



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% per person **valid** until 30 September 2010.

- 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

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 393m².

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.
3.
 - a) Our DCP (Daily Conference Package) for the venue including catering is R350 + 10% per head. This includes:
 - Hiring of the Old Mutual Conference Centre
 - Chairs
 - Tables
 - Tablecloths
 - Crockery & cutlery
 - Standard conference menu option.Please note that if less than 80 delegates, a venue fee of R3500 applies.
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 2010.
 - 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 delegates cinema style & 80 delegates schoolroom. The minimum number to utilise this area on the DCP without an additional charge in venue is 80 delegates. The minimum number for the use of the entire conference centre on the DCP is 150 delegates 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 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. 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.
14. The function holder must ensure that the premises & audiovisual equipment are returned in the same good order & condition in which they are found.
15. 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.
16. 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.
17. 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.
18. 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.
19. PLEASE NOTE: Price quoted is subject to change if there are alterations in the arrangements. This will be confirmed prior to the function date.
20. 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.

21. 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.
22. 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.
23. 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 reserve parking due to the garden being an international tourist destination.
24. 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.
25. 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 served with home-made banana bread and cheese and ham croissants
- * Mid morning tea/coffee with scones or biscuits
- * Light buffet lunch/cold lunch or plated lunch
- * Afternoon tea/coffee with biscuits
- * Bottled water & mints on tables

MENU OPTIONS:

BUFFET OPTIONS

The cold plowmans buffet lunch consists of:

- * Cold meats, cheeses and pickles with cracker biscuits
- * Variety of salads with dressings
- * Assortment of fresh breads with patés and spreads
- * Chocolate Brownies

OR

The hot buffet will consist of your choice of two of the following:

(Your choice of dishes are served with savoury rice and roasted vegetables)

- * Roast beef sirloin with red wine gravy
- * Chicken and mushroom pie
- * Lamb knuckle curry with sambals
- * Beef or vegetable lasagne
- * Stew of ostrich neck

PLATED MAIN COURSE OPTIONS

Grilled tender chicken breast served with mashed potatoes, croutons and creamy mushroom sauce

OR

Pan fried line fish served on buttered baby potatoes, lemon butter sauce and seasonal vegetables

DESSERT OPTIONS (please choose one option)

- * Bread and butter pudding served with custard
- * Ice Cream and fruit salad
- * Fresh pavlova with cream
- * Small selection of cheese with crackers

*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.

Silvertree