

# THE HUKA RETREATS

*Intimate · Sensual · Elegant*

NEW ZEALAND · FIJI · SOUTH AFRICA



GRANDE PROVENCE

— 1694 —

*Heritage Wine Estate*

FRANSCHHOEK · SOUTH AFRICA

## CONFERENCE & MEETINGS FACT SHEET

The 300-year old Grande Provence Estate offers an exquisite experience from gourmet cuisine to 5-star accommodation with some of the finest South African contemporary art, boutique conference facilities and the award-winning Grande Provence wines.

At Grande Provence you will find the perfect venue for your corporate retreat or conference. The Estate is a destination in its own right so team building activities can be readily and imaginatively handled on site.

An experienced team of staff will be dedicated to ensuring your event is most successful and enjoyable for all participants. We are flexible and creative in our approach to your event and our attention to detail makes it possible for us to work closely with you to meet your specific needs on a very individual basis.

## THE JONKERSHUIS

Boardroom style – maximum of 30 delegates.

Cinema style – maximum of 40 delegates.

### Half-Day Conference / meeting

At R520.00 per person, per day includes:

- Venue
- Note paper and pens
- Mineral water
- Appetizers
- Sweets
- Whiteboard / flipchart \*
- Arrival tea / coffee / juice / pastries and fresh fruit
- Mid-morning tea / coffee / juice and biscuits

*\* Please note: Any conference equipment other than the standard items offered may be hired at an additional cost.*

### Full Day Conference / meeting

At R895.00 per person, per day includes:

- Venue
- Note paper and pens
- Mineral water
- Appetizers
- Sweets
- Whiteboard / flipchart \*
- Arrival tea / coffee / juice / pastries and fresh fruit
- Mid-morning tea / coffee / juice and biscuits
- Three-course set lunch
- Afternoon tea / coffee and biscuits

Contact Reservations @ Grande Provence

Grande Provence Main Road Franschhoek P O Box 102 Franschhoek 7690 Western Cape South Africa  
T + 27 21 876 8600 F + 27 21 876 8601 [reservations@grandeprovence.co.za](mailto:reservations@grandeprovence.co.za) [www.grandeprovence.co.za](http://www.grandeprovence.co.za)

# TERMS & CONDITIONS FOR FUNCTIONS, EVENTS, MEETINGS AND VENUE HIRE AT GRANDE PROVENCE (PTY) LTD.

## PROVISIONAL RESERVATIONS

Until such time as confirmation of services is received from Grande Provence this is a quotation only and is subject to availability as only a provisional reservation has been made. A quotation for a provisional reservation is valid for a maximum period of 21 days. Grande Provence reserves the right to shorten the validation period of provisional reservation without notice, unless otherwise agreed on.

### Conditions:

- All rates are subject to change without notice.
- All rates exclude beverage prices, which will be based on consumption.
- All rates exclude menu prices, which will be based on the choices provided.
- All rates include 14% vat. Should the government increase any related taxes or obligatory add taxes (such as tourism levy), then Grande Provence reserves the right to increase quoted rates with a minimum of the tax / levy increase applicable to Grande Provence.
- Service charge of 10% is not included.
- All rates are quoted in South African Rand and foreign currency payments are acceptable at the daily bank rate of exchange valid in South Africa on the date that payment is received, any bank charges involved with payment are for the clients account.

## DEPOSITS & CANCELLATIONS

**The following should be faxed to the Events Co-ordinator to confirm your reservation:**

- A copy of the signed function sheet (as agreed upon to date) as well as the function contract on the last page to confirm agreement of contract.
  - A copy of the deposit slip.
1. A pro-forma invoice for the meal account will be forwarded to the client on confirmation of the menu choice. Full pre-payment is required into Grande Provence's bank account 28 days prior to the function date.
  2. No refunds will be made 28 days prior to the function date should the group decrease in numbers, unless otherwise agreed on. Any extra meals/beverages are required to be settled upon departure. Grande Provence does not offer account facilities.
  3. Cancellation outside 45 days prior to the function date will result in loss of deposit. Cancellation of 28 – 0 days prior to function date will result in 100% loss of total contractually agreed price.
  4. Kindly note that payments may be processed with American Express, Visa, Diners and Master Card credit cards (see attached for Credit Card Authorisation Form). Payments may also be paid directly into the Grande Provence's bank account (details may be found at the bottom of your invoice). Please fax a copy of confirmation of payment to following fax number quoting the reservation/reference number: +27 (21) 876 8601
  5. Grande Provence reserves the right to cancel all services booked by Grande Provence should full payment not be received 28 days prior to function date. Should it be a last minute booking, Grande Provence will allow 5 days from time of confirmation until payment reaches us before Grande Provence will cancel any services booked.
  6. All deposit amounts will be deducted in South African Rand, as per your invoice at the rate of exchange applicable on the day of transaction and converted into your currency by your bank.
  7. All foreign transactions may now attract an extra 2% "handling fee" over and above the banks usual exchange rates, which will be charged to your account by your bank along with any other bank charges that may apply.
  8. Kindly confirm with your bank to determine if this will affect you or not.