



# d'Ouwe Werf

EST. 1802

STELLENBOSCH



d'Ouwe Werf is proud to invite you to host your next corporate function, meeting or conference in our conference venue.

This venue is fully equipped with high quality audio visual facilities and privacy, we offer conference packages, delicious traditional meals as well as accommodation.

So come and experience d'Ouwe Werf Hotel, South Africa's oldest and most historic hotel, which has defined hospitality and fine dining for centuries.



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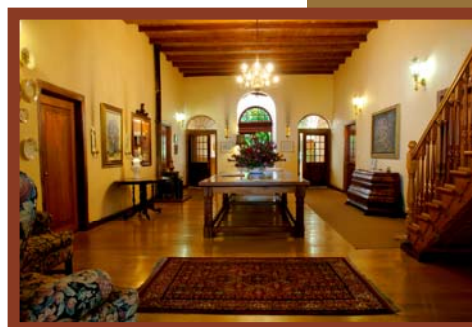
# d'Ouwe Werf

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Established in 1802, d'Ouwe Werf is South Africa's oldest and most historic hotel, which has defined hospitality and fine dining for centuries. The cultured, sunlit streets of Stellenbosch lie in the heart of the Cape Winelands and d'Ouwe Werf is situated in the historical core of this genteel university town, only 45km from Cape Town, 20km from the sea and surrounded by beautiful mountains. Our guests enjoy the wonders of the Cape Winelands from the repose of our luxurious accommodation, while the elegant Cape Dutch architecture reflects the refined hospitality to be found within. Stellenbosch is famous as the premier wine region of South Africa.



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## Conference Packages Information

2009

### Full Day Conference Package @ R295.00 per delegate

*Including:*

- Venue hire
- Standard Equipment
- Arrival Tea/Coffee
- Mid morning Tea/Coffee/Snack
- Delicious Lunch for 8 or more delegates
- Mid afternoon Tea/Coffee/Biscuit

### Half Day Conference Package with lunch/breakfast @ R260.00 per delegate

*Including:*

- Venue hire
- Standard Equipment
- Arrival Tea/Coffee
- Delicious Lunch for 8 or more delegates
- Tea/Coffee/Snack break

### Half Day Conference Package without lunch/breakfast @ R200.00 per delegate

*Including:*

- Venue hire
- Standard Equipment
- Arrival Tea/Coffee
- Tea/Coffee/Snack break



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## Conference Packages Information

2009

### Fully Inclusive – 24 hours Conference Package – rates on request:

#### *Including:*

- Bed & Breakfast
- Mid morning Tea/Coffee/Pastry
- Lunch – Choice of set menus
- Mid afternoon Tea/Coffee/Biscuits
- Venue Hire
- Standard Equipment
- Dinner

**Please note: Rates are based on groups of 10 or more delegates. In the case of groups less than 10, venue hire will be charged.**

#### **Venue Hire:**

Should you not wish to take on of the above conference packages and choose to just use the venue, venue hire is:

#### Conference Room:

Full day Venue hire	<b>R1 950.00</b>
Half day Venue hire	<b>R800.00</b>
Venue hire per hour	<b>R350.00</b>

*Special rates will be on offer for evening and weekend functions.*



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## Conference Package Information

2009

### Standard Equipment includes the following:

- Freestanding Flipcharts
- White boards
- Surround sound system
- Stationery
- Mineral Water, Cordials & Mints
- Wireless Internet Connection

Data projector @ **R550.00** per day

DVD player @ **R250.00** per day

*If you need equipment not listed, please ask for a quotation.*

### Conference Room Seating Capacity:

Cinema Style	50-60
U Shape	28
Boardroom	28

### Dinner:

Formal Sit down Dinner or Luncheon menus from **R165.00**  
– **R260.00** per person.

**All rates are inclusive of VAT, but exclusive of a 10 %  
service fee.**



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## Conference and Events



### Dinner Menu R130 (a)

#### STARTER

Julienne Vegetable & Sweet Chilli Springroll

#### MAIN COURSE

Cape Malay Bobotie

Served with Yellow Basmati Rice, Stewed Fruit & Seasonal Vegetables

Or

Old Fashioned Chicken & Leek Pie

With Mushrooms, Leeks & Sago served with Basmati Rice & Seasonal Vegetables

#### DESSERT

Traditional Malva Pudding served with Vanilla Custard

#### Coffee/Tea

10% Service fee NOT included



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## Dinner Menu R150 (a)



### STARTER

1802 Green Garden Salad with Toasted Seeds & Raspberry  
Vinaigrette

Or

Cape Malay Flavoured Butternut Samosas, with a Coriander  
Chilli Dipping Sauce

### MAIN COURSE

Cape Malay Bobotie

Served with Yellow Basmati Rice, Stewed Fruit & Seasonal  
Vegetables

Or

Oven Grilled Line of the Day Served on Crunchy Green  
Vegetables &  
Teriyaki Noodles

### DESSERT

Traditional Milktart with Cinnamon served with Vanilla Pod  
Ice Cream

Or

Fresh Tropical Fruit Salad with Sweet Chili, Lemon & Mint  
Sauce

Served with Vanilla Ice Cream

### Coffee/Tea

10% Service fee NOT included



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## Dinner Menu R165 (a)

### STARTER

1802 Green Garden Salad with Toasted Seeds  
& Raspberry Vinaigrette

Or

Cape Malay Flavoured Butternut Samosas,  
with a Coriander Chilli Dipping Sauce

### MAIN COURSE

Tender Grilled Rump with a Youngberry Sauce,  
Stir-fried Vegetables & Potato Croquett

Or

Oven Grilled Line Fish of the Day  
Served on Crunchy Green Vegetables & Teriyaki Noodles

### DESSERT

Warm Apple & Berry Crumble with Vanilla Pod Ice Cream

Or

Fresh Tropical Fruit Salad with Sweet Chilli, Lemon & Mint  
Sauce

### Coffee/Tea

10% Service fee NOT included



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## Dinner Menu R165 (b)

### STARTER

Roasted Tomato & Sweet Pepper Jam Tartlets with Micro Herbs and Boccocini

Or

Soup of the Day served with Home Baked Bread

### MAIN COURSE

Traditional Due, Cape Malay Bobotie & Chicken Pie served with Yellow Basmati Rice and Seasonal Vegetables

Or

Oxtail – Slow Cooked in Red Wine served with Basmati Rice

### DESSERT

Fresh Seasonal Fruit Skewer served with Fruit Sorbet

Or

Lemon Meringue served with Vanilla Ice Cream

### Tea/Coffee

10 % service fee NOT included



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## Dinner Menu R195 (a)

### STARTER

Grilled Pear Slices with Fresh Greens, Blue Cheese with  
a Honey and Mustard Dressing

Or

Smoked Mountain Trout & Avocado Roulade,  
served with Pickled Ginger & a Micro Herb Salad tossed in  
a Balsamic Reduction

### MAIN

Sheared Duck Breast Fillet

On Juicy Plum & Port Red Cabbage with New Potatoes

Or

Pan-fried Butter Fish with Redpepper Butter  
Served with New Potatoes & Mangetout

### DESSERT

Cappuccino Tiramisu

Or

A Trio of Summer Sorbet

**Filter Coffee/Tea**

**10% Service fee not included**



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## Dinner Menu R195 (b)

### STARTER

Crushed Almond Crumbed Camembert with Micro Herbs  
with a Gooseberry Vinaigrette

Or

Beef Biltong Salad

Home Made Biltong tossed in Baby Spinach, Roasted  
Pumpkin Seeds, Parmesan Cheese & Avocado served with a  
Harissa Dressing

### MAIN

Slow Roasted Lamb Shank

In a Star Anise Infused Pinotage Jus served with Olive Oil  
Mashed Potatoes

Or

Braised Pork Belly

With Red Wine Onions & Butternut Mash

### DESSERT

Baked Cheese Cake

d'Ouwe Werf's Famous Cheese Cake Served with Vanilla  
Pod Ice Cream

Or

Grilled Succulent Plums

In a Orange & Ginger Port Sauce with Vanilla Pod Ice  
Cream

**Filter Coffee/Tea**

**10% Service fee not included**



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## Dinner Menu R225 (a)

### STARTER

Spring rolls

Filled with Smoked Chicken, Blue Cheese & Leeks

Or

Smoked Springbok Carpaccio

Slithers of Smoked Springbok served with Parmesan Shavings, Rocket, Raspberry Vinaigrette & Balsamic Drizzle

### MAIN

Beef Fillet Grilled To Your Choice

With Olive Oil Mashed Potatoes, Roasted Peppers & a Red Wine Glaze

Or

Pan-fried Kingklip with Redpepper Butter

Served with Olive Oil Mashed Potatoes & Mangetout

### DESSERT

Star Anise Infused Crème Brulee

Or

Peacan Nut, Sticky Toffee & Ginger Tart served with Vanilla Pod Ice Cream

**Filter Coffee/Tea**

**10% Service fee not included**



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## Dinner Menu R240 (a)

### STARTER

Springrolls

Filled with Smoked Chicken, Blue Cheese & Leeks

Or

Smoked Springbok Carpaccio

Slithers of Smoked Springbok served with Parmesan Shavings, Rocket, Raspberry Vinaigrette & Balsamic Drizzle

### MAIN

Stuffed Kudu Loin

With Sautéed Mushrooms & Feta Cheese, Wrapped in Bacon with a Chocolate & Red Wine Jus & Savoury Polenta

Or

Orange & Rosemary Norwegian Salmon

With Macadamia Nuts & Olive Oil Mashed Potatoes

### DESSERT

Cappuccino Tiramisu

Or

Individual Self-Saucing Dark Chocolate Pudding with Vanilla Pod Ice Cream

**Filter Coffee/Tea**

**10% Service fee not included**



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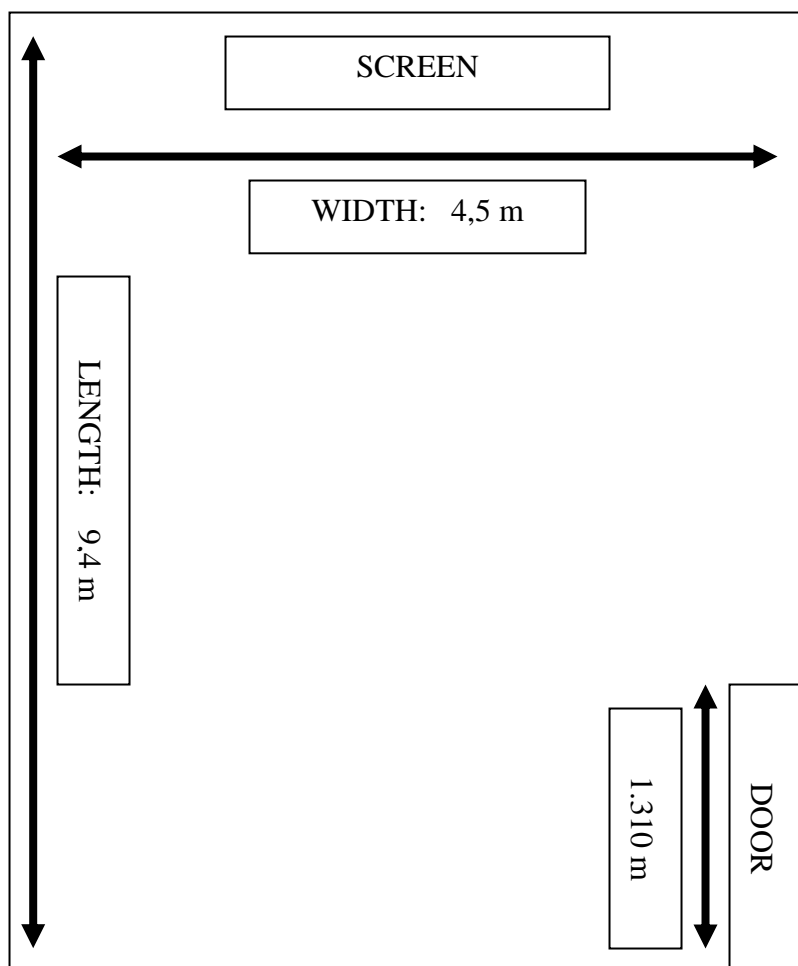
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## Floor plan

Herewith the measurements for our Conference Room.



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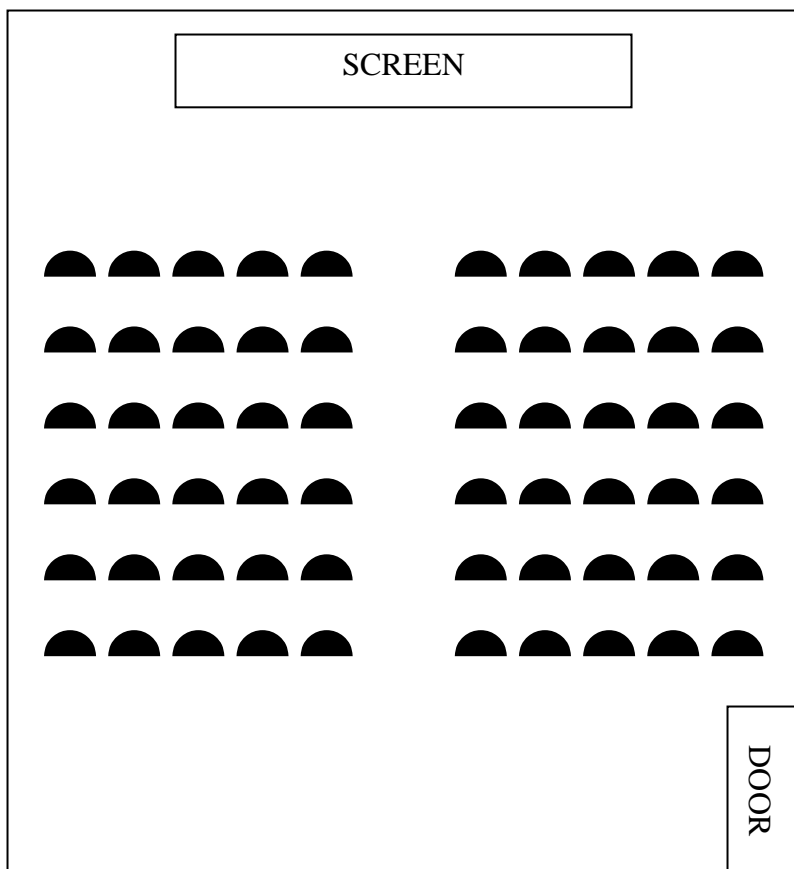
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## SUGGESTED LAYOUTS

These layouts are applicable to maximum room seating capacity

### Cinema Style



**Capacity:** 50 – 60 delegates



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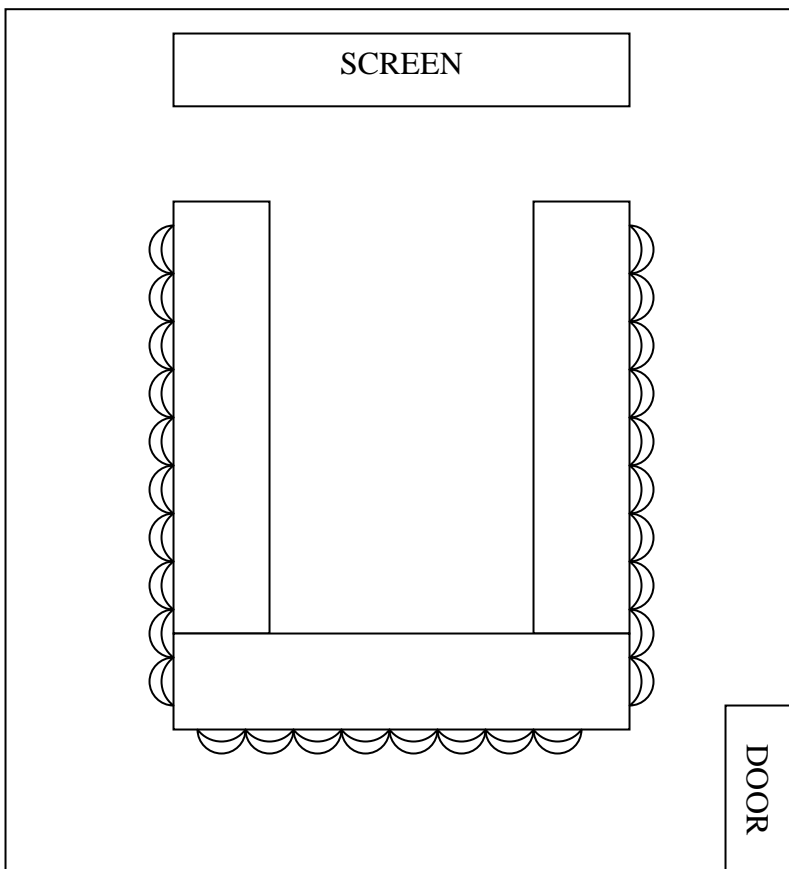
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## SUGGESTED LAYOUTS FOR CONFERENCES

These layouts are applicable to maximum room seating capacity

### U-Shape Style



**Capacity:** 28 delegates



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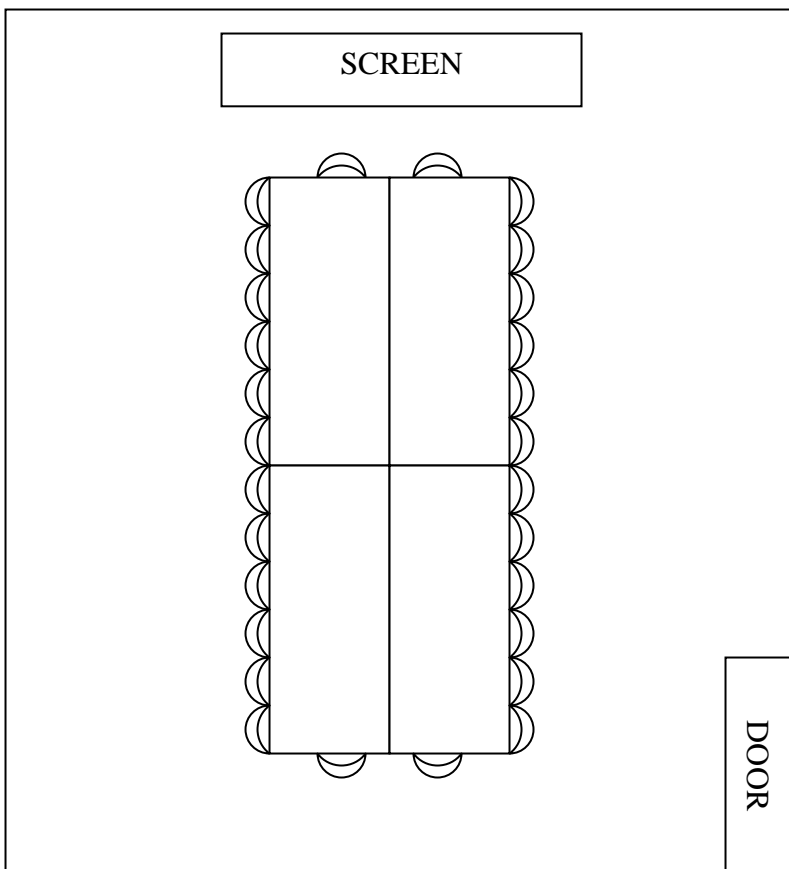
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**SUGGESTED LAYOUTS FOR CONFERENCES**

These layouts are applicable to maximum room seating capacity

**Boardroom Shape Style**



**Capacity:** 28 delegates



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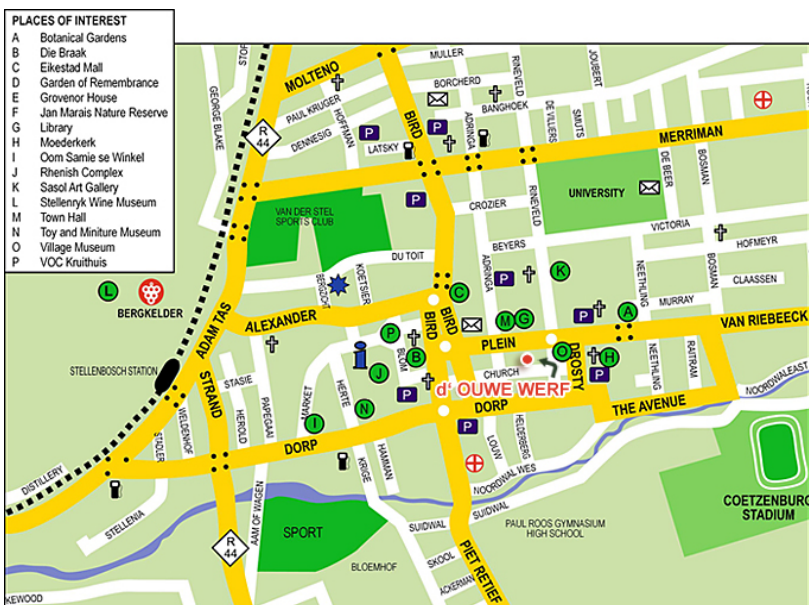
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## Maps to d'Ouwe Werf Hotel

For a detailed printable format please use the following link:

<http://www.ouwewerf.com/stellenbosch-hotel-location.html>



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## Directions from the Airport via the N2 to the hotel

A few hundred meters after exiting the airport, follow the signs leading to the N2 motorway east to Somerset West.

After some 13km on the N2, turn left at the signposted Helderberg/Baden Powell Drive/R310 turn-off (exit 33) in the direction of Stellenbosch, which is signposted at the top of the turn-off. Follow the R310 for 15km to the T-junction, having passed some wine estates and the Van Rhyn Brandy Cellar on the way.

At the T-junction, turn right to Stellenbosch. Continue on this road past the first set of traffic lights, until the second set of traffic lights. Turn right here into Dorp Street. Follow Dorp Street for some 1.5 km past another set of traffic lights and two small traffic roundabouts/circles, signposted as 'mini traffic circles'.

Continuing past the second mini circle (signposted as Bird Street), turn left at the third street, which is Drostdy Street. Turn left at the first intersection into Church Street. Our hotel is located at Number 30, which is on the right side about 100 metres down.

There is a valet parking service available, for which you would first need to announce yourself at the hotel's reception desk.

*Please note: Street signs in town are written on the curb at intersections.*



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## Directions from Cape Town City Centre (Adderley Street) to the hotel

Follow Adderley Street towards the harbour, across two roundabouts / traffic circles and turn right to travel to the N1 motorway.

Follow the N1 out of Cape Town until you see the sign marked R304 Stellenbosch/ Klipheuwel and take this turn off to your left. At the following Stop sign, turn right onto the R304.

Follow this road until you reach the intersection of the R44 and Bird Street (the R304 changes over to Bird Street once you reach Stellenbosch). Turn right onto the R44 and drive to the fourth traffic light. Take the Dorp Street turn-off to your left and follow for some 1.5 km past another set of traffic lights and two small traffic roundabouts/circles, signposted as 'mini traffic circles'.

Continuing past the second mini circle (signposted as Bird Street), turn left at the third street, which is Drosty Street. Turn left at the first intersection into Church Street. Our hotel is located at Number 30, which is on the right side about 100 metres down. There is a valet parking service available, for which you would first need to announce yourself at the hotel's reception desk.

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## Contract Terms

**We would like to bring the following to your attention:**

Should the quote meet with your approval, a contract letter needs to be signed and returned to us before the date specified. If the signed copy of the contract letter is not received by this date, the Hotel reserves the right to release any/all arrangements and reservations as stipulated in this letter.

- 1 - The person specified will be responsible for full payment of all accounts unless otherwise specified.
- 2 - Final numbers must be confirmed in writing forty-eight hours prior to the conference and rooming lists must be given to the hotel 10 days prior to the start of the conference. This number will be billed for unless the number of delegates increases on the day of the conference.
- 3 - The account must be settled in full 4 days after the conference unless otherwise specified. All cancellations must be given to the Hotel in writing. No shows will be charged for in full. Outstanding extras accounts must be settled on departure.
- 4 - The client will be liable for any loss or damages incurred to the venue and its contents during the conference and indemnifies d'Ouwe Werf fully in respect thereof.
- 5 - Any food remaining from any function will be dealt with at the discretion of the Hotel.
- 6 - The use of the premises and pool are at own risk.



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- 7 - 10% Service charge on the full amount will be levied on all banquets/conference / events
- 8 - We have full bar facilities and no liquor in excess of the limit agreed upon will be provided unless authorized in writing. Any such excess as authorized will be payable on termination of the function. In terms of the Liquor Act, no liquor may be brought to or taken out of the venue, save for liquor supplied by d'Ouwe Werf.
- 9 - All prices quoted include 14 % VAT and are subject to amendment without prior notification.

## CANCELLATION FEES:

- 1 - 50% of the total confirmed rate if cancelled 3 days prior to arrival
- 2 - 100% of the total confirmed rate if cancelled 2 days prior to arrival

The above time limit has been devised in the hope of developing mutual understanding and professionalism in order to safeguard our mutual interests and prevent losses.

For any enquiries please contact

*Irané Brink*

+27 (0) 21 887 4608

office@ouwewerf.com



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