



# Landscap

STELLENBOSCH VENUE

## CONFERENCE PACKAGES

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Conference in the Stellenbosch winelands on our fruit farm, with encouraging views and an experience to inspire and motivate your delegates.

Landscap offers conferencing for up to 200 delegates and a minimum of 60 delegates. The natural light and scenery are perfect for a day out of the office.

A 30 minute drive from the CBD of Cape Town and 25 minutes from Cape Town international airport, makes it easy to decide on a day at Landscap with colleagues, partners, or clients.

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# THE BREAKDOWN

## OF WHAT WE'RE OFFERING

- Capacity:
  - \* 200 delegates cinema style (max capacity)
  - \* 97 delegates half- moon/ classroom setup
  - \* 160 delegate banquet setup
- Customizable menus
- Climate control throughout the venue
- Block out roller blinds to ensure good visual of audio equipment if required.
- Wi-fi inclusive in all packages (download speed 20mbps)
- Down lights and feature lighting
- 16 designer oak tables (1.2m x 2.4m) and ghost chairs
- Audio-visual equipment: projector and screen
- Stationary inclusive of
  - \* flipchart and markers
  - \* notepads and pens
- Professional service staff throughout
- Break away deck, lawn and lower terrace areas to ensure the views of the wine lands
- Close setting within Stellenbosch (10 minutes) and Cape Town (30 minutes)



# CONFERENCE PACKAGES

## KING PROTEA PACKAGE

### *Full Day Package*

@R920.00pp excl.vat

***Inclusive of the below:***

- Filter coffee and a selection of specialty teas on arrival *including a breakfast arrival snack:*
- Mid- morning coffee, juice and tea selection including a Savoury snack
- Bowl food standing luncheon (a variety of warm and cold savoury dishes),
  
- including a soft drink per delegate:*
- Still water included (2 bottles per person)
- Afternoon tea and coffee, including a sweet baked treat and pastry selection
- Registration table on welcome
- Four plinths, one to be used as a podium if required
- Flipchart, markers, pens and notepads inclusive
- Projector and screen (HDMI cable to be provided by client)
- Duration: 08:00am – 17:00pm
- Exclusive use of the venue, lawn, and deck area (weather permitting)
- Parking marshals
- Venue manager and service staff

*\*Dietary requirements will result in a surcharge (Halaal/Kosher)*





## PINK ICE PROTEA *Half Day Package* @R850.00pp excl.vat

*Inclusive of the below:*

- Filter coffee and a selection of specialty teas on arrival including a breakfast arrival snack
- Mid- morning coffee, juice and tea selection including a Savoury snack
- Bowl food standing luncheon (a variety of warm and cold savoury dishes), including a soft drink per delegate
- Still water included (1 bottles per person)
- Registration table on welcome
- Four plinths, one to be used as a podium if required
- Flipchart, markers, pens and notepads inclusive
- Projector and screen (HDMI cable to be provided by client)
- Duration: 08:00am – 14:00pm
- Exclusive use of the venue, lawn, and deck area (weather permitting)
- Parking marshals
- Venue manager and service staff

*\*Dietary requirements will result in a surcharge  
(Halaal/Kosher)*



# LANDTSCAP SPACES

Landscap is divided into several versatile areas, providing ample opportunities for creative concepts, and enabling the hosting of various events in distinct spaces within the same venue.

## LANDTSCAP – INDOOR RECEPTION VENUE

The main venue is characterized by its modern, contemporary, and versatile design. This space offers a wonderfully neutral palette of raw surfaces and organic elements, allowing it to adapt seamlessly to the style of your event.

We offer spacious designer oak tables that seat 10 guests comfortably at a table, unique crockery pieces and elegant glassware for up to 160 guests to enjoy at the event reception. The main bar centered to the back side of the venue, spacious bathrooms, climate controlled and dimmable lighting and block out blinds, are included in the spoils of the space. The deck is wrapped around the front of the venue, where sunset is celebrated.

## VISTA – MAIN LAWN AREA

The lawn area is the perfect space to have an open-air event or early morning/late-afternoon outdoor function. It overlooks the magnificent mountains surrounding Landscap and is easily accessible from the main indoor area and wooden deck area.

## WELKOM TUINEN – ENTRANCE & SIDE GARDEN

The enchanting indigenous welcoming gardens provide the perfect backdrop for greeting your guests as they transition to the Landscap indoor area. Here, you can offer a warm welcome with refreshing drinks and the option to partake in activities during the welcome festivities.

## HOUTEN DEK – DECK

The deck overlooks the magnificent mountains surrounding Landscap. It is easily accessible from the main indoor area and leads onto the main lawn area, it is the perfect spot for pre-function drinks and breaks in between the busy event schedule on a beautiful day. We include outdoor furniture for the deck area for guests to relax on whilst enjoying the views and thirst-quenching beverages. The furniture ranges from benches, ottomans, coffee tables and chairs and a few cocktail tables, and umbrellas.

## HABITAT – OPEN SPACE AND TERRACE

The Habitat is a hidden gem, positioned perfectly and discreetly beneath the main reception venue, offering even more of the magnificent view. The open-air, undercover space leads to a beautiful lawn, which is perfect for break-away, luncheon, cocktail setups and activities away from the main reception venue. The space has its own bathrooms as well as a bar and service area.

It can be a perfect backup for a windy or rainy day for outdoor festivities.



# AFTER CONFERENCE SERVICES

- Extension fee per hour **R5000.00** excl. vat and staff costs  
(enquire for a quote/ availability)

- **Wine & Harvest platters (cheese and charcuterie)**

Local house wine selection and local cheese and charcuterie platters @**R350.00pp** excl. vat

- **Burger sliders and fries** -

Local craft beer selection and homemade slider selection @**R275.00pp** excl. vat

- Additional offerings also available:

canapes, bowl foods, pizza, braai stations, wines, beers, ciders and spirits.

*Minimum charge of R275.00pp excl. vat per person for "After conference events"*

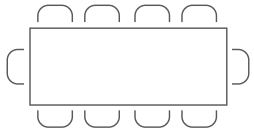
*(menus and beverages). Excluding staff and overtime costs.*



# POSSIBLE TABLE LAYOUTS

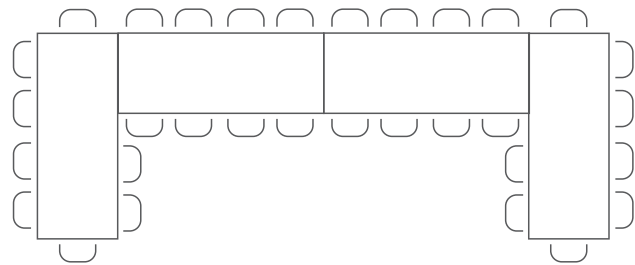
## LAYOUT A

- Banquet Table Setting
- up to 160pax



## LAYOUT B

- U Shape Table Setting
- up to 56 pax



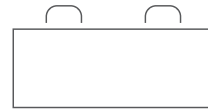
## LAYOUT C

- Half moon table setting
- up to 96pax



## LAYOUT D

- Classroom
- up to 32pax



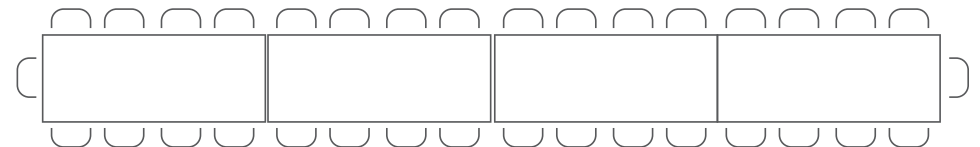
## LAYOUT E

- Cinema Style (no tables)
- up to 200 pax



## LAYOUT F

- Boardroom
- up to 128 pax (2 long tables of up to 60 pax per setting)



# TERMS AND CONDITIONS

Site inspections/ viewings of the venue are by appointment only.

**Office hours 09:00 – 17:00 (Mon to Friday)**

## ***Confirmation, Cancellation and Final Payment***

- Provisional booking made for up to 14 days.
- Confirmation by signed agreement and 50% deposit
- Final payment 14 days prior to the event. Failing to make final payment within this timeline may result in cancellation.
- Confirmation of booking on signed agreement and payment receipt only.
- A deposit payment becomes non- refundable within 30 days of the reservation date

## ***Cancellation***

A cancellation will result in a forfeit of the deposit/payment made. Full payment is due 2 weeks (14 days prior to the conference).

## ***Damage and Loss:***

- Landtscap will not be held responsible for any form of loss or damage to property or injury to any attendee of the function due to any item, equipment or third party sourced by the client.
- Landtscap will not take responsibility for any events planned outdoors that are unable to occur due to weather/ natural circumstances.

\*Landtscap cannot guarantee services outsourced by third party, such as WI-FI connectivity and the speed thereof.

- Landtscap charges a **R5000,00 refundable** deposit, this is for any breakages to Landtscap property during the duration of the conference. Breakages will be determined by Landtscap and charged accordingly to the client

## ***AV Equipment***

- Landtscap supplies a basic projector and projector screen
- HDMI cables and VGA cables to be supplied by the client
- Sound equipment to be supplied by the client. Enquire for AV supplier recommendations.
- No AV technicians/specialists included in our services.

## ***Food and Catering***

- We offer our own in-house catering service.
- Should you require a menu different to the selection offered as part of the package, a possible surcharge is applicable.
- Our kitchen is not Halaal certified. Strictly Halaal meals can be arranged (minimum 10pax) with prior notice from renowned Halaal & Kosher suppliers. Please note surcharge applies.
- The menu will be approved by the client upon confirmation of the conference, 10 working days prior to the conference.
- Landtscap Chefs are to be used for all functions. Should you require Strictly Halaal or Kosher catering and would prefer to make use of your own caterer at our facilities, a kitchen hire amount of R15000.00 excl. vat will be charged for conferences only.
- Please note that a menu surcharge applies to Saturdays, Sundays & Public Holidays.

*\*Please enquire with a Landtscap team member further menu enquiries.*





# BINDING UNDERTAKING

Please contact a Landtscap team member for a formal quotation of your chosen conference package.

Please indicate your acceptance of the agreement of the above-mentioned Terms and Conditions, by signing in the space provided below.

Once completed, please e-mail this document and a copy of the proof of payment to **events@landtscap.co.za** to confirm your reservation. A Landtscap team member will confirm the event booking once payment and this signed document are received in writing.

Payment accepted by EFT only

Event Details: \_\_\_\_\_

Client Name/ Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Vat number: \_\_\_\_\_

Company registration number \_\_\_\_\_

Contact name & number: \_\_\_\_\_

Email address: \_\_\_\_\_

Event date: \_\_\_\_\_

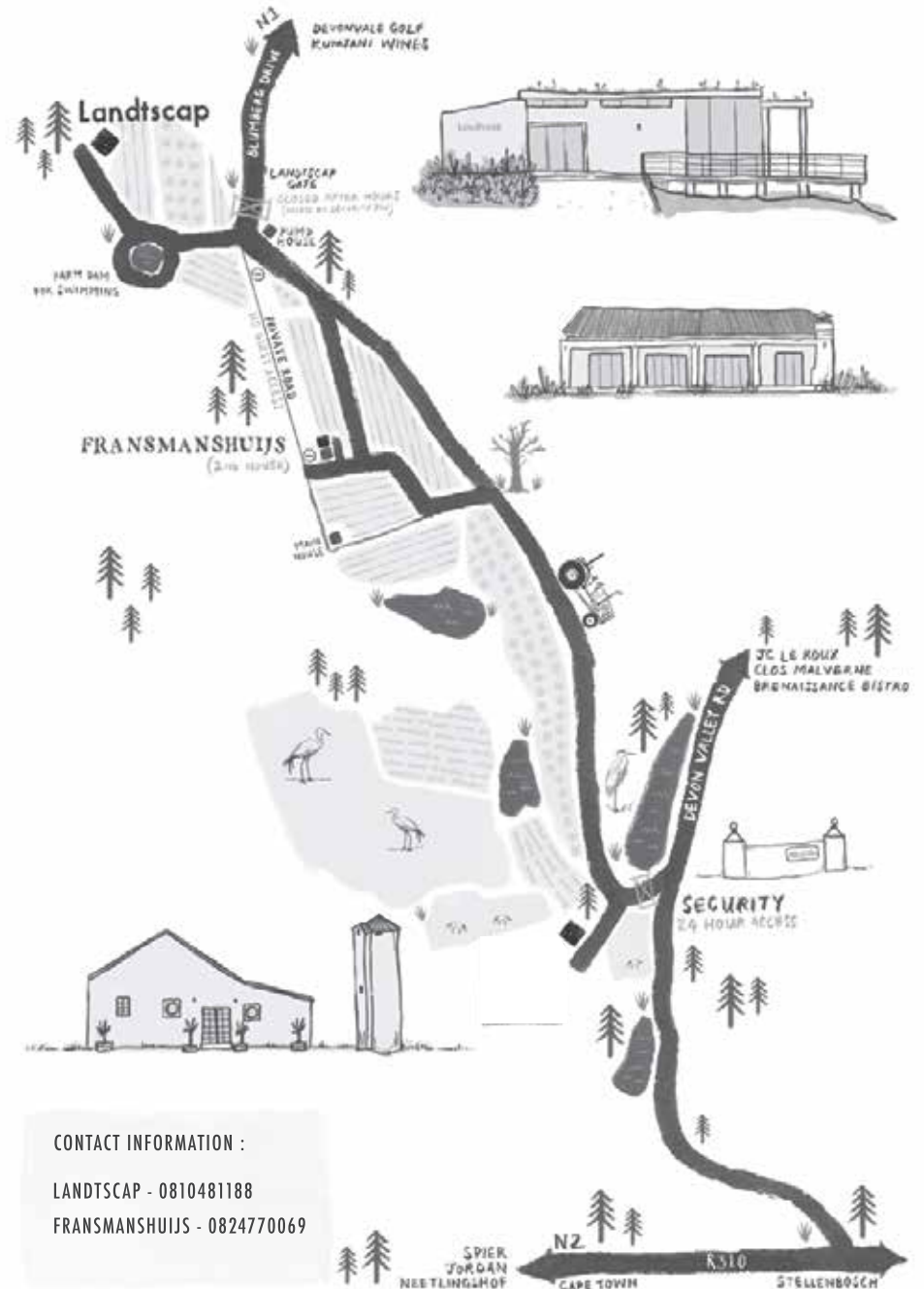
Event times: \_\_\_\_\_

Conference option:  Full Day  Half Day

I, \_\_\_\_\_ agree that the above information is correct and have read through the conference package as well as the terms and condition

Client signature \_\_\_\_\_ Landtscap representative signature \_\_\_\_\_

Date \_\_/\_\_/\_\_



## CONTACT INFORMATION :

LANDTSCAP - 0810481188

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