Western Cape Government

Cultural Affairs and Sport

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

BIEN DONNÉ MANOR HOUSE

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

Bien Donné Manor House caters specifically for exhibitions and more exclusive conferences, accommodating smaller groups of 25 people or fewer at a time.

WHAT WE OFFER

- An equipped kitchen including a gas stove (with gas), microwave oven, fridge, crockery and cutlery for 25 persons.
- A dining hall/conference hall for 25 persons.
- Flush toilets.

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.
- 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

- Bien Donné Manor House is a conference facility only, at the rate of R53.00 per person per day, with no overnight accommodation available.
- 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, kitchen utensils, pots and pans, serving spoons.

OCCUPATION OF THE CULTURAL FACLITY

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.

The building must be vacated by 10:00 - Weekdays and Sundays by 14:00 on the last day of the event.

HEAD OFFICE

Cultural Services
Email: Craig.Johnson@westerncape.gov.za
or
Email: Robyn.Mitchell@westerncape.gov.za

www.westerncape.gov.za/cas

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