



WELTEVREDEN

ESTATE



Dear Sir / Madam,

We thank you for affording Weltevreden Estate the opportunity of furnishing you with a quotation with regards to our conference facilities.

Weltevreden Estate prides itself as being the most prolific setting for an array of functions and conferences in Stellenbosch and surrounding areas. Weltevreden Estate is nestled in the shadow of the magnificent Simonsberg Mountain, a mere five minute commute from the picturesque Stellenbosch on the R304 with easy access to and from the N1 for guests coming from Cape Town and for guests travelling on the N2 from Cape Town International Airport.

Weltevreden Estate received National Monument and Heritage Status in 1975 and is conveniently and centrally located in respect of all major wine routes and tourist destinations.

All conferences are personally supervised by our conference co-ordinator who endeavours at every juncture to meet and exceed your personal needs. Please enquire in advance as to competitive rates available to guests in respect of on-premises accommodation at our exquisite Manor House.

We look forward to planning, co-ordinating and experiencing your conference with you!

Weltevreden Estate
Conferecing Team



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CLIENT INFORMATION

Please complete and initial each page of the terms and conditions

Date of Conference:	
Number of Delegates:	
Full Names:	
Surname:	
Physical Address:	
Postal Address:	
Company Name:	
Telephone Number at Office:	
Mobile Number:	
E-mail Address:	
Chosen Menu Option:	
Chosen Bar Option:	



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<i>Setup</i>	<i>Minimum Guests</i>	<i>Maximum guests</i>
Cinema	10	100
School Room	10	28
U – Shape	10	30
Board Room	10	12

FULL DAY CONFERENCE - R 350 p/p

- ◆ Arrival: tea / coffee and rusks
- ◆ Mid-Morning: tea / coffee and croissant with cheese
- ◆ Lunch: two-course meal and 1 soft drink at Lekke Neh Restaurant
- ◆ Mid-Afternoon: tea / coffee and assorted snacks
- ◆ Standard Audi-Visual equipment
- ◆ Projector with screen, flip chart
- ◆ Mineral water on arrival
- ◆ Free WiFi

HALF DAY CONFERENCE – R 295 p/p

- ◆ Arrival: tea / coffee and rusks
- ◆ Mid-Morning: tea / coffee and croissant with cheese
- ◆ Lunch: two-course meal and 1 soft drink at Lekke Neh Restaurant
- ◆ Standard Audi-Visual equipment
- ◆ Projector with screen, flip chart
- ◆ Mineral water on arrival
- ◆ Free WiFi

ADDITIONAL FACILITIES AND SERVICES

- ◆ Shuttle service and information available upon request
- ◆ Able assistance in respect of reservations for a variety of team-building exploits
- ◆ A comprehensive, open-bar facility is available upon request
- ◆ Additional equipment can be made available upon request and your co-ordinator can provide you with a quotation in this regard



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TERMS AND CONDITIONS

Minimum capacity

Groups of less than 10 delegates, an additional venue fee of R500 per day will be charged (only applicable to our packages). All prices are inclusive of VAT and are subject to change without notice.

Terms of Payment

- ◆ Any quotation issued is valid for a period of 10 days from the issued.
- ◆ To secure the venue and the date for the function, a non-refundable deposit of 50% of the total cost is required.
- ◆ Confirmation of payment, a copy of client's Identity Document and the signed terms and conditions are required to confirm the function date.
- ◆ The balance is due 30 working days before the function. Weltevreden Estate reserves the right to cancel all bookings should the balance not be paid in time. All additional expenses incurred are to be settled in full, prior to departure.

Terms of Cancellation

- ◆ In the unlikely event of a cancellation, such cancellation must be provided to Weltevreden Estate, in writing.
- ◆ If cancellation takes place more than seven days prior to the event, 50% of the deposit will be refunded to client.
- ◆ If cancellation takes place less than seven days prior to the event no refund will be made to client.

Rates

- ◆ Rates are valid for the validity period stated in this package. Weltevreden Estate reserves the right to change prices, in line with price movements in the market, for dates outside the validity period.

Times

- ◆ Unless otherwise agreed with Weltevreden Estate, all day conferences must end at 17h00.

Smoking Policy

- ◆ Smoking is not permitted in the conference venue.



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Liability

Weltevreden Estate accepts no responsibility for:

- ◆ Any loss, damage or injury to client, their guests or any of their belongings. Items delivered by the client for the function are the clients responsibility.
- ◆ Inability to perform due to power outages, strikes, or natural disasters.

Damages to Property of Weltevreden Estate

- ◆ The Client shall be responsible for all liabilities, losses, demands, damages, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by Weltevreden Estate or any employee or staff member of the Estate.

I acknowledge and I am in acceptance of the above terms and conditions.

<i>Client Full name:</i>	<i>Client Signature:</i>
<i>Date:</i>	<i>Company:</i>