MEETINGS, CONFERENCES AND EVENTS

Set in the heart of Cape Town's Kloof Street Neighbourhood, Upper Union offers a distinctive setting for private celebrations, meetings and corporate events.

From intimate gatherings in our private dining rooms to larger events in the upstairs restaurant, our versatile spaces bring people together over good food and thoughtful hospitality.

With menus created by our culinary team and a bar designed for gathering, Upper Union brings a sense of occasion to every event.

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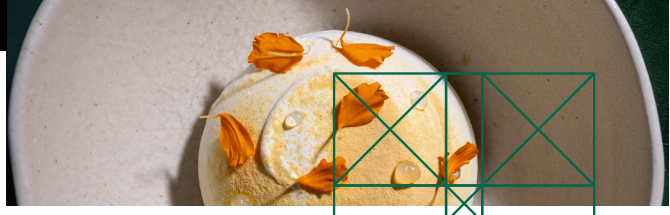


Conference Packages and Meetings

Conference Packages | Half-Day and Full-Day Basis:

Conference Package Inclusions:	Exclusive use of the venue | Stationery | LCD screen for presentations | Wireless connectivity | Video conferencing facilities | Flip chart | Printing and scanning facilities available
Conference Package Exclusions:	Equipment not mentioned above | Gratuities
Guests:	1 - 12 Guests (dependent on layout)
Size:	22m²
Availability:	Monday to Friday | 07:00 - 18:00 (Please enquire for meetings outside these hours)

Rates: (Commissionable at 10%)				
	Half-Day per person	R1 200	4 Hours	08:00 - 12:00 or 13:00 - 17:00
	Full-Day per person	R1 500	9 Hours	08:00 - 17:00

Package Inclusions:

Exclusive venue and dedicated waiter
Arrival refreshments with snacks
Mid-Morning refreshment break with snacks
Two-Course lunch in the restaurant
Waters, tea, coffee and juice
Full-Day conferences will receive an additional afternoon refreshment break

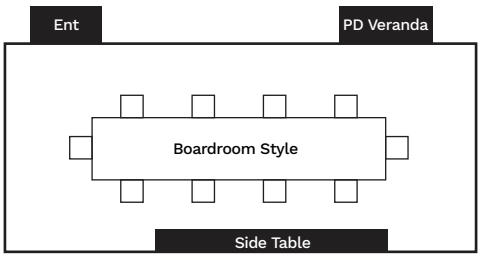
Meeting Room Venue Hire Only:

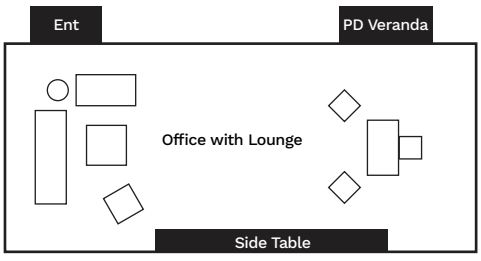
Meeting Room Inclusions:	Exclusive use of the venue | Stationery | LCD screen for presentations | Wireless connectivity | Video conferencing facilities | Flip chart | Printing and scanning facilities available
Meeting Room Exclusions:	Food and beverage | Equipment not mentioned above | Gratuities
Rates: (Commissionable at 10%)	R870 per hour (min 2 hours)

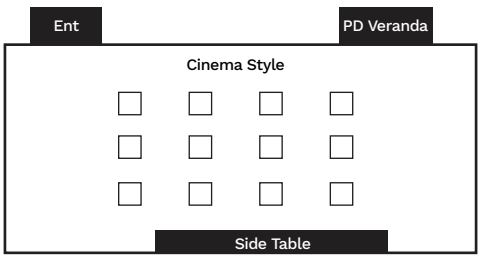
Layout Options for Meetings and Conferences:

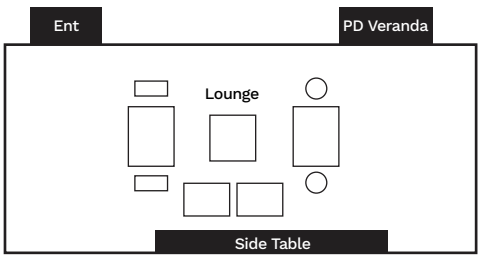
Conference:	Boardroom style | 1 - 10 guests
Executive Office:	Office table seating 1 - 2 guests with lounge area for meetings
Cinema Style:	Can accommodate up to 12 guests
Open Floor:	22m²

Layouts









Events

For EXCLUSIVE venue hire, please contact the Manager at Upper Union directly.

Our private venues are available to hire for special events. Venue hire fees are outlined below.

Intimate Events:

Venue 1:	Private Dining Rooms		
Guests:	2 - 10 Guests		
Size:	22m²		
Availability:	Any day of the week		
Rates:	Half-Day Venue Hire	R3 450	4 Hours
(Commissionable at 10%)	Full-Day Venue Hire	R7 130	8 Hours
	Dining Venue Fee	R1 650	

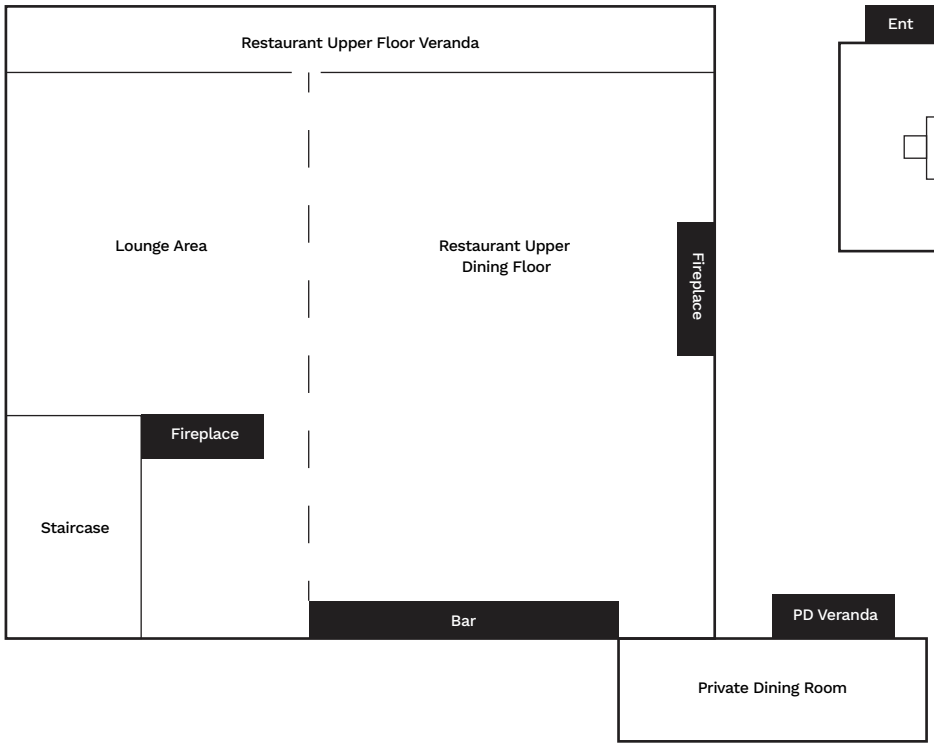
Large Events:

Venue 2:	Restaurant upper floor including bar, lounge, veranda and private dining room	
Guests:	10 - 60 Guests	
Size:	98m²	
Availability:	Any day of the week	
Rates:	Half-Day Minimum Spend (access one hour prior)	R95 000 | 07:00 - 16:00 or 16:00 - 00:00
(Commissionable at 5%)	Full-Day Minimum Spend	R190 600 | 08:00 - 00:00
	Additional hours	R5 000 per hour

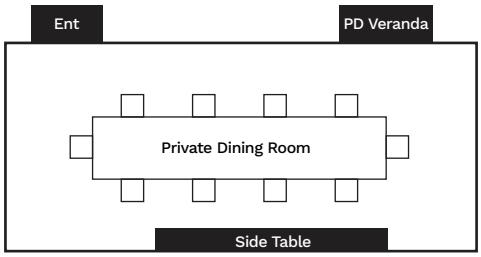
Food and Beverage Options: From R850pp to R1 260pp dependent on the offering
Our chef will create a menu for your event, with options ranging from canapés and buffets to set menus. No outside food or beverages may be brought onto the premises.

Floor Plans:

Restaurant



Dining Room



Terms and Conditions: Provisional bookings will be held for 7 days, after which they will be released. Bookings are confirmed upon receipt of a 50% deposit. The balance is due 14 days prior to the event. Cancellations must be made in writing. Should a confirmed booking be cancelled, the 50% deposit will be forfeited.

Inclusions: Private dining venue | Service team | Tables and chairs | Crockery | Cutlery | Glassware
Exclusions: Event planner | Flowers and decor | Music and live entertainment | Gratuities

Bookings and Information

Contact Person:	Reservations
Email:	reservations@upperunion.co.za
Contact Number:	+27 (0) 21 891 0360
Rates and Validity:	Applicable 1 March 2026 - 28 February 2027
Transfers:	Pick-ups and drop-offs can be arranged in advance
Parking:	Parking bays available by prior arrangement

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