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28 van der Westhuizen avenue, Durbanville  
CAPE TOWN, SOUTH AFRICA  

## Your Passport to a Great Experience

# CONFERENCE PACKAGES AND RATES

Valid from 1 January -31 December 2018

Package	Include
<p><b>Full Day</b></p> <p>R350 per delegate</p> <p>Weekends and Public Holidays R450 per delegate</p> <p>Minimum bookings: 10 pax</p> <p>Surcharge R2500 apply to bookings less than 10 pax</p> <p>R750 per hour additional venue hire after 17:00</p>	<p>Co-ordinator at facilitate Venue hire ( 8:00-17:00) Set up from 7:30 and breakdown by 17:30</p> <p>Jugs of flavoured water and mints on tables</p> <p>On arrival – coffee/Tea and snack Mid morning- coffee/tea, pastries Lunch- 2 course light lunch, coffee/tea Afternoon- coffee/teas and sweet treat</p>
<p><b>Half Day with Lunch</b></p> <p>R300 per delegate</p> <p>Weekends and Public Holidays R410 per delegate</p> <p>Minimum bookings: 10 pax</p> <p>Surcharge R2500 apply to bookings less than 10 pax</p> <p>R750 per hour additional venue hire after 12:00 /17:00</p>	<p>Co-ordinator at facilitate Venue hire ( 8:00-12:00 ) / 13:00-17:00 ) Set up from 7:30 and breakdown by 12:30 Set up at 12:30 and breakdown by 17:30</p> <p>Jugs of flavoured water and mints on tables</p> <p>On arrival – coffee/Tea and snack Mid morning /mid afternoon- coffee/tea, pastries Lunch- 2 course light lunch, coffee/tea or lunch on arrival</p>



<p><b>Half Day Excluding Lunch</b></p> <p>R220 per delegate</p> <p>Weekends and Public Holidays R350 per delegate</p> <p>Minimum bookings: 10 pax</p> <p>Surcharge R2500 apply to bookings less than 10 pax</p> <p>R750 per hour additional venue hire after 12:00 /17:00</p>	<p>Co-ordinator at facilitate Venue hire ( 8:00-12:00 ) / 13:00-17:00 ) Set up from 7:30 and breakdown by 12:30 Set up at 12:30 and breakdown by 17:30</p> <p>Jugs of flavoured water and mints on tables</p> <p>On arrival – coffee/Tea and snack Mid morning /mid afternoon- coffee/tea, pastries</p>
<p><b>Additional Extras</b></p> <p>AV equipment - data projectors, screens, white board, pens and stationary; sound equipment, microphones, technician, all beverages</p> <p>The venue is equipped with sound and resident engineer/dj</p> <p>We do not allow the use of any outside sound engineers or equipment providers on the premises. A service fee of R3500 will be charged for the use of the venue sound system, cordless mics and resident DJ /technician</p> <p>Data projector and screen- R1500 White board/flipchart, paper and pens- R950</p> <p>Dinner, live entertainment, karaoke, wine tasting, accommodation</p>	

## Venue Capacity

Banquet: 40  
U-Shape: 20  
Board room: 16

## Conference Menu

The Villa Pascal onsite executive chef can prepare an exciting range of menu options ranging from finger snacks, breakfast, high tea (morning or afternoon) or a three-course buffet lunch or plated service. Please feel free to discuss your menu requirements.



## General Terms and Conditions

### Set-up, breakdown, and operations

Villa Pascal is available from 7:30-24:00 For evening functions, the venue must be vacated by 24h00

Depending on the event or function, set-up times must be arranged with the Co-ordinator.  
No deliveries will be accepted without prior arrangements.

All contractors and suppliers to an evening event must remove their equipment on the same night or by 09:00 am latest the following morning after event. Should decorations not be removed, Villa Pascal will not accept any responsibility for damage to items, should this have to be removed by Villa Pascal employees. Villa Pascal does not provide storage space, as space is limited.

### Damages, Breakages and Loss of property

The Client is liable for all damages or breakages or the loss of items caused by their guests during the event.

Villa Pascal does not accept responsibility or liability for any damage or loss to hired property including linen, serviettes, cutlery, crockery, candle holders, draping, etc, or items left overnight at the venue.

### Dietary Requirements

Villa Pascal does not provide certified Halaal catering. All food provided during events at Villa Pascal is Halaal friendly.

Should a client require Halaal meals, we will order from a certified Halaal caterer. A minimum of 6 meals are required for this service and must be ordered 7 days in advance. A surcharge of R295 p.p will be charged for each meal ordered.

Only vegetarian meals will be offered as meat free alternatives. Any other requirement, lifestyle, medical or religious, will be subject to this surcharge.

### Wine and Beverages

At Villa Pascal you can supply your own bar service with barman, alcohol, soft drinks and glassware. **We do not charge corkage.** Please note that No alcohol may be sold on the premises by the Client. Alternatively we can arrange a bar service for your account.

It remains the sole responsibility of the client to ensure that no persons under the age of 18 may enter the bar area, or consume any alcoholic beverages on the premises.

The client also indemnifies Villa Pascal from any claims that might arise due to consumption of alcohol by minors; or from any claims arising from the consumption of alcohol and the effects it might have on the client,

The Event Organiser shall under no circumstances serve or permit the use of drugs or any harmful substances.

For more information contact us

Tel 021 975 2566 | 0825694147 | [www.villapascal.co.za](http://www.villapascal.co.za) | [info@villapascal.co.za](mailto:info@villapascal.co.za)

The Event Organiser will not conduct any Event or provide any entertainment that will result in drunken and disorderly guests.

### **Right of Admission Reserved**

Children attending the event must at all times have an adult childminder present. Villa Pascal Management reserves that right to remove unwanted guests and can also insist on the early departure of parents with unruly children at any given time.

### **Smoking Policy**

Villa Pascal is a Non Smoking Venue. We have however allocated smoking areas outside.

### **Payment Policy**

1. All quotes and provisional enquiries are valid for 7 days.
2. A 50% non- refundable deposit is required to secure the booking. This deposit is payable within 7 days, and your event will only be confirmed on the receipt of your deposit.
3. All deposits not paid within 7 days of the invoice date will result in the automatic cancellation of the booking. Villa Pascal reserves the right to accept another booking in the place of yours.
4. All outstanding balances must be settled 14 days prior the event.
5. Only payments via EFT or credit cards are accepted. We accept Visa and Mastercard.
6. Final guest numbers (including service providers) must be confirmed 72 hours prior to the function. The client will then be billed for this number of guests.
7. No-shows will be billed in full.

### **Cancellation Policy**

1. Any Cancellation 24hours before event to 7 days before event-100% cancellation fee
2. Cancellations 10 days -30 days prior event - 50% cancellation fee
3. Should you postpone your event for whatever reason to another date, Villa Pascal may rebook another date if available and move your booking at a 25% admin fee to the new date.
4. All refunds are subject to the discretionary deduction of any credit card charges and/or commissions incurred by the establishment.
5. Waiver of this cancellation policy is at the discretion of the owners
6. Please note: All prices are subject to change without prior notification.

We look forward hearing from you soon

Warm regards

**Eugene Lebreton**  
**General Manager**

