



LOURENSFORD

ANNO 1700

LAURENT

WINELANDS SOUTH AFRICA

VENUE PORTFOLIO



necke Photography



Aglow Photography



Peartree Photography



Cathrine Mac Photography

WEDDINGS | CONFERENCES | FUNCTIONS | SPECIAL EVENTS

LOURENSFORD WINE ESTATE | LOURENSFORD ROAD | SOMERSET WEST | SOUTH AFRICA

E: RYNO@LAURENT-LOURENSFORD.CO.ZA | W: WWW.LAURENT-LOURENSFORD.CO.ZA | WWW.LOURENSFORD.CO.ZA

P.O. BOX 16 | SOMERSET WEST | 7129 | SOUTH AFRICA | M: +27 79 525 1919 | F: +27 86 638 4919 | T: +27 21 847 1696



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WINELANDS SOUTH AFRICA

Dear Prospective Client

Thank you for your interest shown in *Laurent*, Lourensford Wine Estate. We are pleased to inform you about our venue and the services we have to offer in order to plan and perfect your function. We look forward to hosting you and your guests, and doing our utmost to ensure you an extraordinary day.

Situated in beautiful Somerset West, Lourensford's 2011 renovated venue, *Laurent*, boasts one of the most celebrated views in the Cape, where the exquisite vineyards and mountains form a picture perfect backdrop.

Our Functions Manager will assist in organizing all aspects of your function and will be on hand to ensure that your day is stress-free.

Our confidence in our work and employees, together with our breathtaking venue, will ensure the realisation of an unforgettable experience exceeding your highest expectations.

The venue space of *Laurent* boasts a picturesque view while enjoying the festivities, seating up to 250 guests (including a small dance floor). And should your number exceed 250, the outside veranda may be utilised to accommodate the additional numbers, to a maximum of 350, as the frameless sliding glass doors are able to open completely and ensure an uninterrupted space.

Laurent is the perfect setting for any special occasion and the perfect location for endless photographic opportunities on the 4,000 hectare Estate. No matter how intimate or extravagant the affair, Lourensford will surely be able to accommodate your every need and desire.

Lourensford Wine Estate is a secure Estate with ample parking and 24-hour manned and roaming security.

Our vision

At *Laurent*, Lourensford Wine Estate, we will assist you to design and organise a function of any style or type you desire - from special birthdays, to anniversaries, year-end functions and weddings, we shall fashion an inimitable and matchless occasion, tailor-made to your dreams. The upscale event space is intimate and welcoming, well-designed and splendid, and together with a good glass of the supreme Lourensford wines and impeccable cuisine, will make an event with unmatched stylishness.

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Coordination and the accompanying role

Correspondence between us will allow us to assess your individual needs and preferences. We will be at your beck and call and allow you to have a custom, stress-free experience with us on board.

We highly recommend that our clients do make use of a coordination service. It is not a prerequisite to make use of our in-house coordination service, as you are more than welcome to make use of a service of your choosing. Please note that should you not make use of our coordination service, we do require that an individual take charge of your function/event and act as a single point of contact on the day.

Should you confirm your function/event at *Laurent*, Lourensford Wine Estate, you are entitled to an hour long free consultation with our coordination team. During this consultation they will advise you on different service professionals and brainstorm for your occasion.

Herewith, a brief overview of the coordination service we offer:

Full Coordination

This is a very personal service that caters to each individual clients specifications and requirements. Our coordination package is charged at R20, 000.00 excluding VAT and will ensure that all the 3rd parties are managed effectively and logistics of the event are taken care of.

Our coordination service includes the overseeing of the following:

- Liaising with all the parties concerned, i.e. suppliers and service providers.
- Create Final Programme.
- Overseeing full Venue set-up and break-down.
- On-the-day coordination.

Consultation and assistance with:

- flowers and décor
- entertainment and music
- professional staff and bar specialists
- photographers and/or video coverage
- aroma- and beauty therapists
- transport
- renowned on-site chefs and caterers
- Referrals to high profile, professional, yet reasonably priced service providers.
- Menu compilation and the selection of suitable wines.
- If required, a feedback meeting after your function in order to wrap up the event.

On your function day a Manager will be present to oversee and coordinate the execution of all arrangements to ensure that the event is an enjoyable experience for you and your guests.

Please note: On-the-day coordination service available by request only; availability pending.

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Venue spaces and management

The Function Fee payable by the Host to Lourensford for the hosting of the Function at *Laurent* shall be the following:

September to May		June to August	
Weekend & Public Holidays Fridays & Saturdays	R39, 500.00	Weekend & Public Holidays Fridays & Saturdays	R29, 500.00
Mid-Week Mondays to Thursdays	R32, 500.00	Mid-Week Mondays to Thursdays	R24, 500.00
<i>Please note we do not host any Sunday functions regardless of their nature.</i>			

Additional venue options	
Polo Field Viewing Deck or Avenue	R5, 000.00
LF Harvest Market	R15, 000.00 to R20, 000.00 <ul style="list-style-type: none"> • Fee based on requirements • Information available on request
Polo field/ Marquee area	R50, 000.00 <ul style="list-style-type: none"> • Includes 1 day setup and breakdown • Excludes <i>Laurent</i>
Wine Cellar	<ul style="list-style-type: none"> • R80, 000.00
<i>Please note all pricing excludes VAT.</i>	

Venue hire includes the following:

CEREMONY AND/OR PRE-DRINKS

- Various outdoor areas overlooking numerous vineyards and mountains. (Note: Potential additional cost as per the above.)
- Surrounding vineyards, historical buildings and exquisite mountain backdrop for photographic opportunities.
- The use of the lawn in front of the venue space and reserved outside areas (weather permitting).
- In the case of inclement weather, the back up area is the glass-roofed veranda.

RECEPTION

- Exclusive use of venue hall and reserved outside areas.
- Basic set up of tables and chairs for reception only.
- Outside veranda area
 - Can be fully enclosed due to glass roof and blinds.
 - Connection points for Bedouin tents.
 - Can also be used as seating area.
- Two tier audio system and services.
- Disabled access.

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Cutlery:

Starter	250 Starter Knives & Forks
Fish	250 Fish Knives & Forks
Main	250 Main Knives & Forks
Dessert	250 Dessert Forks & Spoons
Soup	250 Soup Spoons

Crockery:

Side	250 19 cm Side Plates
Starter	250 23 cm Starter Plates
Main	250 31 cm Main Plates
Soup/Pasta/Dessert	250 30 cm Soup/ Pasta/ Dessert Bowls

Furniture:

10 Fixed Crystal Chandeliers	
250 White Tiffany Chairs	For inside use only.
20 2.4m x 1.2m x 0.7m basic rectangular tables (linen required)	
Lounge furniture seating 28	

Bar:

Bar facility	Managed by Shake and Serve
<ul style="list-style-type: none"> Fully Liscenced. No glassware included as no bar rental is levied. 	

Staff

1 Manager for duration of the event.
2 General staff members for basic table set up.
1 Parking marshal on guest arrival.
Patrolled security during your event.

The venue fee excludes the following:

- Non-specified areas.
- Cutlery and crockery exceeding 250.
- Outdoor ceremony areas (optional).
- Generator (available on request).
- Air-conditioning.
- Event Coordination (optional).
- All linen & décor.
- All bar- & table glassware.
- Bar service, waitrons and food.
- Chairs for outside use (example wedding ceremony).
- Chapel

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General Information

Catering

Stir food (www.stirfood.co.za) have the exclusive catering rights for your function at *Laurent*. In the event of any special dietary requirements due to religious beliefs, the Executive Chef will gladly suggest an alternative catering company. Kosher & Halaal catering will be outsourced to a preferred supplier and there will be an additional hiring fee of R5, 000.00 excl. VAT for use of the kitchen facilities.

Bar Service & Staffing

Bar service and waitrons will be managed by Shake & Serve (www.shakeandserve.co.za) which have the exclusive bar and staffing rights for your function at *Laurent*. They offer a comprehensive service, which is sure to meet all your staffing, waitron and beverage expectations. This service will not be outsourced to the client, caterer or any other party involved. *Laurent* is fully licensed. We highly recommend the use of professional waiters. Various bar options are available and is to be confirmed prior to the function/event.

Lourensford Wine

It is a prerequisite to serve Lourensford Wine Estate wines at your function/event. Lourensford offers three award winning ranges: The River Garden-, Estate- and Winemaker's Selection ranges (comprehensive list is available on request). This wide variety is certain to suit any pallet and budget. Please note that should you want to make use of any other sparkling wine, Méthode Cap Classique (MCC) or French champagne other than Lourensford's MCC, a corkage fee of R40.00 per bottle will be applicable regardless. This is also applicable to Kosher sparkling wine, (MCC) or champagne. Wine orders need to be placed with the Shake & Serve Manager and paid in full two weeks prior the function/event. The Client shall not be allowed to bring their own drinks (albeit wine, liquor, spirits and/or soft drinks) to the Venue. The exception would be for religious- or dietary requirements.

Site inspections & viewings

Please note that site inspections and viewings are strictly by appointment only. Our office hours are Monday to Friday from 09:00 to 16:30 and on Saturdays from 09:00 to 12:00 as not to disrupt any functions/events that might take place on the specific day. Should you want Stir food and/or Shake & Serve to also attend, please advise so accordingly. Please note food & wine tastings and flower & décor mock-ups can be done on-site subject to availability of the venue and scheduled accordingly in writing with *Laurent* Management.

After hours

Should you wish to extend the duration of your evening function/event to 01:00, an additional fee of R1, 500.00 excluding VAT will be charged to your account. Please note: this charge will be applicable to all function/event guests and service providers up until they have left the Estate.

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Sound – Music & Entertainment

Laurent provides a full two tier, state of the art, imported sound system at no extra expense. This must be utilised by all functions and is mandatory; without exception.

Please note the below:

- Outside sound is not included.
- Bands require their own monitors.
- Microphone included.
- DJ only requires wires/ cables from his/ her mixer.

Regarding sound restrictions; Lourensford Wine Estate reserves the right to regulate the volume of all music during the course of the function/event. All outside amplified music shall be stopped promptly at 20:00, with the sliding glass doors being closed at 22:00. Only background music will be allowed on the Estate after 00:00 up until 01:00 inside the venue. This will strictly be enforced. No speakers are allowed outside on the veranda during the evening except for during pre-drinks.

Venue Setup

If arranged and confirmed by *Laurent*, setup for a function/event may commence on the day prior of a function/event **should a function/event not take place**. All arrangements must be confirmed in writing with *Laurent* Management in advance. *Laurent* will gladly assist with the basic layout and setup of tables and chairs from a function/event layout (should *Laurent's* stock be used), providing that such a plan is sent to Management at least two days prior to the event. Additional setup staff will be made available on request and charged accordingly.

Venue Booking & Charges

A 50% deposit of the total venue hire and any additional service fees is required to secure an event and/or function date along with a signed copy of *Laurent's* Terms & Conditions and proof of payment. *Laurent* does not accept cheques, however does accept credit cards. A quotation for a provisional booking is valid for fourteen (14) days.

A refundable deposit of R5, 000.00 including VAT is required for any shortages, damages or breakages to any property of *Laurent*, the balance of which will be repaid within a week after the function/event. The client will be held responsible for any and all shortages, damages or breakages that might occur.

Smoking

In accordance with South African legislation, smoking is only allowed in open areas. Strictly no smoking (pipes, cigars, and cigarettes) will be allowed inside the Venue.

Best wishes

Laurent, Lourensford Wine Estate Management Team

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Leisure activities

- **Golf Excursion** – Enjoy a laidback day on the Gary Player-designed 18-hole golf course and a luncheon at the impressive clubhouse at neighbouring Erinvale Golf Estate.
- **Accommodation and Spa treatments** – The Erinvale Estate Spa offers guests a uniquely holistic treatment of mind, body and spirit to rejuvenate senses. The hotel suit rooms are set amidst tranquil gardens and cobbled walkways which are exquisitely furnished and fully equipped with all necessary commodities for the guests' enjoyment.
- **Wine tasting and/or chocolate pairing with accompanying cellar tour** – Tantalise your taste buds with the sensory adventure of sampling current vintages from Lourensford Wine Estate, partnered with a lovely cheese platter or for the sweet tooth, indulge in a chocolate tasting with hand-made Chocolates by Tomes and a little shot glasses filled with honey liqueur.
- **APlace** - The latest in bespoke home decorating, A Place offers a fresh new look at interior decorating. Their stunning brand new show room is situated on the Estate. The perfect meeting place for urban chic creative minds.
- **Art Studio** - The art gallery that has art work from Frans Groenewald famous for his Flambé artwork in South Africa as well as his Amsterdam range Vespaghetti that can be found in his art studio.
- **The Coffee Roasting Co.** - Visit the roastery to watch coffee being roasted while receiving advice from the coffee roasters and join for a free tasting of the coffees coming fresh out of the roaster. Become part of an ever-growing family of coffee lovers with a selection of 20 coffees from origins all over the world.
- **Cooking Demonstration** – For the ultimate team-building activity and learning how to prepare delicious cuisines, try a cooking demonstration for your team in the newly built industrial kitchen at *Laurent* and hosted by Stir food.
- **Picnic** – Soak up some African sun and treat yourself to our magnificent surrounding views with a leisurely picnic prepared freshly by our on-site chefs on our Estates various lawns and/or gardens.
- **Vineyard/ Orchard tours** – By booking in advance, your team can enjoy the beautiful sights of the Helderberg Mountains while learning about the different grape varieties and methods when producing wine. Take a stroll through the luscious orchards of plums and other fruits available on the Estate.
- **Millhouse Kitchen** – Our restaurant run by chef Björn Dingemans is a gastronomic extravaganza – so come and indulge yourself. The Restaurant offers scrumptious breakfasts, light lunches as well as a delectable dinner menu.
- **Trout fishing** – The Lourensford Fly-fishing Club offers a broad spectrum of fishing from a 25ha dam, 6km river fishing and stocked spring water pools. A perfect recreational opportunity for male groups to build better bonds. An experience not to be missed.
- **Hiking trails** – Whether you want to take in the scenery of spectacular views of the sea and mountains or relish taking on a challenge. Lourensford has exceptional trails up the mountains crossing the Lourens river and over rocky mountain parts.

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How to get to Laurent, Lourensford Wine Estate

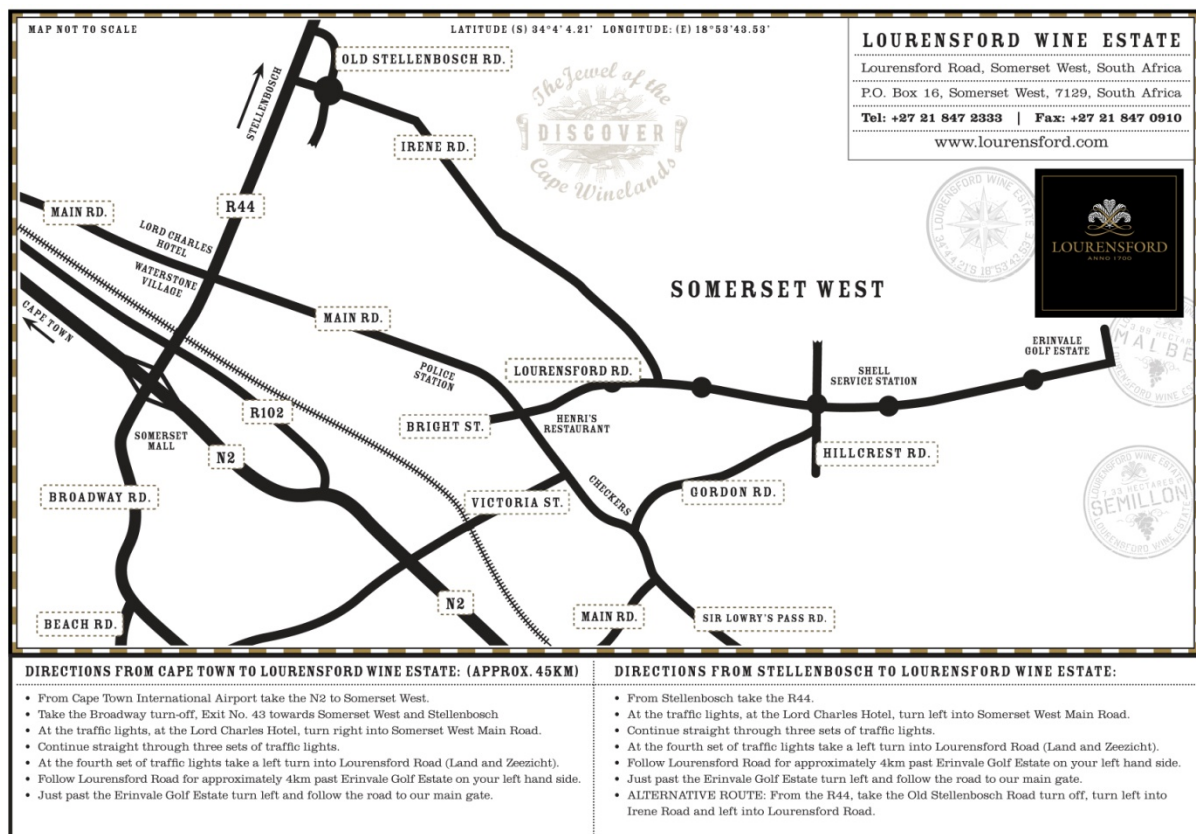
Directions from Cape Town to Lourensford Wine Estate: (approx. 45km)

- From Cape Town International Airport take the N2 to Somerset West.
- Take the Broadway turn-off, Exit No. 43 towards Somerset West and Stellenbosch
- At the traffic lights, at the Lord Charles Hotel, turn right into Somerset West Main Road.
- Continue straight through three sets of traffic lights.
- At the fourth set of traffic lights take a left turn into Lourensford Road (Land and Zeezicht).
- Follow Lourensford Road for approximately 4km past Erinvale Golf Estate Hotel & Spa on your left hand side.
- Just past the Erinvale Golf Estate turn left and follow the road to our main gate.

Directions from Stellenbosch to Lourensford Wine Estate:

- From Stellenbosch take the R44.
- At the traffic lights, at the Lord Charles Hotel, turn left into Somerset West Main Road.
- Continue straight through three sets of traffic lights.
- At the fourth set of traffic lights take a left turn into Lourensford Road (Land and Zeezicht).
- Follow Lourensford Road for approximately 4km past Erinvale Golf Estate Hotel & Spa on your left hand side.
- Just past the Erinvale Golf Estate turn left and follow the road to our main gate.

ALTERNATIVE ROUTE: From the R44, take the Old Stellenbosch Road turn off, turn left into Irene Road and left into Lourensford Road.



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