



ARTVARK GALLERY 1880 FUNCTION ROOM PACKAGE STRUCTURE

TUCKED INTO THE CHARACTER OF KALK BAY SINCE 1998, THE HISTORIC 1880 ROOM IS THE SHARED SPACE BETWEEN ARTVARK, A WORKING SOUTH AFRICAN CONTEMPORARY ART GALLERY AND THE LEAFY, LAID-BACK AMBIENCE OF THE KALK BAY COURTYARD RESTAURANT.

THE SPACE IS VERSATILE AND SUITED TO A RANGE OF USES, INCLUDING LIVE MUSIC EVENTS, DISCUSSION GROUPS, TALKS, BOOK LAUNCHES, CORPORATE AND SOCIAL GATHERINGS, DINNERS AND CREATIVE EVENTS.

WE OFFER THREE VENUE HIRE OPTIONS TO SUIT A RANGE OF EVENT SIZES AND NEEDS, ALONG WITH A SELECTION OF CATERING OPTIONS THAT CAN BE TAILORED TO YOUR GATHERING.

OPTION A: THE INDEPENDENT ROOM HIRE 10 TO 30 PAX

Best for: Private meetings, corporate events, talks, or small book launches.

Rate:

Winter Season May 15th to September 1st - R1,500 (Daytime) | R2,500 (Evening)

Summer Season - Sept 2nd to May 14th - R2200 (Daytime) | R3200 (Evening)

Flat venue hire for 4 hours. The restaurant remains open to the public.

A 10% gratuity will be added to your food and beverage account for our catering team.

Add-ons:

- Catering and refreshments from Kalk Bay Courtyard (to be finalised with restaurant management)
- Chairs can be brought in for a theatre-style setting for a R250 fee.

Not included (unless discussed and agreed to in advance):

Restaurant chairs and tables

Use of restaurant furniture in the function room

Additional staff

Audio-visual equipment

Projector and screen

Decor



ARTVARK GALLERY 1880 FUNCTION ROOM PACKAGE STRUCTURE CONTINUED

OPTION B: THE TICKETED PARTNERSHIP

20 PAX - 30 PAX (TBC - DEPENDING ON SEATING PLAN)

Best for: Musicians, poets, creative facilitators, book launches, lectures and intimate theatre performances

Rate: R0 Base Hire + Mandatory Non-Refundable Restaurant Voucher (towards food and drinks) per ticket.

*amount dependent on event details

The Structure: We partner with the organiser to ensure a vibrant crowd and a supported venue.

The Requirement: All tickets are hosted via Artvark's Quicket account. The voucher is non-refundable and must be used at the time of the event. Voucher total to be deducted from the customer's bill.

Marketing: Shared promotion on Artvark Gallery and Kalk Bay Courtyard social media platforms.

Add-ons:

- Treat your guests to a snack or a welcome drink with additional catering and refreshments from Kalk Bay Courtyard (to be finalised with restaurant management)
- Chairs can be brought in for a theatre-style setting for a R250 fee.

Not included (unless discussed and agreed to in advance) :

Restaurant chairs and tables

Use of restaurant furniture in the function room

Additional staff

Audio Visual equipment

Projector and screen

Decor

OPTION C - HOSTED EXPERIENCE

ENJOY THE AUTHENTIC AMBIENCE OF DINING IN AN ART GALLERY WITH A PRIVATELY HOSTED EVENT, FOOD AND SERVICE INCLUDED

10 TO 30 PAX (TBC - DEPENDING ON SEATING PLAN)

Best for: Intimate dinners, celebrations, and high-end workshops.

Rate: From R550 per head, price dependent on menu selections (Minimum of 10 guests).

The Structure: A fully-inclusive fee covering a curated set menu and exclusive use of the 1880 room or the deck.

The Detail: Includes full service staff and an integrated seating setup.

A 10% gratuity will be added to your food and beverage account for our catering team.

Not included (unless discussed and agreed to in advance) :

Audio-visual equipment

Projector and screen

Decor



THE WEDDING PACKAGE

A bespoke, full-day sanctuary for your celebration.

Venue Fee: R20,000

This fee covers the exclusive use of both the Artvark Gallery 1880 Room and The Courtyard Restaurant for the day of your event.

Included:

- Full morning access for decor and floral setup on the day of your function.
- Exclusive use of the historic 1880 Room, the leafy courtyard and the deck.
- Our restaurant tables, chairs, cutlery, crockery and glassware are available for your use in conjunction with our catering services.

Add-ons:

- All catering is managed exclusively by The Courtyard. We work with you to design a menu to suit your tastes. Please discuss your catering requirements with our kitchen so we can provide you with a personalised quote.
- Should you wish to extend your booking to include set-up time on the day prior to your function, there is an additional charge of R10 000 and the venue will be available to you between 3pm and 10pm.

Please note:

- In order for us to trade the following day, all items brought in for the event must be removed ON the evening of the event.
- Anything not mentioned above is for your own expense
- A 10% gratuity will be added to your food and beverage account for our catering team.

If you have any questions, please don't hesitate to contact us.

We look forward to celebrating with you!



ARTVARK GALLERY AND THE COURTYARD VENUE

GENERAL TERMS AND CONDITIONS

USE OF SPACE

- The 1880 Room is an active gallery space. Unless otherwise arranged, exhibitions will remain installed.
- The Art: As a working gallery, exhibitions remain installed. We prioritise the safety of the work; no movement of art without professional handling.
- Any requests to alter the space must be discussed and approved in advance.
- If the restaurant remains open during your event, please consider that there will be some ambient sound.

FURNITURE AND SETUP

- Restaurant tables and chairs are not available for use in the function room unless clearly stated in your venue package.
- All additional furniture requirements must be arranged by the client or through a recommended supplier.
- Artvark Gallery and Kalk Bay Courtyard will assist with setup and breakdown, but are not responsible for moving, installing or returning items from outside suppliers.

CATERING AND RESTAURANT USE

- Catering is managed exclusively by the Kalk Bay Courtyard restaurant.
- For ticketed and restaurant-integrated events, the restaurant may close to the public to accommodate the booking (Please see package options for required booking numbers).
- Event timing must be clearly communicated so that it can align with the kitchen schedule and service capacity.

STAFFING

- Venue hire does not automatically include staff (please see below for catered events).
- For catered or restaurant-integrated events, we'll provide staffing in line with the agreed menu.
- No additional event decor or coordination is included unless specified.

MARKETING AND PROMOTION (IF APPLICABLE)

- Ticketing: All ticketed events are managed via our central Quicket account to ensure seamless restaurant voucher integration.
- Clients are responsible for creating and providing clear, ready-to-use promotional material is supplied (if applicable).
- The gallery and restaurant are happy to share events on their platforms, provided that the content is of good quality. (Please see our attached recommended promotional checklist)
- Printed posters (subject to approval) may be displayed in the gallery and restaurant spaces.

AUDIO VISUAL AND TECHNICAL (IF APPLICABLE)

- Any AV requirements (projector, screen, sound, microphone) must be hired by the client from their provider of choice.
- Clients are responsible for ensuring compatibility with their own devices