



ANNO. 1695

KLEINE ZALZE

STELLENBOSCH LODGE SOUTH AFRICA



CONFERENCES AT KLEINE ZALZE LODGE



KLEINE ZALZE: A UNIQUE WINELANDS VENUE

Wine has been made at Kleine Zalze since 1695. Today, this family owned winery, situated just 3km outside of Stellenbosch – in the heart of the Cape Winelands – continues the tradition of producing wines of outstanding quality. Kleine Zalze forms part of the greater 300 hectare De Zalze Winelands Golf Estate and offers a complete destination package, including accommodation, dining and wine tasting.

Kleine Zalze boasts a four-star Country House, 'Kleine Zalze Lodge' with its own restaurant under the direction of Chef George Britton to round off the Kleine Zalze experience and make the estate a perfect venue to host a Conference, Team-building or Workshop event in a tranquil, intimate setting.

CONFERENCES AT KLEINE ZALZE

As a working wine farm, Kleine Zalze offers a unique Winelands venue, featuring views into our barrel maturation cellar. The venue is air conditioned and boasts a beautiful bar area. A large glass front opens the venue up onto a large balcony, which overlooks the first fairway of the De Zalze Golf Estate, which provides an ideal spot to take a refreshing break from work.

The Conference venue can be set up in various styles to suit your unique requirements. Depending on the seating arrangements, the venue can host up to 100 delegates. Smaller conferences and meetings can be accommodated in one of the Lodge's Luxury Suites.

After a day of work, delegates can enjoy the comfort of the 4-star Kleine Zalze Lodge, offering a variety of tastefully decorated rooms with panoramic views of the vineyards, the mountains of Stellenbosch and the De Zalze Golf Course. For Lunch and Dinner, executive Chef, George Britton, will treat your delegates to his culinary creations at the Kleine Zalze Lodge Restaurant.

Other activities to enhance your conference can be arranged on request. These include wine tasting at Kleine Zalze's tasting room, a round of golf at De Zalze Golf Course and Provençal inspired dinners at the award-winning Terroir Restaurant.

We are fully aware of the fact that every conference has its own unique requirements, which we will be able to cater for in order to make your conference a professional success. Please do not hesitate to contact us to discuss your specific needs.

EVENTS COORDINATOR CONTACT DETAILS

For all Conference related enquiries, please contact:

Office: +27 (0) 21 880 0740

Email: events@kleinezalze.co.za

CONFERENCE AND MEETING RATES

FULL DAY CONFERENCES	HALF DAY CONFERENCES
R350 per person per day (Current – Aug '15)	R320 per person per day (Current – Aug '15)
This fee includes: <ul style="list-style-type: none"> • Coffee and Tea on arrival • Mid-Morning Coffee and Tea with snacks • Light 2-course/finger Lunch • Mid-Afternoon Coffee and Tea with snacks • Venue Hire • White Screen • Flipchart with markers • Mineral water (on arrival and after lunch) • Wi-Fi 	This fee includes: <ul style="list-style-type: none"> • Coffee and Tea on arrival • Mid-Morning Coffee and Tea with snacks • Light 2-course/finger Lunch • Venue Hire • White Screen • Flipchart with markers • Mineral water (on arrival and after lunch) • Wi-Fi

A Data Projector/Proxima can be hired at an additional cost of R550 per day.

The Conference Room is equipped with a basic PA system, two powered Speakers and a cordless Microphone.

Additional technical equipment can be hired upon request.

CONFERENCE SEATING ARRANGEMENTS

<i>Venue</i>	<i>Maximum Capacity (number of delegates)</i>				<i>Dimensions (Approx.)</i>
	<i>U-Shape</i>	<i>Boardroom</i>	<i>Cinema</i>	<i>Schoolroom</i>	
Conference Room	40	40	100	70	11.5m x 14m
Cabernet Suite	15	18	30	18	7.5m x 6m
Viognier Suite	15	18	30	18	8m x 6m

THE CULINARY TEAM

The quality of both the food and the service is one of the most fundamental requirements for an enjoyable conference. At Kleine Zalze, Chef George Britton is in charge of the catering team, making sure that the culinary expectations are met.

CONFERENCE MENU OPTIONS

*We serve a 2-course Set Menu in the Lodge Restaurant for groups up to 30 delegates.
We serve a Working Finger Lunch Menu in the Conference Room for groups larger than 30 delegates.*

Please choose ONE of the following Main Courses:

- ① *Pea and Goats cheese Risotto*
- ② *Sirloin Steak topped with Garlic and Parsley butter, served with Chips and a side Salad*
- ③ *Pork Loin Roast accompanied by crushed Potatoes, Mustard cream and Greens*
- ④ *Chicken and Mushroom pies with seasonal Vegetables*
- ⑤ *Fragrant Rice with Cajun Calamari and Lemon butter*
- ⑥ *Beef Burger with Pepper sauce and Chips*
- ⑦ *Smoked Chicken and Avocado salad with Lemon dressing*
- ⑧ *Whole roast Chicken with soft Polenta and seasonal Vegetables*
- ⑨ *Marinated Chicken in Curry spice with baby Potato salad*
- ⑩ *Pasta with Beef strips, Spinach and Mushroom cream*
- ⑪ *Working Finger Lunch – Example of items to be included: Spicy Chicken wings, Veal meat balls, Corn and Spring onion hot cakes, Avocado, Tomato and Coriander salsa with Corn chips, Snoek fritters with Tomato sauce, Milk tarts and Koeksisters **(This option includes the Dessert)***

Please choose ONE of the following Desserts:

- ① *Peanut butter and Syrup Cheesecake*
- ② *Sticky Toffee pudding with Custard*
- ③ *Ice cream of the day with Praline*
- ④ *Mini Koeksisters, Milk tarts and Doughnuts*
- ⑤ *Crème brûlée*
- ⑥ *Fresh fruit salad with Sorbet*

Please note that we require your menu choices at least 7 days before the conference along with your final number of delegates attending.

Our chefs can cater for special Dietary Requirements (Vegetarian, food allergies) with sufficient prior notice. For Halaal catering, we will order in certified meals from our preferred Halaal caterer at a surcharge of R150 per meal. Please advise of any dietary requirements at the same time as confirming your menu choices.

STANDARD TERMS AND CONDITIONS

BOOKING CONFIRMATION & DEPOSIT

Please contact the Events Coordinator on +27 (0)21 880 0740 or events@kleinezalze.co.za to check the availability of the venue for your requested date. To secure the venue and the date for the Conference, a non-refundable deposit of 50% of the total cost is required. The deposit is payable within 7 days of booking your Conference date, after which these dates will be reopened for other interested parties without any prior notice.

FINAL PAYMENT

The balance is due 30 working days before your Conference. Kleine Zalze reserves the right to cancel all bookings should the balance not be paid in time. All additional expenses incurred are to be settled in full, prior to departure. No cheques will be accepted. Queries relating to a particular invoice will not be sufficient reason for withholding payment on any other invoice.

CANCELLATION POLICY

With your signature to this letter, you agree to settle any penalties or cancellation fees regarding food, beverages, and accommodation, which may be levied as a result of total cancellation. The following amounts will be charged to the client:

- Deposit 7 days after confirmation – non-refundable deposit
- 30 days prior to arrival – 100% of the value of the reservation

The amount charged for total cancellation of your Conference will be determined by either the cancellation policy or the non-refundable deposit (whichever is greater). In case of full cancellation, the Cancellation Fee will bear interest of 1% above prime rate per month until paid.

PRICES

Prices are valid for the validity period stated in this package. Kleine Zalze reserves the right to change prices, in line with price movements in the market, for dates outside the validity period.

BAR SERVICE

Please indicate whether you prefer a cash service, or an open bar facility with a tab that will be presented for payment at the end of the function. Please note that only beverages and wines supplied by Kleine Zalze may be consumed on the premises.

TIMES

Unless otherwise agreed with Kleine Zalze, below are the Conference times:

Full Day Conference 08h00 – 17h00
Half Day Conference 08h00 – 13h00 OR 12h00 – 17h00

The Conference space communicated to the Lodge is reserved only for the time(s) indicated. An overtime charge of R1,000 per hour or part thereof will be charged to the master account.

LIABILITY

Kleine Zalze accepts no responsibility for:

- Any loss, damage or injury to client, their guests or any of their belongings. Items delivered by the client for the Conference are the client's responsibility and should be removed the same day or collected by 08h00 the next morning, unless other arrangements have been made.
- Inability to perform due to power outages, strikes, or natural disasters. The client, his/her guests or employees will be liable for any damage or injury caused to Kleine Zalze and/or its employees. If any incident related to the Conference results in legal involvement of a third party, the client will exclude Kleine Zalze and its employees from all responsibility or blame.

DAMAGES TO THE KLEINE ZALZE PROPERTY

The Client shall be responsible for all liabilities, losses, demands, damages, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by Kleine Zalze Lodge or any employee or staff member of the Lodge or other guest or invitee of the Lodge and arising as a direct or indirect result of the attendance at the Conference or the use of services and facilities of the Lodge by the Client or its employees or any invitee of or outside contractor hired or engaged by the Client.

SMOKING POLICY

Smoking is not permitted in the Conference venue. There are designated outdoor areas where smoking is permitted.

Thank you for choosing Kleine Zalze Lodge to host your Conference. We look forward to welcoming you and your guests!

This document serves as an agreement of acceptance of the above terms and conditions.

Please sign and return this page to the Events Coordinator via email (events@kleinezalze.co.za) or fax (+27 (0)21 880 2215).

Signature: *Authorised Client representative*

Signature: *Kleine Zalze Lodge*

DATE SIGNED: _____

CONFERENCE DATE: _____

CLIENT / COMPANY NAME: _____

ADDRESS: _____

TEL: _____

FAX: _____

EMAIL: _____

WINES • TERROIR • LODGE • GOLF

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KLEINE ZALZE LODGES (PTY) LTD t/a KLEINE ZALZE LODGE • REG NR 2004/014962/07 • DIRECTORS M. BASSON & J.W. BASSON • VAT NR 454 021 5524