



EVENTS & PRIVATE DINING AT

A PLACE OF REFLECTION
SANCTUARY MANDELA



AN *iconic* EVENT VENUE

If you're planning an event and seeking a venue that promises a unique and memorable experience, look no further than Sanctuary Mandela. Once the home of Nelson Mandela, this boutique hotel offers an exceptional setting for any occasion.

Our venue features nine meticulously curated rooms, two versatile meeting rooms, a stylish bar area, and the contemporary Insights restaurant. In tribute to Mandela's love for food, Insights serves a selection of his favorite dishes, prepared with care by his long-time personal chef, Xoliswa Ndoyiya.

At Sanctuary Mandela, our dedicated event team is committed to ensuring your event is extraordinary. Let us help you create an unforgettable experience in a space rich with history and elegance.

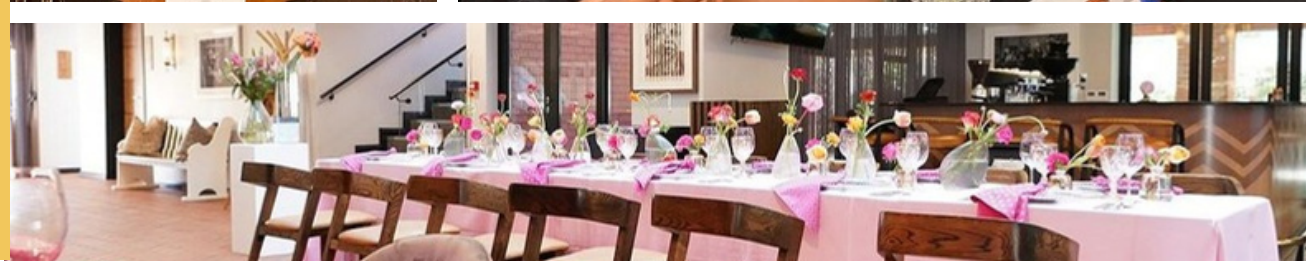
CORPORATE EVENTS

Our spaces can suit your company's event needs, whether you're looking to host a conference, appreciation ceremony, board meetings, strategy sessions or company milestones, we can help make them unique and offer accommodation too.



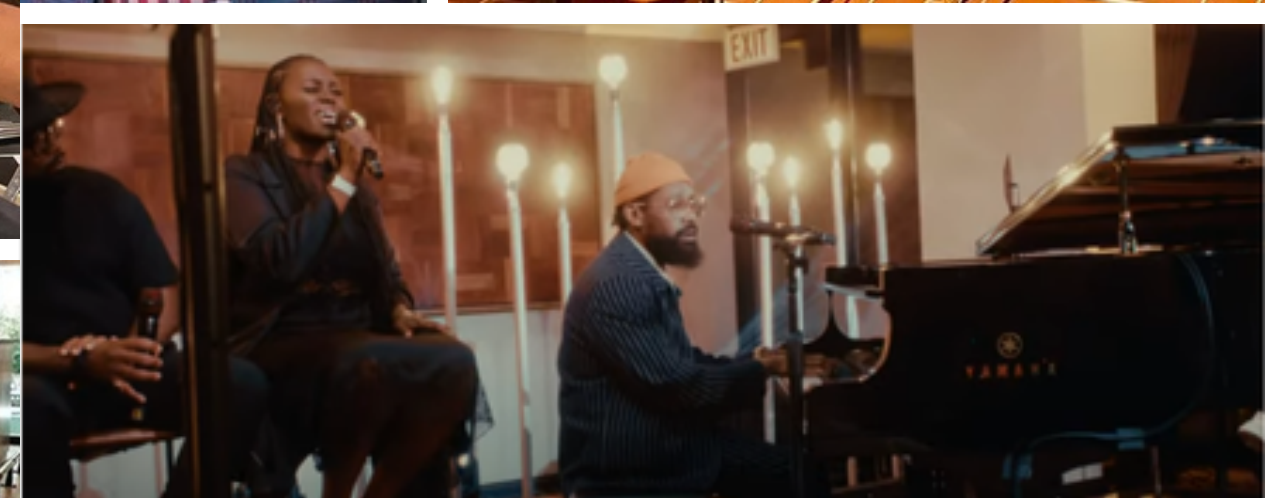
PRIVATE DINING SPACES

Our two boardroom-style meeting rooms are the ideal place to host workshops and board meetings by day and private dinners and intimate events by night. Unleash the power of collaboration by connecting with people in the same meeting rooms Mandela had important discussions while living at this residence.



INTIMATE PERFORMANCES

Our historic home will elevate your intimate music event to new heights, with small nods to Madiba's life in every corner and our experienced events team knowing how to bring your vision to life while ensuring things run smoothly through the exceptional service providers we work with.



BESPOKE CELEBRATIONS

Our restaurant, bar area & balconies make great settings for special dinners, award ceremonies or any events celebrating a milestone occasion with the people in your life or business.



PRIVATE LUNCH/DINNER



NO OF
GUESTS



VENUE
HIRE



MAX
CAPACITY

<20

R3 000

COMRADE 20
DALIBHUNGA 12

- Groups smaller than 20 guests can make use of our private meeting rooms for lunches / dinners.
- No limitation to setup time is associated with booking any of the private meeting rooms, and subject to availability.

EXCLUSIVE RESTAURANT USE LUNCH ONLY



NO OF
GUESTS



VENUE
HIRE



MAX
CAPACITY

20>

R25 000

SEATED 50

- Groups bigger than 20 guests are deemed as an event, and exclusive usage applies.
- Set up for Lunch may commence from 11:00am.
- Only speeches and soft musical instruments are allowed during the time of private booking.
- Additional setup may include floral arrangements and table décor.
- Additional stage, technical, branding or live entertainment is NOT permitted.
- Lunch is to be deemed finished, latest 16:00, thereafter the privacy of our in-house guests needs to be considered.
- Private dining for dinner service, may be considered on a case-by-case basis.

EXCLUSIVE HOUSE USE



NO OF
GUESTS



VENUE
HIRE



MAX
CAPACITY

30>

R45 000

SEATED 50
COCKTAIL 75
ROOMS 9

- Exclusive house use has a value add of the use of all 9 rooms.
- Exclusive usage of the house includes pool area, 2 meeting rooms, safe parking for guests as well as free Wi-Fi and restaurant space.
- Personalised branding and additional set up is permitted.
- Set up may commence from 11:00am on the day of the event.
- Live entertainment is permitted, however music volume to be reduced from 22:30 and switched off at 24:00 latest.
- All Technical, additional furniture and extras to be cleared from the property by latest 10:00 on the following day.



INCLUDED IN YOUR VENUE HIRE

ADDITIONAL SERVICES



PERSONALISED
MENU PRINTING
IN MADIBA FONT



PROFESSIONAL
5-STAR SERVICE FROM
OUR WAITING STAFF



FREE
WI-FI



HERITAGE
HOUSE
TOUR



FREE
PARKING



FLORAL
ARRANGEMENTS
From R1 800*



PA SYSTEM
ONLY
From R6 500*



AV, STAGE, LED
DISPLAY & SUPPORT
From R28 000*



TABLE AND
FURNITURE DÉCOR
From R12 000*



PROFFESIONAL
PHOTOGRAPHY
From R15 000*



CORPORATE
GIFTING
From R 500*



SAXOPHONIST &
BACKGROUND MUSIC
From R13 500*



FULL 4-PIECE
BAND
From R32 500*

* Estimated costing subject to change.

EVENT TERMS & CONDITIONS



DEPOSITS

- Tentative booking requests will be blocked for a maximum of 7 days thereafter Sanctuary Mandela reserves the right to release any requests.
- Upon confirmation of the event, a 50% deposit of the total cost of the function is required to secure the date. Should this deposit not be paid, Sanctuary Mandela reserves the right to cancel the booking.

PAYMENT TERMS

- Full payment to be received for all food, accommodation, and venue hire no later than 72 hours prior to the event date.
- Any outstanding amounts due for beverages or extras must be paid within 7 days after the date of the event.

NEW SUPPLIER ONBOARDING

- All documentations to be shared with accounts@sanctuarymandela.com
- 30 days prior to the event should new supplier onboarding be required.

CANCELLATION

- In the event of the function and/or meeting being cancelled, the following cancellation fee structure will apply:
- Cancellations given within 1 calendar month will result in 25% cancellation fee.
- Cancellations given within 2 weeks will result in deposit being forfeited.
- Cancellations given within 7 days prior to the date of the function will result in 100% of the total cost paid being withheld.

GENERAL

- Should private vendors be used, kindly have the full details available to Sanctuary Mandela, 4 days prior to the event. We require all contact information as well as set up times and requirements minimum of two days prior to event.
- Details of all menu and bar requirements must be confirmed no later than 1 week prior to the event date, upon last minute bookings, no later than 36hours prior to the event.
- No food or beverages may be brought to an event by Guests for consumption on the premises.

- Our gratuity policy is based on Madiba’s belief of Ubuntu, 18% Gratuity will be added to the total of food bill.
- Guests are kindly requested to respect the privacy of other Hotel residents and are, for the duration of the function, required to remain in the areas designated to the function.
- The Operators reserves the right to control noise levels (such as music) which may impact on other Hotel residents and neighbours.
- No furniture or items may be removed or moved without permission or prior arrangement.
- The Host is responsible for any damages to the venue and surrounding property, including items used at the functions such as furniture, tableware, glasses and vases. The Host agrees to pay for these damages upon written request thereof.
- Any marketing material taken of the property will be provided for the use of Sanctuary Mandela, upon written request. All images supplied to Sanctuary Mandela will be credited to the photographer when used for marketing purposes.
- No marketing material may be published without prior written consent from Sanctuary Mandela’s Operating team.
- Any pre-payments over and above the charges will be refunded as voucher to the client instead of monetary refund.
- Receipt of deposit or prepayment assumes unconditional agreement to our terms.

☐ Please confirm that you have read and acknowledge the outlines in terms of costing, capacity and additional terms & conditions for each event option on page 4.

The Parties hereby acknowledge that they have read and understood this Agreement and by the signature of their duly authorised signatory hereto agree to abide by the terms & conditions contained herein.

HOST NAME

DATE

EVENT

SIGNATURE