



Conferences & Corporate Events

General Information

About VinBoHo

The perfect venue to facilitate your Conference or Corporate Event!
VinBoHo offers an array of private break-away or team building session areas to choose from:

We offer two indoor and outdoor meeting areas - comprising of our Green Lounge, Blue Lounge, Komorebi- or Reeded Ceiling Patios

All areas offer complimentary Wi-fi for delegates to stay connected and updated at all times!

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

Our venue has a seating capacity for up to 30 delegates and we can accommodate 40-60 delegates for free-standing events. We can also facilitate intimate or executive meetings (Minimum requirement of 5 delegates).

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, décor, banners and product displays etc. before this time, unless prior written arrangement has been made with Management.

Discover the benefits ...

Accessing a global network of professional meeting rooms for :

Business / Board meetings

Conferences

Executive AGM'S

Interviews

Meeting & strategy planning

Product launches

Team building and training sessions

Workshops & Year-end Functions



General Information

Indoor Areas

Our venue opens up onto a versatile Green Lounge area, which literally brings the outdoors in without, the elements, and is filled with natural light. It has ample seating (leather and other couches and a intriguing coffee table with chandelier, as well as a coffee counter which is used for our tea, coffee and juice station set-ups. There is also a cosy fireplace, which is lit up in winter months. Perfect and private for use of break-away, micro meetings or even meet-and-mingles. Our venue also opens up onto a Blue Lounge, which has a smart TV (sound system for background music) and built in braai, which is also used as a fireplace in winter.

Outdoor Areas

Our Komorebi Front Patio, (of which 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, which inter-leads into our more formal yet, still quirky and mindful conference - and Green Lounge areas.

Our Blue lounge indoor area inter-leads onto our Reeded Ceiling Back Patio area, with dashes of natural and rustic elements, which in turn flows onto our outside garden and bar area's. This area also includes a dedicated out-side smokers corner.

Facilities (Included)

- Tables & chairs (natural wood finishes)
- Complimentary Wi-Fi
- Central air conditioning
- Sweeties or Mints
- Venue restrooms
- Tea, coffee and juice station
- Bottled still or sparkling water
- no interruptions caused due to load shedding

Equipment (Included)

- Data projector (ceiling mounted)
- Projector screen (automated)
- Plug-in Video conference calling system including audio sound
- Flipchart with marker pens
- White board with marker pens (on request)
- Other equipment can be pre-arranged at an additional fee.



Delegate Packages

*Personalized or specialized packages available upon request!

Half day – Excluding Lunch

R345 per person

8:00 - 12:00 OR 13:00 - 17:00
Minimum requirement: 5 Pax

Arrival:

Coffee & tea station
Fresh fruit juice station
Selection of biscuits & slider rusks & fruit

Mid morning break session:

Coffee & tea station
Fresh fruit juice station
Selection of rolls or croissants, omelettes, seasonal fruits,
granola and yogurt cups

Half day – Including Lunch

R445 per person

8:00 - 12:00 OR 13:00 - 17:00
Minimum requirement: 5 Pax

Arrival:

Coffee & tea station
Fresh fruit juice station
Selection of baked biscuits & slider rusks

Mid morning break session:

Coffee & tea station
Fresh fruit juice station
Selection of rolls or croissants, omelettes, seasonal
fruits, granola and yogurt cups

Lunch:

Served between 12:00 and 13:00
Finger lunch (See menu attached)
Selection of 8 snacks per person
Soft drinks or Apple-/grapetizer

Full day – Including Lunch

R545 per person

8:00 - 17:00
Minimum requirement: 5 Pax

Arrival:

Coffee & tea
Fresh fruit juice
Selection of baked biscuits & slider rusks

Mid Morning Break Session:

Coffee & tea
Fresh fruit juice
Selection of savory rolls or croissants, omelettes,
seasonal fruit skewers, yogurt & granola cups, mini
pancakes

Lunch:

Two course lunch (See menu attached)
Plated or table feast style
Apple- or grape-tizers

Mid Afternoon Break Session:

Coffee & tea
Fresh fruit juice
Selection of cheese crackers, preserves and meats

Short Sessions / Meetings

R225 per person

2-3 hours

Minimum requirement: 5 Pax
Ideal for presentations, product launches
Short meetings

Coffee & tea

Fresh fruit juice

Selection of savory rolls or croissants or mini omelettes
and beef or pork chipolatas & fruit and yogurt

Extras

Extra morning snacks R50 per person
Extra afternoon snacks R50 per person
Copies R3 per copy (No color copies)
Cakes R550 (To be pre-ordered 7 days in advance)
or selection of cupcakes R30 each

Menu Options for the Packages Including Lunch

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 6 of the following:

Soup shots with cheese sticks
Savoury deli rolls
Selection of pancakes
chicken strips
hake nuggets
Mini pizzas
Mini home-baked quiches
Mini Wraps
Mediterranean meatballs and pitas
Chipolata sausages
Crackers, cheese & preserves
Fruit or vegetable skewers

Two Course Lunch

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

Beef shawarma's & rainbow coleslaw or
Home made 100% beef burger & chips or
Rich Shortrib Ragu or
Asian Pork, mushroom and broccolli stew
Chargrilled chicken & veg or
Chicken pot pie & veg or salad or
"Plain Jane" chicken schnitzel & side salad or
chicken curry nachos with coconut dip
baked butternut and gorgonzola risotto

Selection of sweet treats:

Mini cup cakes
Warm home made dessert
Build your own waffles and ice cream
(Variety of toppings)

Catering Information

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

No own food and beverages may be brought onto the property.

We are also 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 - please inquire about our personalised menu options

Please specify any special meal requirements or dietary preferences, by no later than 10 days prior to function date.

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

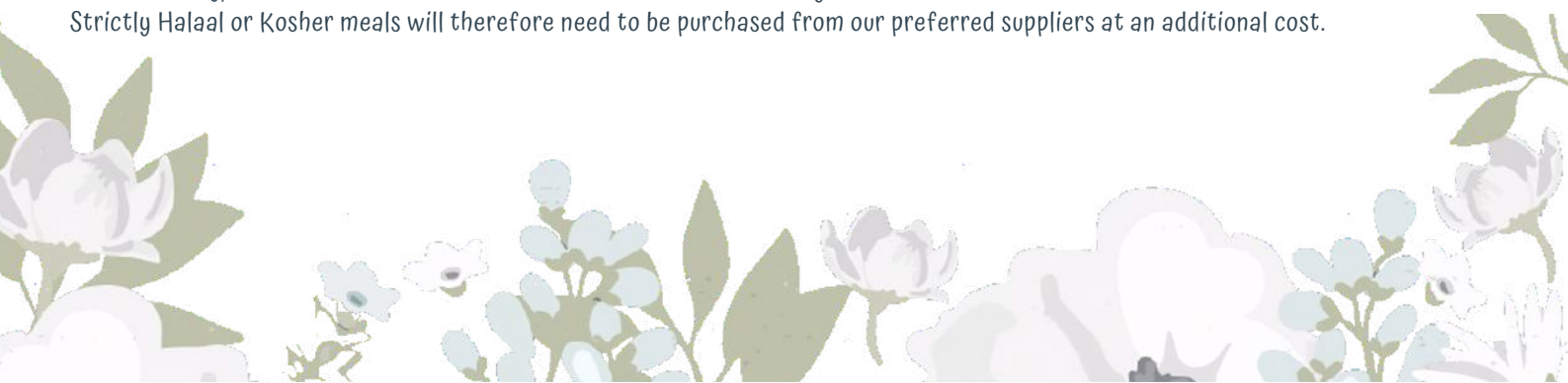
All catering will be provided in-house, unless pre-arranged with Management. Please note a R125 per person surcharge will be applicable.

Specialised Dietary requirements will incur additional charges as follows:

- Halaal R150 per delegate
- Strict Halaal R185 per delegate
- Vegetarian R95 per delegate
- Vegan R145 per person
- Gluten & Wheat free R105 per delegate
- Banting R105 per delegate

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.



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, 10 working days prior to the conference/event date.
- Payment of our invoice will deem our Terms and Conditions as being READ and ACCEPTED on receipt of the proof of payment or credit card details.
- Function sheets are to be completed and emailed back to events@vinboho.co.za, 10 working days prior to your conference/event date.
- The final number of delegates must be confirmed no later than 10 working days prior to your conference/event date.
- Additional unannounced delegates 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 by Management.
- Damages and breakages will incur extra charges, as deemed necessary by Management.
- No property and furniture of VinBoHo may be moved on or removed offsite at any stage.
- 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.
- Parking bays are on a first come first serve basis - additional 2 parking bays on the curb between no 30 and start of no 28's palisade fence. Balance off street - normal road rules and regulations apply.
- Smoking is only permitted in designated outside areas.

It remains the clients responsibility to supply VinBoHo with signed booking and indemnity; T's & C's forms as well as conference/event function sheets, in a timeous manner, to ensure a hassle-free conference/event.

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.

Death, Loss or Injury

- VinBoHo will not be held responsible for any death, loss or injury incurred at any conference or event at their venue.



Terms & Conditions

Cancellation Policy

- We have a NO refund policy.
- We will reconsider rescheduling of dates in extreme circumstances
- We will seek compensation for any cancelled bookings that cannot be re-booked.
- Bookings will automatically be cancelled if the deposit is not received by the due date., as we can unfortunately not hold any potential dates .

Other Terms & Conditions

- Please consider other guests and keep the noise levels to a minimum at all times. Should the guest(s) behave in such a manner, which is not acceptable by civilised standards, the guest(s) may be asked to vacate the premises.
- Children at conferences/events are the sole responsibility of their parents/caregivers/facilitators.
- The above matter is to be adhered too at all times. NO Children will be permitted to wonder around on the premises without adult supervision.
- Children or visitors/guests that are wondering around outside the permitted areas will be asked to vacate the premises, as they will be invading the privacy of the Guest-house occupants.
- VinBoHo will therefore not be held financially or physically responsible for any client, guest, children and/or loss of personal items at an event or venue. It is the risk of the client concerned.
- Before completing the booking form kindly be aware that the owners pets live on the property and this should be taken into consideration should a guest(s) have allergies or a fear of animals.
- Please ensure front gate at reception is closed after entering, as a gesture of safety precautions towards other guests.

We do not have a Licensed Bar facility.

You may therefore only provide your own wine or sparkling wine. A corkage fee of R40 per bottle (750ml only) applies to all bottles brought onto the premises. Only pre-arranged champagne/wine corkage will be allowed. Beers & ciders FOC.

All fruit juices and non-alcoholic drinks must be supplied by VinBoHo.

We have a strict 'NO TAKE AWAY' policy due to Insurance Policy requirements.

No food, including leftovers, may be removed from the premises under any circumstances. Please advise your guests to also adhere to these terms, to avoid unpleasant situations.

Payment of our invoice will be deemed as accepted as you have read and agreed to all of our Terms and Conditions.

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.



Photo Gallery

What You Can Expect To See & More...

