



## Conference Facility

Situated in the **visitor's centre**, the main gateway into the **botanical garden**, the Old Mutual Conference Centre accommodates **up to 380 delegates** and is **suitable** for events such as **product launches**, conferences & other **corporate** and private functions. Smaller **conferences** may take place in the Silvertree Restaurant.

- Corporate and **Private Functions** of any nature.
- **Seating** capacity of 380 guests.
- A **range** of Set, Buffet, **Cocktail** and Picnic menus.
- Daily Conference Package available.
- **Winter** Daily Conference Package special of R275.00 + 10% **valid** until 30 September 2008.
- Fully **licensed** bar.
- Flexible floor **plans** and seating arrangements.
- **Beautiful Sculpture Garden** & Gazebo for an **outdoor wedding** / photograph venue.
- Trustworthy advice regarding **additional** service providers.

For further information please do not hesitate to contact the banqueting department on the details below.

**Kirstenbosch** Botanical Gardens, Rhodes Drive, Newlands, 7700. P.O. Box 3227, Tygerpark, 7536. **South Africa**  
Tel: +27 21 **762** 9585. Fax: +27 21 762 9625. [www.kirstenboschrestaurant.com](http://www.kirstenboschrestaurant.com)

*A world class landmark for a once in a lifetime celebration.*

# conference contract

Dear Sir / Madam

Thank you for your interest shown in holding a function at the Old Mutual Conference Centre. At Kirstenbosch we strive towards professional service, and in order to build a good working relationship with you, we would like to list below the following Function Points for your information.

Situated in the visitor's centre, the main gateway into the botanical garden, the facility accommodates up to 380 delegates and is suitable for events such as product launches, conferences & other corporate and private functions. The dimensions of the hall are 28.7m x 13.6m, with a ceiling height of 4.65m. The total floor area is 393m<sup>2</sup>.

## **MAXIMUM SEATING CAPACITIES**

Cinema style: 380

Schoolroom: 300

One section of the conference centre (with sound proof partitioning) is 9.57m x 13.6m and can accommodate:

Cinema style: 100

Schoolroom: 80

There is a registration desk in the entrance hall, and two small breakaway rooms where coffee and tea is served

## **SILVERTREE RESTAURANT IN CONJUNCTION WITH THE OLD MUTUAL CONFERENCE CENTRE**

1. When wishing to confirm a booking there should be written confirmation including all personal details.
2. a) A deposit of R6000.00 is required to secure your booking.  
The specified deposit will be required no later than 14 working days after the date of the reservation. A function booking is not confirmed unless the deposit is received, together with our letter of confirmation. The deposit may be paid directly into our bank account but must be followed up with a mailed or faxed copy of the deposit slip.  
b) Cash deposits are not accepted.  
c) The deposit will be refunded after the function on condition that there is no damage to the venue or equipment.  
d) The deposit will be retained for the following reasons:
  - Damage to venue or any other areas of the Kirstenbosch estate
  - Not clearing the venue on time as agreed in writing with the Kirstenbosch co-ordinator before the function.
  - Not adhering to the rules as stipulated in the agreement.**e) DCP: Daily conference package.**
3. a) Our DCP for the venue including catering is R310 + 10% per head. This includes:
  - Hiring of the Old Mutual Conference Centre
  - Chairs
  - Tables
  - Tablecloths
  - Crockery & cutlery
  - Standard conference menu option.The hire price allows the client to set up from 08h00 & use the venue until midnight.  
b) Our Special Winter DCP rate is R275.00 + 10% per person, from 1 May valid until 30 September 2008.  
c) Please note that upon confirmation, proposed menu must be signed and faxed back.  
d) Please note that any deviation in the menu will result in additional charges levied.
4. We do cater for special dietary requirements such as halaal and kosher but please note that there will be a surcharge per head. (Subject to change)

5. The final number for your function is to be finalised, in writing, 14 working days prior to the date of your function, together with the order of events/ time schedule/ bar requirements/ etc. Thereafter no decreases in numbers will be accepted.
6. One section of the conference centre seats a maximum of 100 pax cinema style & 80 pax schoolroom. The minimum number to utilise this area on the DCP without an additional charge in venue is 50 people. The minimum number for the use of the entire conference centre on the DCP is 150 pax without additional charge.
7. Full pre-payment of function is to be received 10 days prior to the function.
8. The balance of your bar account is payable directly on the day of the function.
9. A 10% service fee will be levied on your food and beverage account.
10. Silvertree Restaurant is fully licensed, so it is able to meet all your beverage requirements.
11. The client is responsible for giving their co-ordinator Guest Seating Plans and the Guest List at least 5 days before their function.
12. Normal function hours are: (Unless otherwise arranged)  
Evening functions: Bar closes at 23h15  
Venue to be vacated by 24h00  
Day functions: Bar closes at 16h00  
Venue to be vacated by 17h00
- 13.
14. Audio-visual equipment supplied as per attached document. Other features include the stage (9.2 x 3.4m), air conditioning & under floor heating. Also available are the break away rooms with registration desk & free parking. Please note that Silvertree Restaurant needs to be notified before the function which equipment will be required.
15. The function holder must ensure that the premises & audiovisual equipment are returned in the same good order & condition in which they are found.
16. The function holder on its behalf is required to test the audiovisual equipment between the set-up time & the commencement of the function. Any damage to or malfunction of the audiovisual equipment must be reported in writing to the Centre Manager, failing which the function holder shall be considered to have received the equipment in good working order & must be returned as such.
17. Kindly note that no liquor or food may be brought into the Restaurant. Champagne & Wine shall be allowed at a corkage fee of R27.00 per bottle. Please note that this must be pre-arranged and the Banqueting co-ordinator to be informed of delivery times. Maximum of 4 cases (48 bottles) to be brought in.
18. a) For decor purposes, the Restaurant will be available as pre-arranged with the undersigned only.  
b) All décor must be taken away at the end of the function, any goods left behind shall be at your own risk.  
c) Leftover wines to be removed from the premises by 10h00 the morning after the function or they will be disposed of.
19. Should you employ any outside contractors for décor/electricity/sound or other requirements, such contractors must comply with all the requirements of the occupational health & safety act and sign an indemnity form relieving both the Silvertree Restaurant and the Kirstenbosch Botanical Gardens from any liability.
20. PLEASE NOTE: Price quoted is subject to change if there are alterations in the arrangements. This will be confirmed prior to the function date.
21. All prices are inclusive of VAT 14%. Any increase in VAT and any other possible statutory changes which could be levied, will be for your account.

22. The quoted DCP price includes the venue, set up and staff to manage the function. It does not include flowers, band, music and other decor. We can assist you with contact names and suppliers of the latter should you require assistance.
23. The venue has 300 green fabric chairs & 100 plastic chairs as well as 30 rectangular (1800mm x 770mm) canteen steel trestle tables. Should you require other ranges, the cost of hiring will be for your own account.
24. The venue fee quoted includes free entry into Kirstenbosch garden during normal opening hours. While Kirstenbosch will endeavour to provide sufficient parking, we are unable to reserves parking due to the garden being an international tourist destination.
25. The function holder will be held liable for the full charge payable should the function be cancelled by the function holder for any reason whatsoever, unless Silvertree, within its sole discretion, is able to find a suitable replacement to hire the premises
26. Malicious damage to our property and theft will be charged for at full replacement cost.

Thank you for your co-operation in the above. Should you have any further requests or queries please do not hesitate to contact us.

**Yours sincerely**

BANQUETING DEPARTMENT  
 Tel: 021 762 9585  
 Fax: 021 762 9625

*PLEASE SIGN & FAX BACK WITH COMPLETED CONFIRMATION SHEET  
 AND A COPY OF YOUR IDENTITY DOCUMENT.*

Date of Function:.....

Confirmed by:.....  
 PLEASE PRINT NAME

ID Number:.....

Postal Address:.....  
 .....  
 .....

Signed:.....

Date: .....



# conference menu & equipment

## DAILY CONFERENCE PACKAGE INCLUDES THE FOLLOWING:

- \* Arrival Tea/coffee
- \* Mid morning tea/coffee with a mini muffin
- \* Light buffet lunch/picnic hamper
- \* Afternoon tea/coffee with shortbread
- \* Jugs of water & mints on tables

## MENU OPTIONS:

The light buffet lunch consists of two of the following main dishes:

- \* Beef/chicken/vegetable lasagne
- \* Chicken a la king
- \* Bobotie
- \* Chicken/lamb curry
- \* Tomato Bredie
- \* Roast Sirloin
- \* Grilled Chicken thighs

Your choice of dishes is served with savoury rice, roasted vegetables & a Greek salad.

For dessert choose one of the following:

- \* Fruit salad
- \* Mixed berry mille feuille
- \* Chocolate mousse

Your choice will be served with ice-cream.

## OR

\* Picnic hamper consists of:

- \* Silvertree Beef Biltong
- \* Fresh Salted Giant Nuts
- \* Crunchy Root Vegetable Crisps
- \* Italian style sandwich with mozzarella and tomato on white or brown bread
- \* Plump dried fruit line up on skewers
- \* Succulent Red Grapes
- \* Decadent Choc-Chip Cookie
- \* Fruit Juice

\*Halaal meals can be arranged at an additional R60 per person.

## EQUIPMENT:

- \* 2 cordless microphones
- \* 1 lapel microphone
- \* 2 lecterns
- \* slide projector (35 mm)
- \* 1 fixed motorized screen + data projector
- \* 3 manual screens
- \* laser pointer
- \* 5 shuttle CD player
- \* cassette player
- \* DVD player
- \* flipcharts / whiteboards & marker
- \* public address system
- \* amplifier
- \* 4 various light settings

\*Please note that all stationery needs to be supplied by the client or organizer.

AWAKEN YOUR SENSES



# picnic menu

## "Gaterie"

Light or Kiddies picnic

Something to nibble on...  
nuts

Crisps

Something substantial...  
Hot Dog or Kidz Burger

Something sweet...  
Tex chocolate bar  
Succulent fruit

R 70.00

## "Milieu Natural"

Picnic for 2 *with vegetarian option*

From the earth...

Freshly salted **giant** nuts

A **garlic** and olive **focaccia** to share

**Crunchy** root vegetable **crisps**

Spicy nachos **served** with hummus **dip**

Tasty rocket **and** smoked chicken **salad** with dressing

*Or vegetarian fruit platter*

From the **beast/forest**

A selection **of** smoked chicken, **pastrami** & gypsy ham,  
**served** on a **bed** of **lettuce** with a **dash** of whole grain  
mustard

*Or vegetarian spinach and feta quiche*

Muslin wrapped **cheese** board, stacked **with** brie, camembert  
**and** gorgonzola, topped **with** fig preserve **and** served with  
**crackers**

From the **sea**...

Norwegian smoked **salmon** dressed with **cream** cheese,  
capers **and** **chives**

*Or vegetarian wrap*

A garlic **and** olive focaccia to share

From **heaven**...

2 Fresh **fruit** skewers

Decadent choc-chip **cookie**

From the **vineyard**...

Your choice **of** red, white **or** sparkling wine **and** a juice **or**  
mineral water

R 280.00

## "Les Deux"

Picnic for 2

So simple...

Silvertree beef **biltong**  
Freshly salted **giant** nuts

So much more...

A Greek **salad** served with **rosa** tomatoes, feta cheese **and**  
plump calamata **olives**

A selection **of** smoked chicken, **pastrami** & gypsy ham, **served**  
on a **bed** of lettuce **with** a dash **of** whole grain **mustard**

A garlic **and** olive focaccia to share

Individually **portioned** brie, blue **and** camembert cheese **served**  
with crackers

So satisfying...

Plump dried **fruit** lined upon a skewer

Succulent **fruit**

Decadent **choc-chip** cookie

So thirsty...

Your choice **of** fruit juice **or** mineral water

R 190.00

## "Tout Petit"

Picnic for 1

A little luxury...

Silvertree beef **biltong**

Freshly salted **giant** nuts

Crunchy **root** vegetable crisps

A little necessity...

Italian style **sandwich** with mozzarella, **tomato**  
& fresh **basil** leaves, served **on** white **or** **brown**  
bread

A little extra...

Plump dried **fruit** lined upon **skewers**

Succulent bag-o- **grapes**

Decadent **choc-chip** cookie

A little thirst quenching...

Your choice **of** fruit juice **or** mineral water

R 115.00

awaken  
your  
senses