

Waterkloof Guest House & Conference Centre

Conference Packages 2018

Facilities:

- **Large** Conference Room that can accommodate up to 70 people (At Waterkloof Guesthouse – 445 Albert Street)
- **Medium** Conference Room that can accommodate up to 35 people (At Firwood Lodge – 15 Firwood Avenue)
- **Smaller** Board Room that can accommodate up to 20 people. (At Waterkloof Guesthouse – 445 Albert Street)
- **Break Away** Areas for group discussions in the garden and around the pool area.

Conference Time Brackets

- Half Day Conference (8:00 – 13:00) or (14:00 – 18:00)
- Full Day Conference (8:00 – 17:00)
- Evening Conference (18:00 – 23:00)
- *Please note: We are flexible with arrival and departure times.*

Conference Setup Options:

- Classroom style
- U shape
- Grouping (7 x 10 seater groupings)
- *Whatever setup you would prefer, as long as it is arranged in advanced and explained in detail.*

All conferences include:

- Black Pen
- Writing Pad
- Mints
- Bottled water (1 bottle on arrival, 1 bottle after lunch)
- Glasses
- 3 x Flip Charts
- White Board Markers
- Overhead projector
- Surround sound system
- Free uncapped unshaped Wi-Fi
- Air-conditioning
- PC with USB ports, HDMI Cable and Auxiliary Port
- Screen Pointers
- Skype Camera and Video Conferencing
- Cordless Microphone
- Parking facilities
- Bathroom facilities

445 albert street • waterkloof • pretoria • gauteng • south africa • 0181

vat registration number: 4630 1544 92 • company registration number: 2002/074461/23

tel: 012 460 2014 • cell: 078 265 5786 • email: events@waterkloofguesthouse.com • website: www.waterkloofguesthouse.com

Food and Beverage:

- Arrival: Coffee, Tea, Fresh Juice, Water and Freshly baked pastries. (Normally 8 AM but we are flexible)
- Morning Tea Break: Coffee, Tea, Fresh Juice, Water and Sandwiches
- Lunch: *See menu options below*. 1 Canned Drink per person included.
- Afternoon Tea Break: Coffee, Tea, Fresh Juice, Water and Biscuits
- *We cater for Halal, Kosher, Vegan, Vegetarian or any other dietary requirements. Please just arrange in advance.*

Printing/Copying/Scanning/Faxing Facilities Available at Reception.

- Colour copies: R2 per page
- Black and white: R1 per page

Pricing:

- R 150 per person (Half day Conference with Arrival Coffee and Morning Tea Break – No Lunch)
- R 300 per person (Half day Conference with Arrival Coffee and Tea, Morning Tea Break and Lunch)
- R 275 per person (Full day Conference with Arrival Coffee and Tea as well as Tea Breaks – No Lunch)
- R 350 per person (Full day Conference with Arrival Coffee and Tea, Tea Breaks and Lunch)

Lunch includes:

- 2 Meats
- 2 Starches
- 2 Vegetables
- 2 Salads
- 2 Deserts

Confirmation:

We quote for conferences on a daily basis. Please make sure you confirm your quotation by sending us the 3 listed required documents.

- A Confirmation email
- Completed Conference Booking Form (see below)
- Purchase order/Voucher or proof of payment of 50%.

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Pictures:

Have a look at what we have done in the past on the following links:

- <https://web.facebook.com/WaterkloofGuestHouse/photos>
- <https://web.facebook.com/firwoodlodge/photos>
- www.waterkloofguesthouse.com
- www.firwoodlodge.com



Menu Options:

Meat (Protein)				
Chicken	Beef	Pork	Lam	Fish
<ul style="list-style-type: none"> • Oven Roast Chicken • BBQ Chicken • Chicken Schnitzel • Apricot Chicken 	<ul style="list-style-type: none"> • Cape Malay Bobotie • Beef Lasagne • Cottage Pie • Curry Beef Potjie • Beef Ribs • Beef Schnitzel • Boerewors 	<ul style="list-style-type: none"> • Smoked Gammon • Pork Ribs • Pork Schnitzel 	<ul style="list-style-type: none"> • Leg of Lamb • Grilled Lamb Chops • Lamb Vegetable Stew 	<ul style="list-style-type: none"> • Deep Fried Hake • Pan-fried Kingklip • Seafood Paella

Starches	Sauces
<ul style="list-style-type: none"> • Jasmine Rice • Savoury Rice • Brown Rice • Creamy Mash • Roast Potatoes • Sweet Potato • Pap 	<ul style="list-style-type: none"> • Creamy Mushroom Sauce • Cheese Sauce • Chakalaka Sauce • Pepper Sauce • Classic White Béchamel Sauce

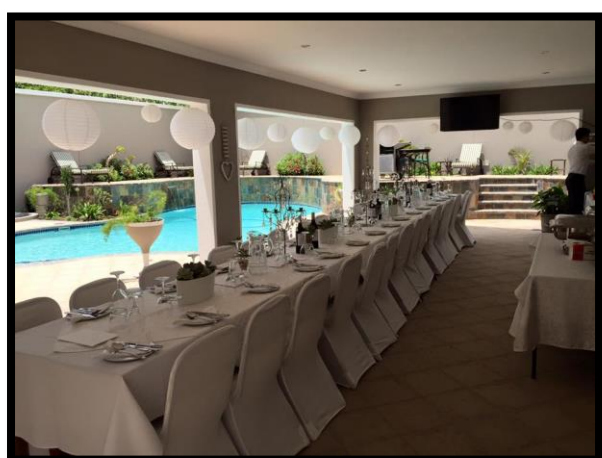
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Vegetables	Salads
<ul style="list-style-type: none"> • Creamed Spinach • Vegetable Stir Fry • Oven Roasted Vegetables • Broccoli and Cauliflower with Mushroom or Cheese Sauce • Morning Peas • Green beans with Mushrooms • Sweet Carrots • Pumpkin Fritters with caramel sauce • Oven roast butternut 	<ul style="list-style-type: none"> • Greek Salad • Carrot Salad • Beetroot Salad • Broccoli Salad • Potato Salad • Butternut Feta and Pumpkin seed salad. • Cabbage Salad • Celery and Apple Salad

Cold Deserts	Hot Deserts
<ul style="list-style-type: none"> • Trifle with Custard • Ice cream and Chocolate Sauce • Pavlova with Caramel, Fresh Cream and Fruit • Trio of Sorbet with Fresh Fruit and Berry Coulis • Cheese Cake (Lemon, Blueberry, Strawberry) • Fresh Fruit Salad 	<ul style="list-style-type: none"> • Malva Pudding with Custard • Sticky Chocolate Pudding • Chocolate Brownies • Sticky Toffee Pudding with Caramel Sauce • Baked Peach/Pear Desert with Custard • Baked Sweet Confectionary Platter



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Waterkloof Guest House & Conference Centre

Conference booking form:

Company name	
Company address and telephone number	
Company Vat number	
Name of conference organiser	
Contact number of organiser (Office & Cell)	
Starting and ending dates of conference	
Starting and ending time of conference	
Morning tea break time (e.g. 10:00)	
Lunch time (e.g. 13:00)	
Afternoon tea break time (e.g. 15:00)	
Number of people	
Room Setup (e.g. U shape/ Classroom style)	
Dietary requirements (e.g. 2 Vegetarians)	
Menu Options	<p>Mains</p> <ul style="list-style-type: none"> • _____ • _____ <p>Starches</p> <ul style="list-style-type: none"> • _____ • _____ <p>Vegetables</p> <ul style="list-style-type: none"> • _____ • _____ <p>Salads</p> <ul style="list-style-type: none"> • _____ • _____ <p>Deserts</p> <ul style="list-style-type: none"> • _____ • _____
Do you require any transport?	
Do you require any accommodation?	
Do you require an after conference braai?	

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