

a little more to experience



As one of Cape Town's most distinguished and central destinations, Cape Grace is the ideal location for a wide range of events. Conveniently positioned within the hotel itself, each one of our five unique venues offer a distinctive charm coupled with a versatility that allows us to tailor the rooms to suit your occasion and needs. Venues that might be used for an intimate cocktail function one day are easily transformed to suit a more formal working lunch the next – with the help of our attentive hosts and functions team.

We gladly provide for a full range of events, including:

- Presentations and Seminars
- Networking and Cocktail Receptions
- Breakfasts, Lunches and Afternoon Teas
- Private Dinners and Themed Events
- Meetings & Conferences

From initial planning, right down to the final touches, our dedicated team is on hand to ensure that every detail is precisely taken care of, for occasions that are both memorable and seamlessly coordinated.

Windward



Filled with natural light from the surrounding marina, Windward opens onto our elegant pool area. Located on the ground floor, it is ideally suited to intimate gatherings, small meetings, leisurely breakfasts, lunches or dinners. Make sure to head directly downstairs to our vibrant Bascule Bar before or after your event– the perfect spot for cocktails or after dinner malts.

Leeward

Adjacent to Windward is the light and airy Leeward. It is an exceptionally versatile venue; perfect for business meetings, themed events, stylish cocktail parties and sumptuous dinners. This multi-functional venue can be set up to create a large boardroom, or quickly reshuffled as a cinema-style theatre. Discretely mounted audio-visual features include the built-in sound system, wall monitor, ceiling-mounted screen and projector.



Our Windward and Leeward rooms are adjoined and can be combined to create a larger space if required. Both rooms are conveniently situated just above the Bascule Bar, where we invite guests to recline and enjoy a premium whisky or glass of local wine after a long day.

Boardroom



If you're looking to host a private dinner with friends of family, or perhaps a more formal business meeting, our Boardroom is the ideal venue. The tasteful and refined facility comes equipped with a ceiling-mounted screen and projector and serves as a meeting room, whisky tasting venue or private dining facility. The Double French doors open onto a private balcony, allowing guests to step outside and enjoy views of the yacht marina.

Bascule Lounge



Poised on the edge of the yacht marina, Bascule is the ultimate venue for vibrant cocktail parties, social events and more informal business meetings. The Bascule Lounge is adjacent to the main bar and is perfect for corporate events, exclusive whisky tastings and private dining. The laid-back atmosphere welcomes diners and those in conferences to relax and unwind with a selection of tasty tapas dishes, bespoke cocktails and our extensive list of whiskies from around the globe.

Signal Restaurant

Set in a sophisticated and unhurried atmosphere, Signal Restaurant provides an exciting fusion of international and local flavours. The restaurant is ideal for cocktail parties, special celebrations, afternoon teas, exclusive dining experiences, lunches and dinners. We'll gladly craft a personalised menu paired with world-class wines or whiskies, designed to match your special occasion.



Venue Sizes

Venue	Floor Area		Ceiling Height	
	m ²	ft ²	m ²	ft ²
WINDWARD	30	323	2.9	31
LEEWARD	76	818	2.9	31
WINDWARD AND LEEWARD COMBINED	106	1 140	2.9	31
BOARDROOM	30	323	4	43
BASCULE LOUNGE	77	829	2	22
SIGNAL RESTAURANT	200	2 153	4	43

Function Capacities

Seating	Capacity								
	Venues	Rec	Lun-Din	W.T	Cin	Sch	Hol	U-Sh	Cab
WINDWARD	20	22	N/A	28	12	N/A	15	18	18 with equip. 22 without equip.
LEEWARD	80	50	N/A	50	33	24	21	50	20
WINDWARD & LEEWARD COMBINED	80	70	N/A	76	45	N/A	N/A	N/A	40
BOARDROOM	N/A	14	N/A	N/A	N/A	N/A	N/A	N/A	12 with equip. 14 without equip.
BASCULE LOUNGE	30	22	28	28	N/A	N/A	N/A	N/A	18 with equip. 22 without equip.
SIGNAL RESTAURANT	120	120	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Please contact the functions team for venue hire rates.

Abbreviation key:

Rec: Reception | Lun - Din: Lunch and Dinner | W.T.: Whisky tasting | Cin: Cinema Style | Sch: School Room | Hol: Hollow Square | U-Sh: U-Shaped | Cab: Cabaret Style | Boa: Boardroom

Function Rates

Venue	Day Conference Package	
	Half Day	Full Day
WINDWARD	R600 per person	R695 per person
LEEWARD		
WINDWARD AND LEEWARD COMBINED		
BOARDROOM		
BASCULE LOUNGE		
SIGNAL RESTAURANT LUNCH		
SIGNAL RESTAURANT DINNER		

Please note:

Minimum number of guests apply to our DCP rates.

Boardroom: 10 | Windward:14 | Leeward: 21

Half Day refers to less than 4 hours venue hire | Full Day refers to more than 4 hours venue hire

Half Day Conference Package

- On arrival: tea, coffee and homemade muffins
- Mid-morning: tea, coffee served with fresh fruit smoothie
- Basic equipment includes: pads, pens, flipchart, markers, data projector, screen
- Bottled mineral water and mints
- Lunch: either a la carte menu or finger buffet (served in either venue or restaurant)

Full Day Conference Package

- On arrival: tea, coffee and homemade muffins
- Mid-morning: tea, coffee served with fresh fruit smoothie
- Basic equipment includes: pads, pens, flipchart, markers, data projector, screen
- Bottled mineral water and mints
- Lunch: either a la carte menu or finger buffet (served in either venue or restaurant)
- Mid-afternoon: tea, coffee and homemade biscuits and crunchies

Exclusive Conference Add-On's and Offers:

- Fresh fruit bowl in the venue
- Seasonal local flower arrangement
- Daily newspapers
- Wireless internet voucher - 250MB per person
- Limited complimentary parking
- Secretarial services charged at hotel rates
- Access to the Cape Grace Spa and Bascule lounge

Note:

- The above rates are based per person
- Half day packages are valid for a maximum of 4 hours
- Lunch beverages are not included in the above rates and will be charged on consumption
- Additional internet required can be purchased directly from the cashiers

Please note: Packages can also be tailored to your preference—including additional break times and decadent culinary offerings.

Contact Us

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