



## CAVALLI ESTATE

### Frequently Asked Questions

#### **CONFERENCE VENUES**

##### The Main Function Venue

This 450m<sup>2</sup> main venue is a modern, minimalist space accommodating up to 360 delegates classroom style, 600 Cinema style or 200 Cinema style with a plated lunch.

##### The Conservatory

This 94,5m<sup>2</sup> venue is an intimate space for smaller functions. The room can hold up to 60 delegates seated in classroom style or 100 seated cinema style, or can be divided equally into three smaller, separate spaces.

##### The Gallery

This 600m<sup>2</sup> subterranean space is one of the winelands best kept secrets, suitable for audio visual presentations for up to 320 delegates seated classroom style or 560 cinema style.

#### **CONFERENCE PACKAGES**

##### **FULL DAY CONFERENCE PACKAGE (8 hours)**

- Arrival snack with coffee or tea
- Tea break with a choice of snack
- 2 Course lunch
- Afternoon snack with coffee or tea
- Notebooks and pens
- Data projector, screen, built in sound system and microphone (Gallery & Main venue only)
- Still or sparkling water and mints

##### **HALF DAY CONFERENCE PACKAGE (4 hours)**

- Arrival snack with coffee or tea
- Tea break with a choice of snack
- 2 Course lunch
- Notebooks and pens
- Data projector, screen, built in sound system and microphone (In Gallery and Main Hall only)
- Still or sparkling water and mints

##### **MINI CONFERENCE PACKAGE (4 hours)**

- Conservatory only
- Maximum of 50 delegates
- Private meeting space
- Notebooks and pens
- Main Course
- Tea or coffee

**What does the per person rate include?**

1 barman, 300 imported designer chairs, 30 x 10-seater tables, cutlery, and crockery.

**What is not included in the per person rate for all conference packages?**

- Glassware above 32 guests
- Staffing for above 32 guests
- All prices listed are excluding VAT
- Additional beverages are not included within the package options and will be charged on consumption

**BOOKING PROCEDURES****What is a provisional booking?**

A provisional booking is a 7-day period whereby a chosen date is secure by the Banqueting Manager, upon your request, to allow you first option to secure your preferred date. This allows time for signing the quote and contract as well as making the deposit payment.

**Do you need to have a coordinator for your function?**

A coordinator is mandatory at any function of 50 or more guests.

**Does Cavalli Estate offer in-house coordination?**

Cavalli Estate does not offer internal coordination. We work closely with several coordination industry partners and can share these contact details upon request.

**What is the maximum guest number for the Mini Conference Package?**

The maximum capacity is 32 guests for the Mini Conference package.

Should your guest number exceed 32, the Half Day or Full Day Package options would apply.

**What is the minimum guest number for any Conservatory Conference Package?**

Minimum of 10 delegates

**What does the service staff and glassware charge entail?**

Cavalli does not have in-house banqueting staff or glassware. For this reason, we subcontract these services to our industry partners Shake and Serve, Urban Tonic or Hire Level. We can either liaise with them on your behalf whereby we organise pricing two months in advance or you are welcome to liaise with them directly. We usually estimate the glassware and staffing cost at R210 per guest attending the function.

**Are guests welcome to take photographs around the farm?**

Guests are permitted to take photographs within the venue they are being hosted and in the gardens within immediate proximity of the Main Function Venue. A photography shoot with the horses is available upon request at an additional fee.

**Is branding permitted for a function at Cavalli?**



Branding is permitted within the venue space you have reserved. Further branding is permitted outside the venue you are utilising. Branding is prohibited at the entrance of the estate, along the road leading up to the Function Venue and in front of the Restaurant.

**How far in advance should you confirm your guest numbers?**

The number of guests attending your function must be confirmed in writing no later than 14 days prior to your function.

**What other documentation does the Venue Manager require from your Event Coordinator 14 days prior to the function?**

The Final Programme detailing delivery times, arrival time of the delegates, mealtimes and which beverages are to be served during each phase of the function.

**When is the final payment due?**

Final payment is due 7 days prior to the function. Proof of Payment is to be emailed to the Banqueting Manager at [events@cavalliestate.com](mailto:events@cavalliestate.com).

**CATERING AND BEVERAGES**

**Is lunch served plated or buffet style?**

Lunch is served plated with the below exceptions:

- Buffet option only for a guest list above 32 in Conservatory
- Buffet option only for a guest list above 200 in the Main Venue
- Buffet option only for a guest list above 360 in the Gallery

**Are you permitted to eat or drink in the Gallery?**

Food and beverages are permitted in the Gallery. If the conference is hosted in the gallery, lunch will be served in the Main Venue along with a water, coffee, and tea station.

**Does Cavalli allow external catering?**

Cavalli provides in house catering for each function that is held on the property, except for functions requiring Halaal or Kosher catering for all guests. We work with a select few industry partners and can share these contact details upon request.

**Does Cavalli allow external beverages?**

If your preferred wine or sparkling wine is not offered on our wine list, you are welcome to provide these wines at a corkage of R100 per 750ml bottle. All other beverages, including beers and spirits, will be internally supplied by Cavalli Estate.

**TECHNICAL DETAILS**

**Does Cavalli Estate have any noise restrictions?**

Cavalli reserves the right to turn down or turn off any music which it deems in its sole discretion to be in breach of any regulation or which may cause a nuisance.

No loud music is allowed in the Sunken Garden, Grass Area, or Banqueting Deck.

Music played within these areas is permitted as loud as 35 dB.

Music played within the Main Function Venue may only exceed 80dB after 22h00.

**Does Cavalli have a generator?**

Cavalli Estate has an on-site generator which automatically supplies back-up power in the event of a power failure. The cost for diesel for running the generator for the duration of the function will be for the clients account.

**Does Cavalli offer three-phase power?**

Cavalli offers three-phase power within the Main Function Venue. Your technician is welcome to access the three-phase power outlet which is situated in the kitchen prior to the function day. Should your service provider not be familiar with the venue, they are welcome to make an appointment to view the venue and the electrical points available ahead of time.

**Does Cavalli have air-conditioning and/or a heating system within each venue?**

The Main Function Venue, Conservatory and Gallery all have temperature control options including heating and cooling.

**Does Cavalli have security measures in place?**

Cavalli Estate has 24-hour on-site guarding, CCTV, and armed response on call.

**When can set-up for a function begin?**

On the day of the function your setup can commence at 08h00. Set-up the day prior from 08h00 until 17h00 can be booked ahead of time upon request at an additional fee.

**Are there time restrictions as to when truck deliveries can take place?**

Cavalli Estate has strict delivery times as the restaurant is operational from 12h00 – 15h30. Truck deliveries to the function venue can therefore take place between 08h30 - 11h30 as well as 15h30 – 17h00 on the set-up day or on the day of your function.

**Do delivery vehicles use the main entrance?**

Delivery vehicles are asked to use the service entrance which is at the back of the estate. The front gate security officer on duty will re-direct the driver to the service entrance of the farm.