selection of rolls, croissants & fruit

Extras

Extra morning snacks R50 per person

Extra afternoon snacks R50 per person

Copies R3 per copy (No colour)

Cakes R250

(To be pre-ordered)

Food & Beverages

Menu Options for the Packages Including Lunch

Prices are a guideline regarding the cost based on seasonal availability of ingredients.

Please Note: We are not a Restaurant / Coffee Shop and therefore design intuitive menus based on our guests budgets, preferences, personal requests and visions.

Please see our various menu options (attached separately) for your ease of reference.

Finger Snack Platters

Package: Half day Including lunch
Selection of any 8 of the following:

Soup shots with cheese sticks
Savoury deli rolls
Spring rolls
Mini pizzas
Mini home-baked quiches
Mini Wraps
Mediterranean meatballs
Chipolata sausages
Crackers, cheese & preserves
Fruit or vegetable skewers

Two Course Lunch

Package: Full day (Including Lunch)
Select 1 of the following:

"Plain Jane" chicken schnitzel & side salad or
Home made 100% beef burger & chips or
Chargrilled chicken & veg or
Chicken pot pie & veg or salad or
Beef schwarmas & rainbow coleslaw

Selection of sweet treats:
Mini cakes
Warm home made dessert
Build your own waffles and ice cream
(Variety of toppings)

Catering Information

All catering will be provided in-house, unless pre-arranged with Management. Please note a surcharge will be applicable in this instance. No own food and beverages may be brought onto the property.

Only pre-arranged wine corkage will be allowed. (R25 per 750 ml bottle)

We are able to cater for a variety of meal choices eg.: Breakfasts, Brunch, Cocktail- or Canapes Platters, Harvest(Grazing/Feast) Tables, 2 Course Plated, 3 Course Plated, Buffet and Private -or Spit Braai options.

Unfortunately, we do not have facilities to cater for Halaal or Kosher guests.

Strictly Halaal or Kosher meals will therefore need to be purchased from our preferred suppliers at an additional cost.

Charges incurred will be as follows:

- Halaal R150 per delegate
- Strict Halaal R185 per delegate
- Vegetarian R95 per delegate
- Gluten & Wheat free R105 per delegate
- Banting R105 per delegate

We have an In-House Chef who can prepare both Vegan and Vegetarian meals.

Please specify any special meal requirements or dietary preferences, by no later than 7 days prior to function date.

Please ensure to complete and return conference function sheet to us via e-mail at info@vinboho.co.za.

We do not have a Licensed Bar facility.

You may therefore only provide your own wine or sparkling wine. A corkage fee of R25 per bottle (750ml only) applies to all bottles brought onto the premises. All fruit juices and non-alcoholic drinks must be supplied by VinBoHo.

We have a strict 'NO take-away' policy. No food, including leftovers, may be removed from the premises.

Terms & Conditions

Booking Terms & Conditions

- No provisional bookings or holding of dates.
- Bookings are only confirmed once the proof of payment for the Non-Refundable Venue Booking Fee has been received.
- Outstanding invoice to be settled in full 7 days prior to the conference/event date.
- The final number of guests must be confirmed no later than 7 days prior to the conference/event date.
- Additional unannounced guests will unfortunately not be accommodated.
- Should a reservation be cancelled within 14 days of the pre-booked conference/event date, you may have the option to reschedule to another available date for both parties, alternatively, you will forfeit the prepaid venue booking fee.

General Terms & Conditions

- Right of admission reserved.
- Damages and breakages will incur extra charges, as deemed necessary by Management.
- Smoking is only permitted in designated outside areas.
- No additional equipment is permitted to be brought onto site, without prior written confirmation from Management.
- Additional suppliers of decor or equipment are required to make prior written arrangements for delivery and set up of such items, with Management.
- VinBoHo will not be held responsible for third party property loss or damage.
- Setup time is only permitted 1 hour prior to the conference/event start time. Additional hours required can be arranged with Management at a once off fee of R250 per hour or part thereof.
- No property or furniture of VinBoHo may be moved on or removed on or off-site at any stage.

Indemnity

- In the event of performance being frustrated or delayed by strikes, riots, lock-outs, trade disputes, weather, vis major Acts of God or any other cause not within the control of VinBoHo, it is agreed that VinBoHo shall not be held liable for any loss or loss of trade or profit as a result of such cause.
- Guest(s) attend this establishment at their own risk. The Proprietor, its Agent(s) or Employee(s) shall not be liable for and the Guest(s) hereby waive(s) and abandon any claim of whatsoever nature including, but not limited to that of theft, injury, loss or damage of whatsoever nature against the Proprietor's default, negligence or otherwise.
- The Guest(s) in addition to the aforesaid, hereby indemnify the proprietor against any claims which may arise from whatsoever nature, whether arising from Proprietor's default, negligence or otherwise.

Acknowledgement

- Payment of the venue booking fee constitutes that the booking terms & conditions have been read and agreed to.
- VinBoHo reserves the right to update the terms & conditions as deemed necessary.
- Please find the most recent version displayed on www.vinboho.co.za.

What to know about Lockdown

- Number of attendees - No more than 50 Individuals may be present on the day of function. This includes any staff or service providers that will be present at all areas of the property.
- Masks - All attendees must wear masks at all times.
- Hygiene stations - VinBoHo has ensured to make numerous sanitising stations available throughout the venue.
- Celebration Hours: Keep travel curfew times in mind for guests to ensure that they are able to reach their homes or destination before 00:00.
- Screening - It is compulsory to screen all attendees of the event before entering the function space. However if attendees have a temperature of over 38 degrees, entry onto the premises will not be allowed and guests will unfortunately be turned away.
- Visitors Health Questionnaire - All attendees will be required to complete a health questionnaire for visitors before gaining access to the property.

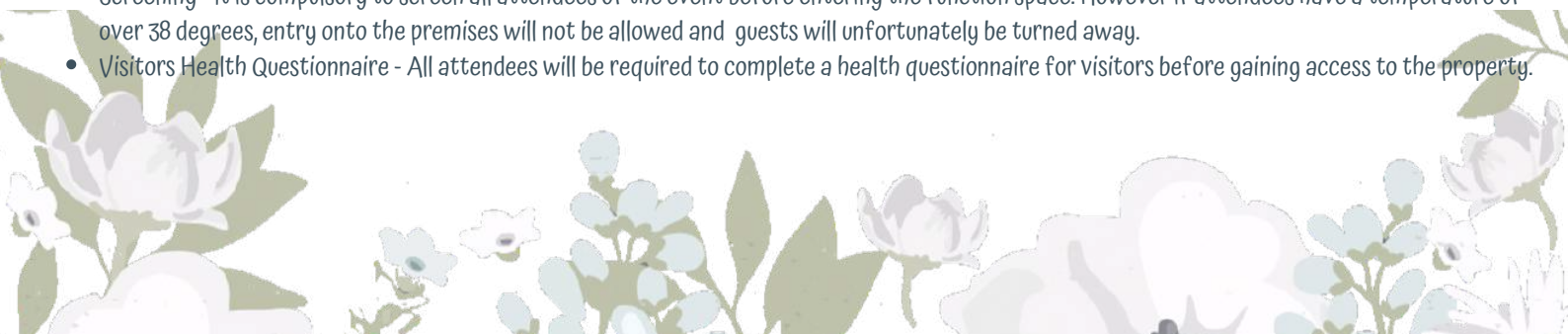


Photo Gallery

What You Can Expect & More...

