



Conference, Team Building, Training Pack



Beauty, peace and tranquility in the heart of the **Stellenbosch** winelands

We can put packages together for conferences, training, team building, special events, year-end functions and product launches at a central location serving Stellenbosch, Somerset West, Kuilsriver and Bellville and only 40km drive from Cape Town center. Our conference facilities can cater for up to 160 people and lunches and dinners can be arranged on request for group bookings. Wi-fi, free parking. Special catering requirements e.g. Halaal, vegetarian and Low-Carb / Banting can be arranged.

24 people can sleep in 12 en-suite rooms all with private outside entrances, some extra length beds and spacious verandas, and nearby is up to 65 rooms. Large gardens, a wide variety of birds, dams and loads of history. Wake to the sounds of the countryside and the birds singing. Onze Rust is only 20 minutes from the Cape Town Airport and 10 min to Stellenbosch. The area has many attractions, markets, wine tastings, festivals and we can assist with information. Within 5-8 minute's drive are several good restaurants for guests outings lunch or dinners.

Onze Rust is a social enterprise partially sponsoring woman, youth and community organizations, although we do not receive subsidies ourselves.

Onze Rust Farm; Vlaeberg Rd, Stellenbosch, Western Cape South Africa
P O Box 12 471, Die Boord, 7613 Tel: (27) 83 556 3171

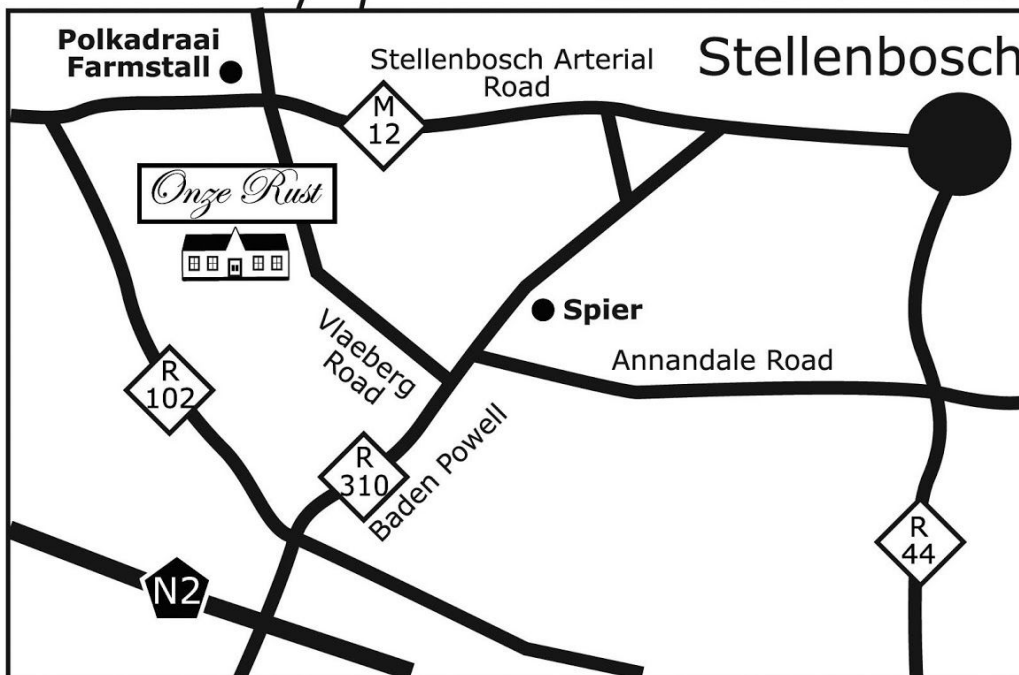
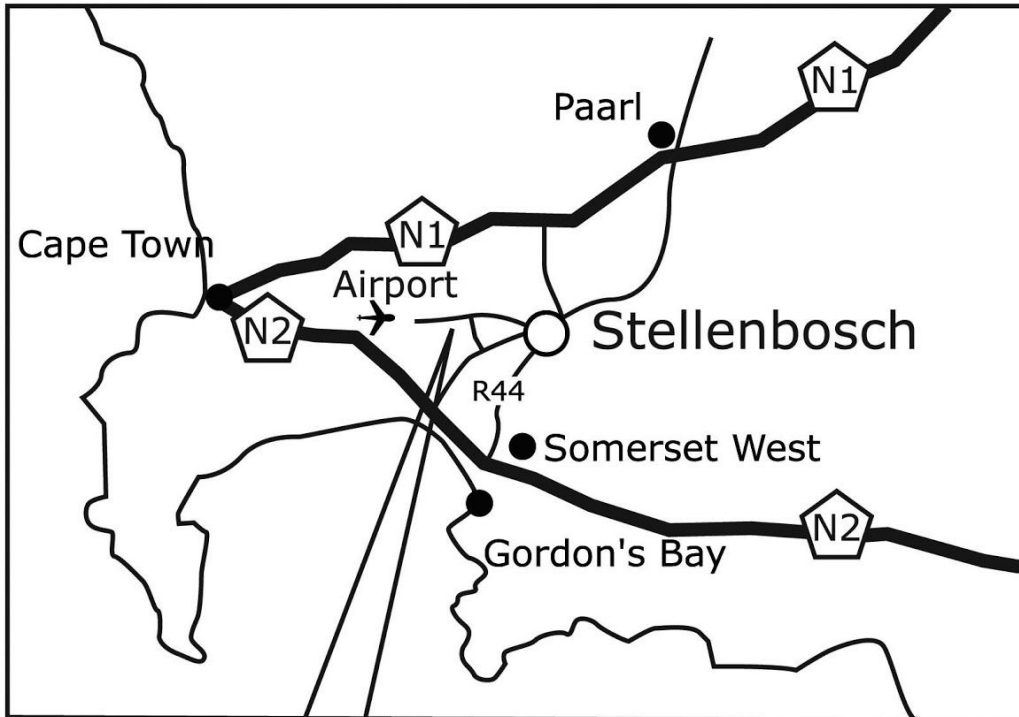
Fax: 0865757054

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Contents Page

Half Day Package	2
Full day Package	2
Full Day Conference and Over Night Package	2
Capacity and Layouts	2
Accommodation	2
Meals	2
Terms and Conditions	2
Conference Enquiry Form	2



Half Day Package – 5 hours (R320 pp) including meal

- Use of Conference Venue and free parking next door
- Welcome Coffee/Tea with Muffins or rusks
- Second Coffee/Tea with snack platter
- Use of basic conference equipment (projector & screen, white board, flip charts) & Water on tables

Choice of a **Full Breakfast OR 2 course Lunch** as meal,
OR if **no meal** then cost is **R220 pp with 2 teas included**.

- Times can be adjusted according to needs/schedule
- A PA system can be arranged at an additional charge subject.
- Cleaning and set up included

Full day Package (08h00-17h00) R450 pp

- Use of Conference Venue and basic conference equipment (Projector & screen, white board, flip charts) and water on tables.
- Welcome Coffee/Tea with Muffins or rusks
- Second Coffee/Tea/juice with snack platter mid-morning
- 2 course Lunch and coffee/tea
- Afternoon Break Coffee/Tea with Cheese platter & fruit
- A PA system can be arranged at an additional charge

ADD 3 course spit-braai for **DINNER @ R320 pp** including pre-snacks, service fees and one free drink pp.

Full Day Conference and Over Night Package (full board 2 meals & 2 teas) R1050 pp sharing

- Use of Conference Venue – 9-11 hours
- Welcome Coffee/Tea with Muffins or rusks
- Mid-Morning Coffee/Tea/juice with snack platter
- Use of basic conference equipment (projector & screen, white board, flip charts) & Water on tables
- 2 course Lunch and tea/coffee
- Afternoon tea/coffee & cheese & fruit platter
- 1 Night's Accommodation (Sharing) and full Breakfast the following morning before departure/ conference
- Single occupancy per room supplement payment R280 pp
- A PA system can be arranged at an additional charge.
- ADD **Dinner for R210 pp OR Spit-braai R320 pp** including pre snacks, both options one Free drink pp.
- Please note that special arrangements can be made for team building groups who wish to use the garden area and have exclusive use of the property.

Capacity and Layouts

Layout	Number of People
U shape	45
Classroom	100
Team Building in barns or gardens	200
Boardroom only	8
Cinema	160
Round tables	120

Power points and wi-fi available in venue



Accommodation

Onze Rust Guest House offers accommodation within 50-80m walking distance of the conference venue. The guest house has ten bedrooms and a 2 room cottage, and is made up of two beautiful houses with lovely views over the garden and dam. Each room has its own entrance from the outside and access to patio areas with seating for beautiful summer evenings. Each bedroom has an en-suite bathroom, TV, mini fridge as well as coffee/tea making facilities. Rates are based on double (two people sharing) or single occupancy. Beds can be split (two single beds) when rooms are shared. Please enquire about availability and rates (Special rates are given for long stays and when three or more rooms are booked).

Need more than 10 rooms? There are many guest houses in the area, if you require extra accommodation please let us know and we will enquire for availability and arrange shuttle service to venue.

Meals

- Special Requests or allergies/ dietary needs, need to be communicated beforehand (preferably at time of enquiry) and an extra charge may be added as some of these meals must be bought in
- Please note that our kitchen is not Halaal, but we can use the service of a halaal caterer with his own staff and cutlery/crockery.

- Menu options will be communicated, after number of people and needs have been considered.
- Menu must be confirmed on acceptance of quote and Finger Lunch options also available
- Juice, coffee, tea included in lunch any other beverages(e.g. Coke/Fanta) will be charged accordingly, unless other wise arranged
- No liquor included, a bar and barman can be made available at an extra cost depending size of group and stock range.
- Dinners include one free drink per person, which may be a glass of wine, soft drink or beer. This must be fixed with the booking.

Terms and Conditions

- Provisional bookings only for a short time unless otherwise arranged.
- A 50% Deposit is required to secure the booking- this deposit is non refundable and serves as the cancellation fee. Cancellation within 7 days of event 100% fee as catering etc. already fixed.
- Final Numbers must be confirmed 3 days before the booking, if the number decrease after that the acceptance it will not be adjusted and you will be charged to the number of people confirmed beforehand, regardless of no-shows or cancellations. We can on exception increase numbers.
- Cancellation: 50% of total if cancelled more than 7 days before event, and 100% within the 7 days leading up to event.
- A detailed program must be sent to the venue 4 days before the event, showing all break times.
- Guest list for accommodation with contact details (cellphone and email) for all guests and expected time of arrival or special requests communicated in advance latest 2 days before arrival.
- Any damages to the venue or any item (s) belonging to Onze Rust, will be added to the final bill, and guests will be held liable for accounts if the company does not pay.
- Décor and entertainment can be arranged at an extra cost, if company brings own decor, the staff of Onze Rust will not be involved in the handling of these items and Onze Rust will not be responsible for the storage and care of any items that are left behind or collection controls. All decor must be discussed, to ensure that no damage is done to the venue.
- Onze Rust will not be held responsible for the loss or damage of guest property.
- All prices include 14% VAT
- The availability of accommodation can not be guaranteed and it is advised to book well in advance, to secure the reservation.

Directions to get here

GPRS co-ordinates Latitude Google ([-33.968878](#)) Longitude([18.746205](#))

Directions from Stellenbosch:

Take the **M12 Arterial direction to Kuils River** and Cape Town Airport (also called Adam Tas Road which becomes the "Polkadraai" Road linking Stellenbosch and Kuilsriver). Travel 9 km out of town and turn left onto the Vlaeberg Road to the direction Lynedoch. (The Polkadraai Farm stall is on the right where you turn left). Drive past the tennis court (on the left corner) and travel + one km - turn right into Onze Rust farm next to rustic barn, drive 1km down to end of road for guesthouse.

Directions from Somerset West and Strand :

Take N2 highway to Cape Town. +-12km then right onto **Baden Powell R310** (Stellenbosch direction). Travel 5km and turn left at a robot onto Vlaeberg Road (towards M12 Kuilsriver direction). Cross bridge and continue for 3km on Vlaeberg before finding Onze Rust farm on the left at the top of hill (past Vergenoeg farm and Raats), at end of a rustic barn next to road.

Directions from Cape Town & Airport

Take N2 highway direction Somerset West, Travel +- 18km before turning left onto Baden Powell R310 (Stellenbosch direction). Travel 5km and turn left at a robot onto Vlaeberg Road (towards M12 Kuilsriver direction). Cross bridge and continue for 3km on Vlaeberg before finding Onze Rust farm on the left at the top of hill (past Vergenoeg farm and Raats), at end of a rustic barn next to road. Drive 1km down for reception.

Directions from Durbanville / Table View

Take N1 to Paarl. 2nd off-ramp past Durban Road called **R300** direction Mitchellsplain. Take 1st off-ramp left Kuilsriver Van Riebeeck Rd. Continue 5-6 robots and turn left at Zevenwacht centre robot to Stellenbosch (left) also known as the M12 Stellenbosch Arterial. Drive 5 km then turn right onto Vlaeberg road direction Lynedoch (opposite Polkadraai farm stall). Pass tennis court on the corner, 1km turn right into Onze Rust farm at rustic barn and drive 1km to end of road for guesthouse.

PARKING:

Guesthouse guests and visitors: Drive down 1km past all buildings, the gravel parking lot and conference venue until road ends at undercover parking for guesthouse reception.

Conferences and weddings: Drive down 350 metres and Park on the first gravel parking lot next to conference building.

Check in times: 12h00-18h00 (Early or late only with pre-notification & confirmation).

Breakfast: weekdays 7h00-9h30 and weekends 8h00-10h00

Check-out time: until 10h30.



Conference Enquiry Form

Please complete the form for a formal quote according to the specific needs of your function. Please return the form to conferences@stellenboschstay.com

Contact Person	
Company name	
Postal Address	
VAT number	
Tel Contact Number	
Alternative Number	
E mail	

Date of Function: _____ Type of Function: _____
 Number of People: _____ Time of Function: _____

Specific Package Requested: Half day/ Full day/ Full day with Accommodation:

Special food requirements:

Vegetarian: _____ Halaal: _____ Allergies _____
 (Give details) _____

Special requests _____

Bar – limited, cash bar, tab, own wine at corkage fee R40/bottle

Please indicate the number of people requesting:

Accommodation:

Sharing _____ Single _____

Other Meals:

Dinner: _____

Requests _____

Extras:

Data Projector ☐ Plasma Screen ☐ PA system ☐

All these extras are arranged at an extra charge, rates may change depending on the supplier used.

Declaration:

I have read and I understand the terms and conditions stated in this document.

Signature

Date