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 we will do our utmost to ensure you an extraordinary day.

Situated in beautiful Somerset West, Lourensford’s newly 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 Venue 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 realization of an unforgettable experience exceeding your highest expectations.

The venue space of Laurent boasts of a picturesque view while dining, seating up to 250 guests (including a small dance floor) is available; and should your number exceed 250, the outside veranda may be utilised to accommodate the extra numbers as the accordion-style sliding glass doors are able to open completely and ensure and 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 sure to be able you 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 organize 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 splendorous and, together with a good glass of the supreme Lourensford wines and impeccable cuisine, will make an event with unmatched stylishness.

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 tailormade stress-free experience with us on board.

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

**Full Coordination**

If you are not using an outside coordinator, we as Laurent, Lourensford Wine Estate also offer a coordination service to our clients. This is a very personal service that caters to each individual clients specifications and requirements. 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 point of contact on the day. Our coordination package is charged at R10,000.00 and will insure that all the 3rd parties are managed effectively and all logistics of the event are taken care of.

Our coordinating service includes the overseeing of the following:
- Liasing with all the parties concerned, i.e. suppliers and service providers.
- Table layout and setting.
- Overseeing full Venue set-up.
- On the day/night coordination.

Consultation and assistance with:
- flowers and décor
- entertainment and music
- professional staff and bar specialists
- photographers and/or video coverage
- aroma therapists and 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 – specifying our brands, cultivars and vintages. Optional sample tastings are also included.
- If necessary, a feedback meeting after your function in order to wrap up the event.
- Organising and perfecting any pre- or post-functions to your event.
On-the-day Coordination

Consultation begins fourteen (14) days prior to the event. The coordinator completes the concept and program and works together with the suppliers for final arrangements. The coordinator also straightens out matters on deliveries, venue, physical arrangement, program, briefing with the host, and supervision on the actual day of event. We will ensure that your day runs smoothly from start to finish, so all you have to worry about is saying "I do!". This service is will be levied at an additional fee of R5,000.00

- Consultation meeting at a time and place convenient to you approximately 1 week before your wedding to discuss the details and begin the handover.
- Production of an agreed time schedule for the wedding day.
- Final checks made with all suppliers, confirming all details and schedules.
- 8 hour on-the-day co-ordination service (extra hours on request).
- Set up of ceremony and reception venues, and any alterations throughout the day.
- Coordination and management of venue and suppliers.
- Coordination of order of events including ceremony, reception, speeches, cake cutting and first dance etc.

Please ask our Sales & Marketing Executive for more information regarding the above options.

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.
Venue space and management

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

<table>
<thead>
<tr>
<th>SUMMER: September to April</th>
<th>Winter: May to August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekend Weddings &amp; Events</strong></td>
<td><strong>Weekend Weddings &amp; Events</strong></td>
</tr>
<tr>
<td>Fridays and Saturday Sundays</td>
<td>Fridays and Saturday Sundays</td>
</tr>
<tr>
<td>R35,000.00</td>
<td>R25,000.00</td>
</tr>
<tr>
<td>R30,000.00</td>
<td>R20,000.00</td>
</tr>
<tr>
<td><strong>Mid-Week Weddings</strong></td>
<td><strong>Mid-Week Weddings</strong></td>
</tr>
<tr>
<td>Mondays to Thursdays</td>
<td>Mondays to Thursdays</td>
</tr>
<tr>
<td>R25,000.00</td>
<td>R18,000.00</td>
</tr>
</tbody>
</table>

**Additional areas**

- Manor House Garden
- 1700 Kamer
- Polo Field Viewing Deck
- Restaurant Gardens

Polo field/Marquee area

R50,000.00 – Please note: The fee is function/event dependent and will be estimated according to the complexity, requirements and size of the area utilised (excludes Laurent venue).

Wine Cellar

R80,000.00

*Please note all prices exclude VAT*

Venue hire includes the following:

**CEREMONY AND PRE-DRINKS**
- Outdoor ceremony areas overlooking numerous vineyards and mountains. (Please Note: Possibly at an additional cost dependent on chosen area.)
- Surrounding vineyards, historical buildings and exquisite mountain backdrop for photo purposes.
- The use of the lawn and reserved outside areas (weather permitting).
- Set-up of outside areas if required.

**RECEPTION**
- Exclusive use of venue hall and veranda.
- Basic set up of tables and chairs for reception.
- Outside Veranda area – standing/seating space for 150.
  - Liquor Licence for the entire grass area stretching out from the venue.
  - Hook for easy connection for a Bedouin tent.
- The outside veranda area can also be used as seating area for the reception.
- Disabled access.
Cutlery:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starter</td>
<td>Including Starter Knife &amp; Fork for 250</td>
<td></td>
</tr>
<tr>
<td>Fish</td>
<td>Including Fish Knife &amp; Fork for 250</td>
<td></td>
</tr>
<tr>
<td>Main</td>
<td>Including Main Knife &amp; Fork for 250</td>
<td></td>
</tr>
<tr>
<td>Dessert</td>
<td>Including Dessert Fork &amp; Spoons for 250</td>
<td></td>
</tr>
<tr>
<td>Soup</td>
<td>Including Soup Spoons for 250</td>
<td></td>
</tr>
</tbody>
</table>

Crockery:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side</td>
<td>Including 19 cm Side Plates for 250</td>
<td></td>
</tr>
<tr>
<td>Starter</td>
<td>Including 26.8 cm Starter Plates for 250</td>
<td></td>
</tr>
<tr>
<td>Main</td>
<td>Including 31.2 cm Main Plates for 250</td>
<td></td>
</tr>
<tr>
<td>Soup/Pasta/Dessert</td>
<td>Including Soup/ Pasta/ Dessert bowls for 250</td>
<td></td>
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</tbody>
</table>

Furniture:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Crystal Chandeliers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250 White Tiffany Chairs</td>
<td>For inside/reception use only</td>
<td></td>
</tr>
<tr>
<td>20 2.4m x 1.2m x 0.7m basic rectangular tables (linen required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lounge furniture seating 28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bar:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar facility</td>
<td>To be taken care of by Shake and Serve</td>
<td></td>
</tr>
</tbody>
</table>

No glassware included as no bar rental is levied

Staff:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Manager for duration of the event.</td>
<td></td>
</tr>
<tr>
<td>2 Staff members for set up only.</td>
<td></td>
</tr>
<tr>
<td>1 Parking marshal on guest arrival.</td>
<td></td>
</tr>
<tr>
<td>Roaming patrolled security during your event.</td>
<td></td>
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</tbody>
</table>
Our included stock rental value

*Laurént* includes all basic cutlery & crockery, tables, lounge furniture and white tiffany chairs for up to 250 guests with the following rental value:

- **Cutlery**: Including starter, mains, dessert, soup, fish cutlery, butter knives - R 4,200.00
- **Crockery**: Including starter, mains, dessert, soup/pasta, side plates - R 3,000.00
- **Tables** - R 1,000.00
- **Chairs**: - R 11,250.00
- **Lounge furniture (28 Seats)** - R 23,600.00
- **Cement coffee tables (4)** - R 1,820.00

This brings the total value of the stock included in the venue hire to R44,870.00.

The venue fee excludes the following:

- Use of the areas not specified.
- Chairs for outside use (example wedding ceremony).
- Generator.
- Air-conditioning.
- Event Coordination.
- All linen & décor.
- All bar & table glassware.
- Audiovisual equipment and services.
- Bar service, waitrons and food.

*Please note: We offer a list of our preferred service professionals on request.*
General Information

Catering
Stir Food (www.stirfood.co.za) have the exclusive catering rights for your function at Lourensford. In the event of any special dietary requirements due to religious beliefs, the Venue Manager will gladly suggest an alternative catering company. Kosher & Halal 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. This fee also includes corkage on Kosher wines should Laurent wines not be consumed at the function/event. Please note that should your numbers exceed 250, an additional R250.00 surcharge per person will be levied on top of the quoted menu price to cover the costs of additional kitchen equipment hire. No electric gas hobs are included.

Bar service & Staffing
Bar service and waitrons will be managed by Shake & Serve (www.shakeandserve.co.za) on behalf of 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. Certain exceptions may occur for dietary and religious purposes; i.e. Kosher, etcetera. Laurent is fully licensed. We highly recommend the use of professional waiters. The choice of an open- or cash bar is to be confirmed prior to the function/event.

Lourensford Wine
It is a prerequisite to serve Lourensford Wine Estate wines and Méthode Cap Classique's (MCC) at your function/event. Lourensford offers three award winning ranges: The River Garden-, Estate- and Winemaker’s Selection ranges (comprehensive list of available wines 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, MCC or French champagne other than Lourensford MCC, a corkage fee of R40.00 will be applicable. Wine orders need to placed with Laurent Management and paid in full two weeks prior the function/event.

Site inspections & viewings
Please note that site inspections and viewings are by appointment only. Our office hours are Monday to Friday from 09:00 to 17:00 and on Saturdays from 10:00 to 13:00 as not to disrupt any functions/events that might take place on the specific day. Should you want the catering company Stir Food 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 schedule in writing with Laurent Management.

Sound
Laurent does not provide any equipment for sound in any of the locations mentioned above. 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 dance/live music shall be stopped promptly at 00:00, with the sliding glass doors being closed. Only background music will be allowed on the Estate after 00:00 up until 02:00 inside the venue.

After hours
Should you wish to extend the duration of your evening function/event to 02:00, an additional fee of R1,500.00 excl. VAT per hour will be charged to your account.
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 (if Laurent’s furniture is used), providing that such a plan is sent to Management at least two days prior to the event.

Charges
A refundable deposit of R5, 000.00 incl. 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. A 50% deposit of the total venue hire and any additional service fees is required to secure a wedding, function, event or conference date.

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 are exquisitely furnished and fully equipped with all necessary commodities for guests enjoyment.

- **Wine tasting and/or chocolate pairing with accompanying cellar tour** – Tantalise your taste buds with this sensory excellence of sampling current vintages, 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.

- **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 onsite 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 farm.

- **Millhouse Kitchen** – Our newly renovated restaurant run by chef Björn Dingemans is a gastronomic extravaganza – so come and indulge yourself. The Restaurant offers scrumptious breakfasts, light lunch as well as a delectable dinner menu.

- **Mountain biking & trail running** – A selection of one-day mountain bike and trail running routes are uniquely designed to cater for all outdoor enthusiasts of all fitness levels. Riders will discover the beauty of the cape while following flowing roads and downhill's to the slope of the mountains.

- **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 men groups to build better bonds.

- **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. An experience not to be missed.
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.