



**Western Cape
Government**

Cultural Affairs and Sport



Wes-Kaapse Kultuur Kommissie
Western Cape Cultural Commission
Ikhomishoni yeNkcubeko YeNtshona Koloni



MELKBOS CULTURAL CENTRE
A GIFT FROM NATURE

INTRODUCTION

The Western Cape Cultural Commission (WCCC) under the auspices of the Department of Cultural Affairs and Sport manages seven (7) cultural facilities in the Western Cape which offer the inhabitants of the province an opportunity to enjoy the tranquillity and picturesque surroundings. The facilities are conducive for organisations to embark on programmes which add value to addressing social ills and building confidence within individuals.

OVERVIEW OF THE FACILITY

The Melkbos Cultural Centre is situated 32 km from Cape Town and boasts spectacular vistas of Robben Island and Table Bay. The facility is suitable for both indoor and outdoor activities and can accommodate 107 guests overnight.

WHAT THE FACILITY OFFERS

- A fully equipped kitchen with an electric stove and gas burners (gas is provided), freezer fridge and kitchen utensils, pots, pans, dishing up spoon, vegetable knives and microwave oven.
- An equipped kitchen including a gas stove (with gas), electric stove, microwave oven, cold store, kitchen utensils - pots, pans, spoons, knives, forks, etc.
- A dining hall/conference hall for 150 people.
- A fireplace.
- 16 Dormitories housing 4 - 8 people - in total 107 persons. Units are equipped with beds and mattresses.
- Bath and shower facilities with hot and cold water.
- The facility is disabled friendly.
- Flush toilets.
- A Lapa.
- A piano.
- A television set.

TERMS AND CONDITIONS

BOOKING CONDITIONS

- One booking request per form.
- No block bookings are permitted.





- Booking allocations will be done on a quarterly basis and not on a yearly basis.
- No sub-letting of facilities allowed.
- A minimum of 40 people must be booked and paid for prior to utilising the facility.
- The balance must be paid 2 months prior to the reservation date.
- Failure to pay the full amount prior to the reservation date will result in the reservation being cancelled automatically.
- Incomplete application forms will not be considered.
- A detailed programme containing the daily activities must be attached.
- No pets allowed, except guide dogs for the blind and visually impaired.

PAYMENT CONDITIONS

- The overnight accommodation cost is R37,00 per person per night and the daily tariff is R12,00 per person.
- A non refundable deposit of R500 is payable upon confirmation of booking and is due within 5 days of date of letter.
- Cancellations made 30 days prior to the booking date will result in the deposit being forfeited.
- No refunds are payable for any cancellations or should fewer people attend than was paid for.
- NB: Tariffs are subject to change.

CLIENT SHOULD MAKE PROVISION FOR

- A cook, kitchen assistant, food, dishcloths and dishwashing liquid for kitchen usage.
- Firewood. No branches may be broken or picked from trees or plants on the site.
- All cutlery and crockery.
- Bedding. A sheet must be placed over the mattress – even when using a sleeping bag.
- First-aid kit.
- Toilet paper.
- Refuse bags.
- Should you wish to use your own electronic equipment, e.g. DVD machines, please bring your own television set. Under no circumstances may settings on the existing equipment be adjusted.



OCCUPATION OF THE CULTURAL FACILITY

A representative of the group must take occupation of the facility and sign for the inventory of equipment and keys from 14:00 -16:00 on the day of arrival.

Overnight Booking (weekdays and weekends):

Arrival time: 14:00

Departure time: 10:00

Day Bookng:

Arrival time: 08:00

Departure time: 16:00

HEAD OFFICE: CAPE TOWN

Arts and Culture Component

Email: Robyn.Mitchell@westerncape.gov.za

www.westerncape.gov.za/cas



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