



MCMXXVIII

THE WINCHESTER

BOUTIQUE HOTEL

BY

NEWMARK



EVENTS INFORMATION 2025 | 2026

Thank you for your enquiry and for considering

The Winchester Boutique Hotel as the venue to host your event

Valid for confirmed conferences. No bookings are confirmed until deposit is received.
Menus are subject to change depending on availability of products.
Prices subject to change without prior notification on quotes.



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Conference Packages – Minimum delegates

Venue	Minimum	Maximum
Boardroom	6 pax	10 pax
Francon	12 pax	24 pax
Constance 1	10 pax	20 pax
Constance 2	20 pax	40 pax
Constance 1+2	30 pax	60 pax
Harvey's Bar	50 pax	100 pax cocktail
Shoreditch Restaurant	50 pax	90 pax seated / 100 pax cocktail
Courtyard	50 pax	90 pax seated / 100 pax cocktail

FULL DAY CONFERENCE PACKAGE

Package	Venue Times	Includes	Price per person Incl VAT	Validity
Full Day Conference Package	08h00 – 17h00	<ul style="list-style-type: none">• Venue Hire• Standard Conference Equipment• Stationary, Sweets & Water• Arrival Tea Break + Biscuits• Mid-Morning Tea Break + Snack• Harvest Lunch• Soft Drinks during lunch (max 2pp)• Afternoon Tea Break + Snack• Wifi	R900 per person	01/08/2025 – 31/05/2026
Half Day Conference Package - Morning	08h00 – 13h00	<ul style="list-style-type: none">• Venue Hire• Standard Conference Equipment• Stationary, Sweets & Water• Arrival Tea Break + Biscuits• Mid-Morning Tea Break + Snack• Harvest Lunch• Soft Drinks during lunch (max 2pp)• Wifi	R800 per person	01/08/2025 – 31/05/2026
Half Day Conference Package - Afternoon	13h00 – 17h00	<ul style="list-style-type: none">• Venue Hire• Standard Conference Equipment• Stationary, Sweets & Water• Arrival Tea Break + Biscuits• Harvest Lunch• Soft Drinks during lunch (max 2pp)• Afternoon Tea Break + Snack• Wifi	R800 per person	01/08/2025 – 31/05/2026

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VENUE HIRE

Venue	Venue Times	Includes	Price incl VAT	Validity
Boardroom	Per hour – minimum 4 hours	<ul style="list-style-type: none">Standard Conference EquipmentArrival Tea Break	R1000.00 per hour	01/08/2025 – 31/05/2026
Constance 1	08h00 – 17h00	<ul style="list-style-type: none">Standard Conference EquipmentArrival Tea Break	R9000.00	01/08/2025 – 31/05/2026
Constance 2	08h00 – 17h00	<ul style="list-style-type: none">Standard Conference EquipmentArrival Tea Break	R18 000.00	01/08/2025 – 31/05/2026
Constance 1+2	08h00 – 17h00	<ul style="list-style-type: none">Standard Conference EquipmentArrival Tea Break	R27 000.00	01/08/2025 – 31/05/2026
Harvey's Bar	Per Serving Period	<ul style="list-style-type: none">Exclusive Use – min 50 guests must book Food & BeverageFurniture as is1 waiter per 10 guests	R25 000.00	01/08/2025 – 31/05/2026
Shoreditch Restaurant	Per Serving Period	<ul style="list-style-type: none">Exclusive Use – min 50 guests must book Food & BeverageFurniture as is1 waiter per 10 guests	R20 000.00	01/08/2025 – 31/05/2026
Courtyard	Per Serving Period	<ul style="list-style-type: none">Exclusive Use – min 50 guests must book Food & BeverageFurniture as is1 waiter per 10 guests	R30 000.00	01/08/2025 – 31/05/2026

For bookings confirmed 48 hours or less prior to the conference date, we will try and accommodate your tea and lunch break selections as close as possible, however, may revert to a chef's selection; Dietary requirements will be catered for and need to be shared with the hotel 72 hours prior to arrival

- Standard Terms and Conditions apply

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Additional Charges

Specialty Coffees are charged additional, please arrange with coordinator
Breakaway Rooms will be quoted on if required and available
No Gratuity is included in the Conference Packages, but can be added as per your discretion
10% Gratuity will be added to breakfast, lunch or dinner events
Any additional AV equipment required (from an Outsourced Company)
Any additional furniture required (from an Outsourced Company)
Strict Kosher & Halaal meals will be charged additionally (from an Outsourced Company)

Our Venues:

THE CONSTANCE ROOM
THE EXECUTIVE BOARDROOM
THE FRANCON ROOM



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Our Venues:

THE CONSTANCE ROOM

The Constance Room 1&2 is a stylish room that can be divided in two rooms, it has French doors along both sides that allows natural light and fresh air into the venue and is fully air conditioned for your comfort. This venue is perfect for a large workshop spanning several days, it can also be converted into a lecture theatre or dining venue.

- Ceiling mounted drop down 75inch TV's is used for presentations
 - Multiple wall mounted plug points
- High speed internet connection with option of enhanced line personalised SSID with password



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Our Venues:

THE EXECUTIVE BOARDROOM

The Executive Boardroom can seat a maximum of 10. A glass wall gives it an open appearance. It is equipped with a large LCD-TV for presentations and is fully air conditioned.

- 55inch Television HDMI connectivity
- Table top USB and plug points
- High speed internet connection with option of enhanced line Personalized SSID with password



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THE FRANCON ROOM

The Francon Room. Experience the ultimate in luxury and technology in this venue, featuring cutting-edge audiovisual equipment perfect for video conferencing and presentations. The venue is also adorned with stunning original artwork, creating a sophisticated ambiance. Additionally, this versatile venue is ideal for private dining events, offering an exclusive and intimate setting for special occasions. The venue features full air conditioning, sufficient natural light, and flexible lighting settings to suit your specific needs.

- 75 inch Interactive Touch Display
- Video Conferencing available
- HDMI, USB, USC and plug points, available in floor boxes
- High speed internet connection with option of enhanced line Personalized SSID with password



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Shoreditch Restaurant – Exclusive Use for minimum 50pax | maximum 90pax seated or 100pax cocktail

Possibility of larger groups to be discussed with the events coordinator

R20 000 per serving period: Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00

Requires Food & Beverage to be ordered

Shoreditch offers a contemporary and diverse menu, free from the constraints of any particular culinary style but uniquely defined by the chef's primary method of cooking: on flames. With immense passion and skill, the culinary team focuses on embracing the variety of wonderful flavours that come through when preparing dishes with fire.



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Harvey's Bar – Exclusive Use for minimum 50pax cocktail | maximum 100pax cocktail

R25 000 per serving period: Breakfast 07h00 – 11h00 | Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00
Requires Food & Beverage to be ordered

A favourite spot among locals, Harvey's Bar serves a selection of creatively curated beverages as well as enticing menu items, which can be enjoyed while gazing out over the promenade and Atlantic ocean.



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Courtyard – Exclusive Use for minimum 50pax | maximum 90pax seated or 100pax cocktail

R30 000 per serving period: Breakfast 07h00 – 11h00 | Lunch 12h00 – 16h00 | Dinner 16h00 – 22h00
Requires Food & Beverage to be ordered



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Accommodation

The Winchester Hotel has 78 rooms, including various suites and lofts. Select rooms offer ocean or mountain views while each one features striking decor that builds on a monochromatic palette with hints of colour and quirkiness, including stunning Ardmore fabrics.

Room Features:

Complimentary coffee, teas and biscuits
Air conditioning
Luxurious cotton bedding
A king-size bed
En-suite bathroom
Bathrobes and slippers
Hairdryer
Electronic safe
A television with satellite channels
A minibar-contact reception for a tailor-made selection
International adaptors available on request

Check-In | Check-Out Times

Check-in: 14H00
Check-out: 11H00

Distances

22.5km to Cape Town International Airport
3km V&A Waterfront shopping centre
6km to Camps Bay
4.8km to Clifton 4th Beach
7.8km to Table Mountain Aerial Cableway
2.3km to Cape Town Stadium
4.9km to Cape Town International Convention Centre

Location

Physical Address:
221 Beach Rd
Western Cape
South Africa
8001

GPS Co-ordinates:

33.9106° S | 18.3907° E

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Terms & Conditions

PAYMENT

A 50% deposit is required within 7 days of receiving the quote. Full prepayment is required prior to the commencement of your conference. Any additional charges that might occur on the day have to be paid at the end of the function, prior to your departure. Payment can be made, either direct to the hotel or by bank transfer.

Our bank account details are as follow:

Account Name:	Winchester Mansions
Bank:	Nedbank
Account Number:	1009554530
Branch Code:	100909
Swift/IBAN Code:	NEDSZAJJ
VAT No:	4840108080

When using this method of payment, we kindly request that you email a copy of the proof of payment to your booker, clearly marked with your function name.

Should any of the payment conditions not be adhered to, the Winchester Hotel reserves the right to cancel the booking.

CANCELLATION FEES

Please note that The Winchester Hotel reserves the right to cancel your reservation, without liability on its part, should it be forced owing to any of the following factors: Damage or destruction of the allocated rooms by fire or any other cause, any shortage of labor or food supplies, strikes, lockouts, industrial unrest, or any other causes beyond its control.

Please note that a 50% cancellation fee will be charged for guaranteed bookings that cancel within 21 days prior to the booked date. A 100% cancellation fee will apply to bookings that cancel within 7 days prior to the function date. Any guests that fail to arrive will be charged for in full.

LIABILITY

The hotel will not be held liable for any loss of items. Equipment and personal belongings that is brought onto the property is the responsibility of the client and not of the hotel.

FINAL ARRANGEMENTS

It is required, for the smooth running of your function, that we meet 14 days prior to the event to discuss all final details with regards to the function. Final numbers of guests that are confirmed on this day will be number that will be charged for. No cancellations will be accepted after this date.

We trust that the above meets with your approval and look forward to welcoming you and your guests to the WinchesterHotel.