



MCMXXVIII

THE WINCHESTER

BOUTIQUE HOTEL



EVENTS INFORMATION 2024

Thank you for your enquiry and for considering

The Winchester Boutique Hotel as the venue to host your event

Valid for confirmed conferences. No bookings are confirmed until deposit is received.
Menus are subject to change depending on availability of products.
Prices subject to change without prior notification on quotes.
10% Service will be levied on all bookings.



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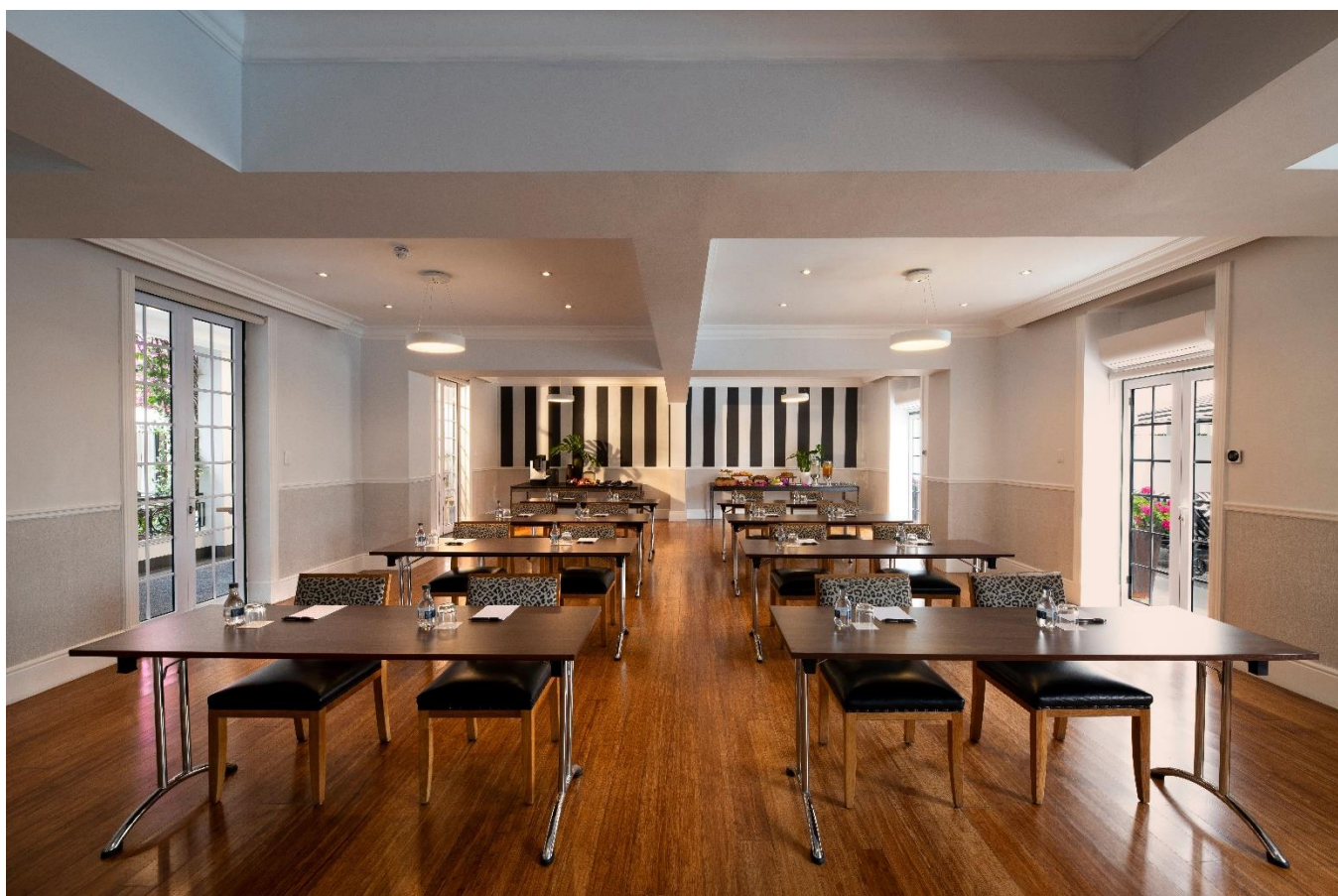
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Our Venues:

The **Constance Room** is a stylish room, it has French doors along both sides that allows natural light and fresh air into the venue and is fully air conditioned for your comfort. This venue is perfect for a large workshop spanning several days, it can also be converted into a lecture theatre or dining venue.

- Ceiling mounted digital projector Electronic drop down screen HDMI connection
- Multiple wall mounted plug points
- High speed internet connection with option of enhanced line Personalized SSID with password



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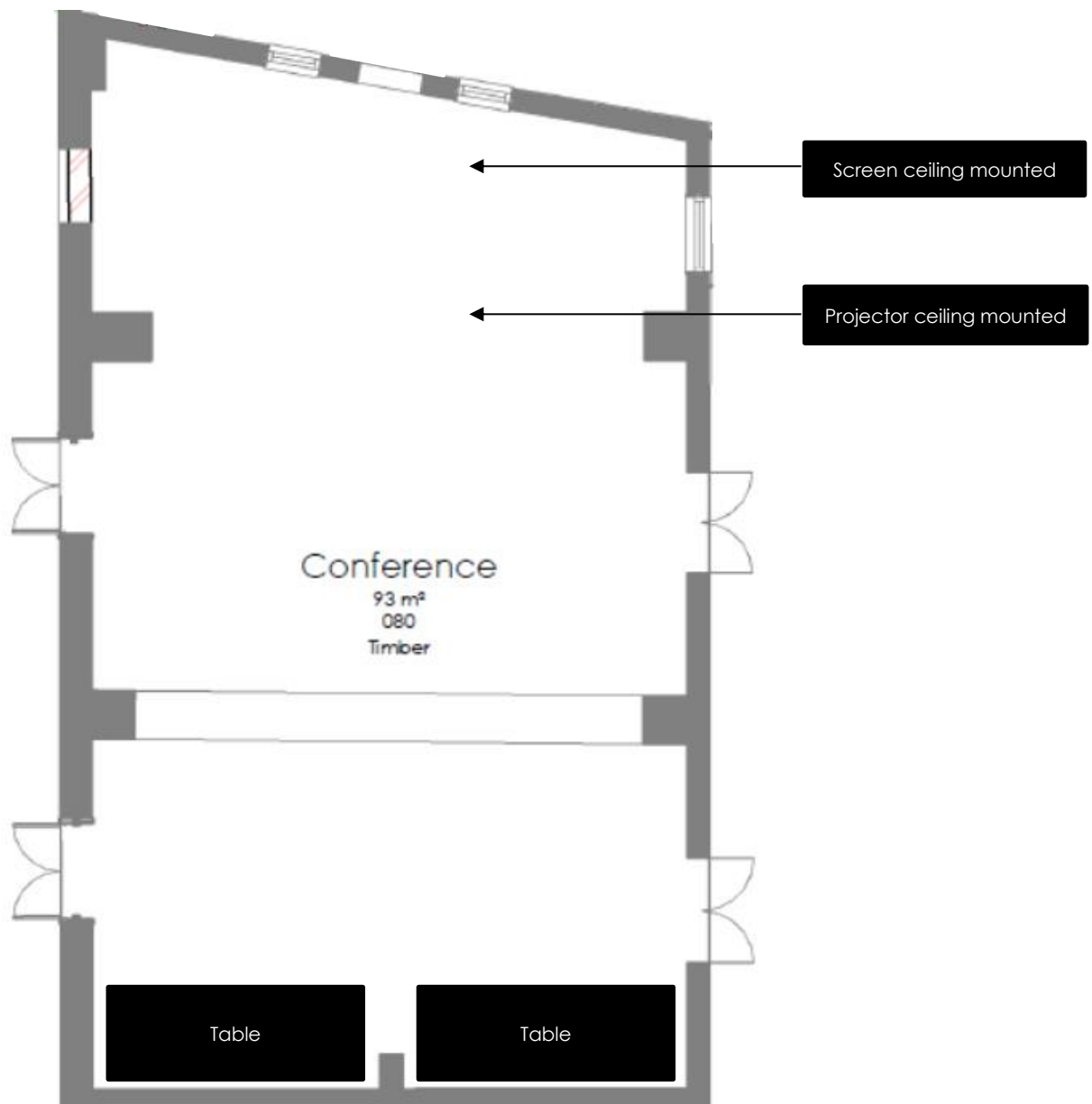
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Constance Floor Plan & Dimensions

Length 12.8m
Width 7.5m



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The **Executive Boardroom** can seat a maximum of 10. A glass wall gives it an open appearance. It is equipped with a large LCD-TV for presentations and is fully air conditioned.

- 55inch Television HDMI connectivity
- Table top USB and plug points
- High speed internet connection with option of enhanced line Personalized SSID with password



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Conference Packages

Minimum of 8 delegates apply to packages for the Boardroom

Minimum of 11 delegates apply to packages for Constance

FULL DAY CONFERENCE PACKAGE

R690pp (01/01/2024 – 31/08/2024)

R750pp (01/09/2024 – 31/12/2024)

Venue 08h00 – 17h00

Arrival Tea & Coffee with snacks
Mid-morning Tea & Coffee with snacks
Lunch
Mid-afternoon Tea & Coffee with snacks

INCLUDES:

Standard, available equipment (Screen (Constance), Flipchart & Markers, Pens & Notepads)
Water & Sweets
Wi-Fi
Data Projector (Constance venue) | LCD-TV (Boardroom)
15% VAT

HALF DAY CONFERENCE PACKAGE

R590pp (01/01/2024 – 31/08/2024)

R650pp (01/09/2024 – 31/12/2024)

Venue 08h00 – 12h00 | 14h00 – 17h00

Arrival Tea & Coffee with snacks
Mid-morning or Mid-afternoon Tea & Coffee with snacks
Lunch

INCLUDES:

Standard, available equipment (Screen (Constance), Flipchart & Markers, Pens & Notepads)
Water & Sweets
Wi-Fi
Data Projector (Constance venue) | LCD-TV (Boardroom)
15% VAT

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Venue Hire

FULL DAY VENUE HIRE

The Constance Room

R15 000 (01/01/2024 – 31/08/2024)

R16 500 (01/09/2024 – 31/12/2024)

Venue 08h00 – 17h00
Arrival Tea & Coffee with snacks
Max 60pax

Executive Boardroom

R1 000 per hour (01/01/2024 – 31/12/2024)

Arrival Tea & Coffee with snacks
Max 10pax

INCLUDES:

Standard, available equipment (Screen (Constance), Flipchart & Markers, Pens & Notepads)
Wi-Fi
Data Projector (Constance venue) | LCD-TV (Boardroom)
15% VAT

Additional Charges

Breakaway Rooms will be quoted on if required and available

Lunch Soft drinks are charged at R60pp (includes two soft drinks)

10% Gratuity is charged on all packages

Any additional AV equipment required (from an Outsourced Company)

Any additional furniture required (from an Outsourced Company)

Strict Kosher & Halaal meals will be charged additionally (from an Outsourced Company)

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Room Layouts

FUNCTION ROOMS	Cinema	Boardroom	School Room	U-Shape	Cabaret 6 per Table	Dining Room 10 per table	Length	Width
CONSTANCE	60	40	40	30	42	40	12.8m	7.5m
BOARDROOM	-	10	-	-	-	-	5.3m	3m

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BOUTIQUE HOTEL

Shoreditch Restaurant – Exclusive Use for minimum 50pax

R20 000 per serving period: Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00
(01/01/2024 – 31/12/2024)

Shoreditch offers a contemporary and diverse menu, free from the constraints of any particular culinary style but uniquely defined by the chef's primary method of cooking: on flames. With immense passion and skill, the culinary team focuses on embracing the variety of wonderful flavours that come through when preparing dishes with fire.



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BOUTIQUE HOTEL

Harvey's Bar – Exclusive Use for minimum 50pax

R25 000 per serving period: Breakfast 07h00 – 11h00 | Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00
(01/01/2024 – 31/12/2024)

A favourite spot among locals, Harvey's Bar serves a selection of creatively curated beverages as well as enticing menu items, which can be enjoyed while gazing out over the promenade and Atlantic ocean.



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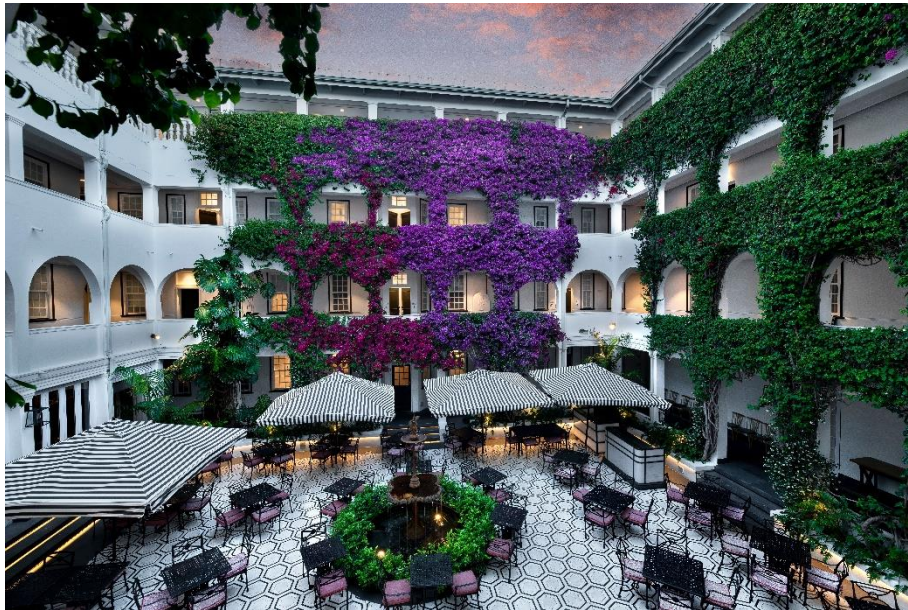
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Courtyard – Exclusive Use for minimum 50pax

R30 000 per serving period: Breakfast 07h00 – 11h00 | Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00
(01/01/2024 – 31/12/2024)



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Accommodation

The Winchester Hotel has 77 rooms, including various suites and lofts. Select rooms offer ocean or mountain views while each one features striking decor that builds on a monochromatic palette with hints of colour and quirkiness, including stunning Ardmore fabrics.

Room Features:

Complimentary coffee, teas and biscuits
Air conditioning
Luxurious cotton bedding
A king-size bed
En-suite bathroom
Bathrobes and slippers
Hairdryer
Electronic safe
A television with satellite channels
A minibar-contact reception for a tailor-made selection
International adaptors available on request

Check-In | Check-Out Times

Check-in: 14H00
Check-out: 11H00

Distances

22.5km to Cape Town International Airport
3km V&A Waterfront shopping centre
6km to Camps Bay
4.8km to Clifton 4th Beach
7.8km to Table Mountain Aerial Cableway
2.3km to Cape Town Stadium
4.9km to Cape Town International Convention Centre

Location

Physical Address:
221 Beach Rd
Western Cape
South Africa
8001

GPS Co-ordinates:

33.9106° S | 18.3907° E

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Terms & Conditions

PAYMENT

A 50% deposit is required within 7 days of receiving the quote. Full prepayment is required prior to the commencement of your conference. Any additional charges that might occur on the day have to be paid at the end of the function, prior to your departure. Payment can be made, either direct to the hotel or by bank transfer.

Our bank account details are as follow:

Account Name:	Winchester Mansions
Bank:	Nedbank
Account Number:	1009554530
Branch Code:	100909
Swift/IBAN Code:	NEDSZAJJ
VAT No:	4840108080

When using this method of payment, we kindly request that you email a copy of the proof of payment to your booker, clearly marked with your function name.

Should any of the payment conditions not be adhered to, the Winchester Hotel reserves the right to cancel the booking.

CANCELLATION FEES

Please note that The Winchester Hotel reserves the right to cancel your reservation, without liability on its part, should it be forced owing to any of the following factors: Damage or destruction of the allocated rooms by fire or any other cause, any shortage of labor or food supplies, strikes, lockouts, industrial unrest, or any other causes beyond its control.

Please note that a 50% cancellation fee will be charged for guaranteed bookings that cancel within 21 days prior to the booked date. A 100% cancellation fee will apply to bookings that cancel within 48 hours prior to the function date. Any guests that fail to arrive will be charged for in full.

LIABILITY

The hotel will not be held liable for any loss of items. Equipment and personal belongings that is brought onto the property is the responsibility of the client and not of the hotel.

FINAL ARRANGEMENTS

It is required, for the smooth running of your function, that we meet 14 days prior to the event to discuss all final details with regards to the function. Final numbers of guests that are confirmed on this day will be number that will be charged for. No cancellations will be accepted after this date.

We trust that the above meets with your approval and look forward to welcoming you and your guests to the Winchester Hotel.

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