



MCMXXVIII

THE WINCHESTER

BOUTIQUE HOTEL



EVENTS INFORMATION 2026 | 2027

Thank you for your enquiry and for considering
The Winchester Boutique Hotel as the venue to host your event



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VENUE DETAILS			
Venue	Minimum	Maximum	Size (approx.)
Boardroom	6 pax	10 pax	16sqm
Francon	12 pax	24 pax	52sqm
Constance 1	10 pax	20 pax	35sqm
Constance 2	20 pax	40 pax	64sqm – incl island
Constance 1+2	30 pax	60 pax	99sqm – incl island
Harvey's Bar	50 pax	100 pax cocktail	90sqm – excl terrace
Shoreditch Restaurant	50 pax	90 pax seated / 100 pax cocktail	130sqm – excl terrace
Courtyard	50 pax	120 pax seated / 180 pax cocktail	172sqm

FULL DAY CONFERENCE PACKAGES				
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 	R975 per person	01/06/2026 – 31/05/2027
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 	R865 per person	01/06/2026 – 31/05/2027
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 	R865 per person	01/06/2026 – 31/05/2027



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VENUE HIRE				
Venue	Venue Times	Includes	Price incl VAT	Validity
Boardroom	Per hour – minimum 3 hours	<ul style="list-style-type: none"> Standard Conference Equipment Arrival Tea Break 	R1000.00 per hour	01/06/2026 – 31/05/2027
Constance 1	Per hour – minimum 3 hours	<ul style="list-style-type: none"> Standard Conference Equipment Arrival Tea Break 	R2000.00 per hour	01/06/2026 – 31/05/2027
Constance 2	08h00 – 17h00	<ul style="list-style-type: none"> Standard Conference Equipment Arrival Tea Break 	R18 900.00	01/06/2026 – 31/05/2027
Constance 1+2	08h00 – 17h00	<ul style="list-style-type: none"> Standard Conference Equipment Arrival Tea Break 	R28 350.00	01/06/2026 – 31/05/2027
Francon	08h00 – 17h00	<ul style="list-style-type: none"> Standard Conference Equipment Arrival Tea Break 	R18 900.00	01/06/2026 – 31/05/2027
Harvey's Bar	Per Serving Period	<ul style="list-style-type: none"> Exclusive Use – min 50 guests Food & Beverage additional, but required Furniture as is Waiter Staff 	R26 250.00	01/06/2026 – 31/05/2027
Shoreditch Restaurant	Per Serving Period	<ul style="list-style-type: none"> Exclusive Use – min 50 guests Food & Beverage additional, but required Furniture as is Waiter Staff 	R26 250.00	01/06/2026 – 31/05/2027
Courtyard	Per Serving Period	<ul style="list-style-type: none"> Exclusive Use – min 50 guests Food & Beverage additional, but required Furniture as is Waiter Staff 	R31 500.00	01/06/2026 – 31/05/2027

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)
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Our Venues:

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 Personalized SSID with password



Constance 1&2 Floor Plan & Dimensions

Length 12.8m
Width 7.5m



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Constance 1



Constance 2





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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**. 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. Please note furniture in the venue remains in the venue regardless of pax, excess furniture will be placed decoratively in the venue.

- 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

Venue Hire 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

Venue Hire 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.





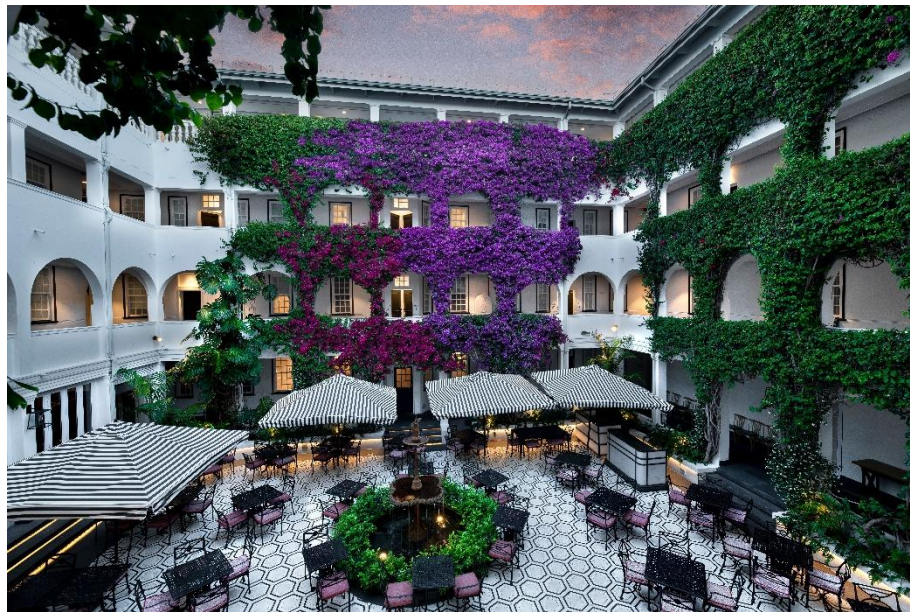
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Courtyard – Exclusive Use for minimum 50pax | maximum 120pax seated or 180pax cocktail

Venue Hire 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 views while each one features striking decor that builds on a monochromatic palette with hints of colour and quiriness, including stunning Ardmore fabrics, Cara Saven & Hermien van der Merwe Wall Paper.

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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Payment Terms & Conditions

PAYMENT

- i) A 50% pre-payment for the full value of the reservation is required when confirming the reservation, in conjunction with the signed contract.
- ii) The Outstanding balance is required 30 days prior to the earliest arrival date of the group.
- iii) Should a reservation be made within 30 days or less prior to the arrival date, 100% of the total amount is required immediately when a contract is signed.
- iv) Any additional fees / charges incurred after the outstanding balance has been paid, must be paid on the day, unless pre-arranged with the events coordinator. Arrangements for extra's has to made with the events coordinator at time of planning the event, if not, we will present the final bill to the events group on the day to settle at the property.
- v) The Client shall not be required to pay a refundable deposit but shall be required to reimburse The Winchester in case of any shortages, damages or breakages to any of the property. A summary of deductibles shall be provided to the Client and billed accordingly on the Final Invoice.

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

Only debit and credit cards via secure payment links and EFT's are accepted. No cash deposits will be accepted. Queries or disputes on the Final Account will not delay the payment of balance owing. The Winchester does not accept cheques or AMEX or Diners Cards.

It is essential to email proof of payment to events@winchester.co.za with the invoice number as a reference. It is the Client's responsibility to send proof of payment via email. Once the proof of payment is received, the payment will be reflected on the proforma and sent to the Client.

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

LAST-MINUTE BOOKINGS

In the event of last minute bookings within 14days from the event date, the full quotation amount will be due and payable by the Client upon acceptance of the booking by The Winchester, failing which The Winchester reserves the right to refuse access to the venues or cancel with immediate effect.

Set up requirements to be confirmed by the Client and / or Agent not later than seven(7) days prior to the date of the event. The Winchester cannot guarantee the performance of any later requests, but will endeavor to assist the Client and / agent to the extent possible. A site visit will be applicable all last-minute requests.



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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 cancellation below:

Reduction: A once-off reduction will be allowed in accordance with the below schedule:

Cancellation

61-120+ days prior to arrival:	No Cancellation Fee
46-60 days prior to arrival:	50% Cancellation Fees
31-45 days prior to arrival:	75% Cancellation Fees
0-30 days prior to arrival:	100% Cancellation Fees

Reduction

The following reduction in the number of rooms will be applicable:

91-120 days prior to arrival:	30% of total number of rooms reserved
61-90 days prior to arrival:	20% of total number of rooms reserved
31-60 days prior to arrival:	10% of total number of rooms reserved
0-30 days prior to arrival:	No reduction allowed

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.

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

ADDITIONAL

- Prices valid for confirmed conferences.
- No bookings are confirmed until deposit and signed contract is received.
- Menus are subject to change depending on availability of products.
- Prices subject to change without prior notification on quotes.
- Any other additional T&C's on contract.