



vineyard hotel & spa

the perfect setting



conference centre
living green



living green

www.vineyard.co.za

conference centre
welcome



The **vineyard hotel & spa conference centre** is centrally situated in the heart of the lush leafy suburb of Newlands, Cape Town, South Africa, alongside the deluxe 175 roomed **vineyard hotel & spa** set on 6 acres of attractive landscaped parkland.

audio-visual equipment. It offers fully flexible open layouts, tailor-made for:

- conferences • banquets
- cocktails • luncheons • dinners
- presentations • weddings
- product launches

Only 18km from Cape Town International Airport, 10km from the City Centre and V & A Waterfront, and a 5 minute walk from Cavendish Square, a prestigious shopping centre.

Secure and complimentary parking.

The completely dedicated double storeyed **vineyard hotel & spa conference centre** offers a tranquil setting with both floors bathed in natural light and with majestic views of the hotel gardens and the forested slopes of Table Mountain.

The **vineyard hotel & spa conference centre** has implemented environmental and social responsible decision-making to ensure that sustainable development principles are incorporated into all levels of conference event management. We supply Renewable Energy Certificates (RECs), through *GreenX Energy*, which provide the certification of the Green Power for your conference. The concept of *living green* is to reduce the consumption of resources and minimise the impact on the environment as well as promote local economic and social development. The **conference centre** has a cleaner production programme already in place, which includes water, waste and energy interventions. (Visit our website www.vineyard.co.za or page 15 for more information)

Each floor has capacity for up to 280 delegates / guests and can be converted by sliding soundproof panels into 3 smaller conference rooms that can function simultaneously, or independently, to meet your needs. Special access is provided for vehicles and other large pieces of equipment making it particularly well-suited for car launches and exhibitions.

It is thus with pride and dedication that the **vineyard hotel & spa conference centre** looks forward to welcoming you and your guests or delegates.

The **conference centre** is equipped with state-of-the-art technology and the latest in



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vineyard hotel & spa
conference centre
t: +27 (0)21 657 4590/1
f: +27 (0)21 683 3587
conferencing@vineyard.co.za
PO Box 151, Newlands, 7725
Colinton Road (off Protea Road),
Newlands 7700, Cape Town,
South Africa

 living green

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brochure contents valid until 31st august 2010

conference centre conference package

conference package

(Rates negotiable with accommodation booking)

Including Room Hire, Lunch and 3 Breaks (per person)	R 395
Including Room Hire, Lunch and 2 Breaks (per person)	R 365
Including Room Hire and 2 Breaks (per person)	R 225

menu suggestions (per person)

Served Breakfast	R 150
Cocktails	R 185
Set Lunch Menu	R 275
Set Dinner Menu	R 330
Deluxe Buffet Menu	R 360

venue hire

Subject to catering, number of guests and venue requirements.

An additional venue hire charge of R5000 is applicable on Sunday's and public holidays.

equipment hire

Equipment can be hired through *Congress Rental* - lyn@conferencing.co.za - our on-site audio visual equipment provider.

parking

Secure parking is available on site on a 'first-come-first-serve' basis, at no additional charge.

conferencing gifts

The *Vineyard Shop*, situated alongside the conference centre and within the hotel's foyer, offers a wide range of unique and unusual gifts for delegates, guest speakers and corporate clients.
e: shop@vineyard.co.za

angsana spa

Angsana Spa, situated alongside the *health & fitness centre*, with its refreshing blend of spa therapies, embraces the contemporary, holistic and non-clinical tropical garden spa concept.
e: spa-vineyardcapetown@angsana.com

PLEASE NOTE:

- This brochure valid until 31st August 2010.
- Please note that beverages during lunch are not included in the package and will be charged on consumption.
- Final numbers are required 48 hours prior to the function - we will cater for that number and charge accordingly.
- All prices are inclusive of VAT and are subject to change without notice.
- Vegetarians can be catered for, please advise exact numbers 48 hours prior to the function.
- Please note our kitchen is neither Kosher nor Halaal.



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conference centre
conference package (cont.)

R395 PER PERSON

(Inclusive of venue hire)

(Additional venue hire charged - subject to number of guests & venue requirements - minimum number 10)
Internet access available at a nominal fee

conference room

Natural light and fresh air.

Standard equipment (if required):

Lectern, newsprint flip chart with refillable & recycled markers, screen, TV and DVD, telephone and electrical connections.

Recycled paper and FSC Certified pencils. Filtered water.

Natural, sugar-free sweets in recyclable boxes.

Morning newspaper.

on arrival

Variety of teas & organic rooibos served with sliced lemon & honey

Fair Trade filter coffee

Fruit juice and fresh fruit display

Wholewheat seed rolls with egg mayonnaise and fresh rocket or pastrami

or

Croissants with tomato & emmentaler-style cheese

or

Vineyard muesli, homemade bulgarian yoghurt & stewed fruit compôte

mid-morning tea break

Variety of teas & organic rooibos served with sliced lemon & honey

Fair Trade filter coffee

Selection of homemade vineyard biscuits

or

Vegetarian & meat quiche selection

lunch menus

(Buffet or Set Menu)

Select a buffet from one of the menus on page 5 & 6 (min. 25 pax)

or

Select a 2-course set lunch from the CONFERENCE LUNCH MENU on page 7

afternoon tea break

Variety of teas & organic rooibos served with sliced lemon & honey

Fair Trade filter coffee

Something sweet

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conference centre
conference package (cont.)

LUNCH BUFFET MENUS

Please select a **lunch** from one of the following menus (minimum number of people 25).

menu 1

Mini rye rolls

Salad of smoked salmon trout with cucumber, tomato, lentils, spring onions, alfalfa sprouts and lemon dressing

Vegetable spring rolls with a Thai sweet chilli sauce

Battered local fish with tartare sauce and fresh lemon

Free-range chicken schnitzel

Creamy mixed mushroom gnocchi with herbs and freshly grated parmesan

Lemon meringue tartlets

A selection of local cheese with savoury biscuits and homemade chutney

menu 2

Mixed seed loaf

Marinated tomato and artichoke salad with red onion, black olives and fresh basil

Vegetarian sushi board with soy, pickled ginger and wasabi

Grilled local fish with fresh lemon

Butternut, Danish feta and spinach quiche

Butter chicken curry with basmati rice and onion sambal

Chocolate brownie with chantilly cream

A selection of local cheese with savoury biscuits and homemade chutney

menu 3 & 4 overleaf

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conference centre
conference package (cont.)

LUNCH BUFFET MENUS (cont.)

Please select a lunch from one of the following menus (minimum number of people 25).

menu 3

Mini wholewheat rolls

Marinated Mediterranean vegetable salad
with aged balsamic and extra virgin olive oil

Mixed lettuce leaves and herbs with sprouts and croûtons

Lamb, potato and butternut roti

Traditional fish cakes with tartare sauce and fresh lemon

Creamy mushroom and white cheddar rigatoni

Orange crème brûlée and chocolate shortbread

A selection of local cheese with savoury biscuits
and homemade chutney

menu 4

Freshly sliced ciabatta

Organic chickpea salad with lentils, tomato,
cucumber, spring onions and avocado

Sweet chilli free-range beef and oriental salad

Seafood pie with cheese mash

Tandoori chicken wings with spicy cucumber raita

Marinated cherry tomato tart with basil pesto

Passionfruit cheesecake

A selection of local cheese with savoury biscuits
and homemade chutney



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conference centre
conference package (cont.)

CONFERENCE LUNCH SET MENUS
(Minimum of 10)

main courses

Battered local fish and chips
with tartare sauce and fresh lemon

Grilled sirloin steak with mushroom sauce,
fine beans and spicy potato wedges

Butter chicken curry with basmati rice,
poppadom and onion sambal

Asian plate of lamb samoosas, Tandoori chicken satays,
vegetable spring rolls, tempura prawns,
tomato, onion and coriander salad

Grilled local fish with a warm vegan salad of potato,
avocado, lentils, cabbage, broccoli, sunflower seeds,
carrots, lemon juice and extra virgin olive oil

Vegetarian dish of the day

desserts

Lemon crème brûlée with a poppy seed cigar

Baked white chocolate cheesecake
with gooseberry compôte

Warm chocolate sponge pudding
with orange marmalade ice cream

A selection of local cheese with savoury biscuits
and homemade chutney

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conference centre
served breakfast

R150* PER PERSON

(Venue hire is subject to number of guests, venue requirements & set-up times)

breakfast

on the table

Seasonal fruit juice
Mini pastries, a selection of homemade muffins
Farm style jam and marmalade
Vineyard muesli and free-range plain yoghurt with fresh fruit salad

served hot

Grilled bacon and scrambled eggs
Roasted tomato
Mushrooms
Beef sausage
Herb and onion crushed new potato cake
Toasted homemade breads from our bakery
Variety of teas & organic rooibos served with sliced lemon & honey
Fair Trade filter coffee

health option

on the table

Seasonal fruit juice
Health bran muffins
Farm style jam and marmalade
Vineyard muesli and free-range plain yoghurt with fresh fruit salad

served hot

Scrambled eggs topped with smoked salmon
Roasted tomato
Mushrooms
Toasted seed loaf and rye bread from our bakery
Variety of teas & organic rooibos served with sliced lemon & honey
Fair Trade filter coffee



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conference centre
cocktail menu

R185* PER PERSON

(Venue hire is subject to number of guests, venue requirements & set-up times)

cocktail menu

Stuffed green olives and pretzels - on cocktail tables

Cream of mushroom soup
with wholewheat croûtons

Seafood and vegetarian sushi
with wasabi, ginger and soy sauce

Oven-dried tomato and mozzarella Caprese
on crostini with basil pesto

Prawn masala with basmati rice,
tomato and coriander salsa

Vegetarian springrolls with
Thai sweet chilli dipping sauce

Mini lamb meatballs
with traditional pap and chakalaka

Deep-fried smoked tomato risotto
with Mediterranean salad

Crispy beef with noodles,
vegetables and plum sauce

dessert

Homemade chocolate brownies

Variety of teas & organic rooibos served with sliced lemon & honey
Fair Trade filter coffee
with chocolate biscotti and homemade truffles

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conference centre
lunch / dinner menu

LUNCH R275 / DINNER R330* PER PERSON
(Venue hire is subject to number of guests, venue requirements & set-up times)

starters

Traditional prawn cocktail with avocado,
Mary Rose dressing and fresh lemon

Smoked Franschhoek salmon trout with frisée lettuce,
lemon dressing, caper and red onion salad

Marinated cherry tomato tart
with a black olive and spring onion salsa

Caesar salad of shredded free-range chicken
with boiled egg, fresh parmesan,
organic croutons and Caesar dressing

Cream of pea soup
with wholewheat croutons

Grilled Norwegian salmon
with potato vinaigrette and dill Aioli

Caprese salad of plum tomatoes
and fior di latte mozzarella, fresh basil,
balsamic reduction, extra virgin olive oil
and seed grissini

Green asparagus with sauce gribiche
and cracked black pepper



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- **Supplement of R25 per person.
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conference centre
lunch / dinner menu (cont.)

LUNCH R275 / DINNER R330* PER PERSON

(Venue hire is subject to number of guests, venue requirements & set-up times)

main courses

Roast fillet of Chalmar beef fillet with black pepper and herbs, boulangere potato, creamed spinach and beetroot chutney, lamb jus

Mixed mushroom risotto with truffle oil, grilled asparagus and freshly grated parmesan

Slow roasted Lamb shoulder with a crushed new potato and onion cake, pumpkin fritter, sautéed fine beans and tomato chutney

Grilled local Cape fish with dauphinoise potato, steamed Asian greens, roasted red pepper sauce

Roasted Fillet of Chalmar beef fillet with potato, finebeans and butternut sauté, salsa verde and veal jus

Pan-fried chicken breast stuffed with emmentaler, bacon and basil, pan-fried butternut and potato cake, sautéed fine beans, tomato butter sauce

Sautéed potato gnocchi with roasted red peppers, black olives and smoked tomato cream, freshly grated parmesan

desserts

Traditional milk tart with vanilla and apricot compôte

Banana and macadamia nut malva pudding with homemade toffee ice cream

Baked chocolate mousse with mixed berry compôte and coffee tuille cigar

Chai tea crème brûlée with a coconut macaroon

Vineyard Tiramisu with frangelico and hazelnuts

Strawberry and lemon curd trifle

A selection of local cheese with savoury biscuits and home made chutney

Variety of teas & organic rooibos served with sliced lemon & honey
Fair Trade filter coffee
with chocolate biscotti and homemade truffles

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conference centre
deluxe vineyard buffet

R360* PER PERSON

(Minimum of 50 / Maximum of 120 persons - served at Lunch or Dinner)

starter

Mixed green leaves with shaved parmesan
and organic croutons, extra virgin olive oil

main

Slow roasted shoulder of lamb with onion and mint chutney

Roasted beef sirloin with red wine jus

Grilled Cape linefish with dill and caper aioli

Free-range butter chicken curry
with cumin basmati, poppadoms and sambals

Traditional roast potato wedges

Fine beans and baby onion sauté with crispy bacon

Roasted butternut with parmesan crumbs

dessert

Black forest mousse cake

Lemon crème brûlée with poppy seed shortbread

Apricot malva pudding with homemade custard

Vanilla ice cream with toffee sauce and toasted pecan nuts

A selection of local cheese with savoury biscuits and homemade chutney

Variety of teas & organic rooibos served with sliced lemon & honey
Fair Trade filter coffee
with chocolate biscotti and homemade truffles

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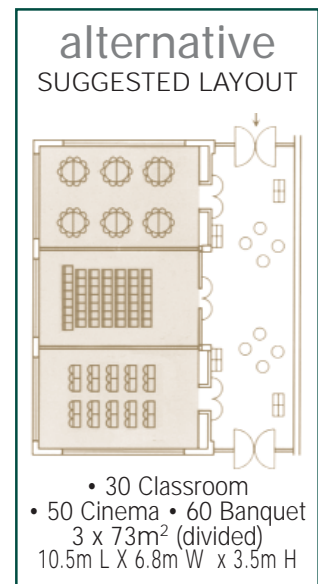
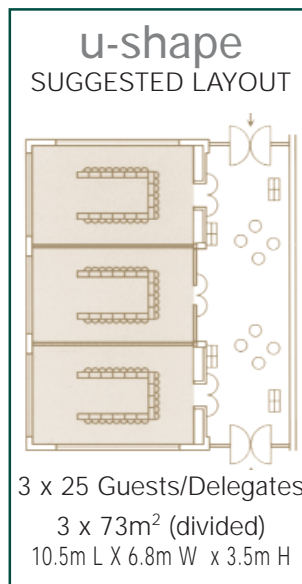
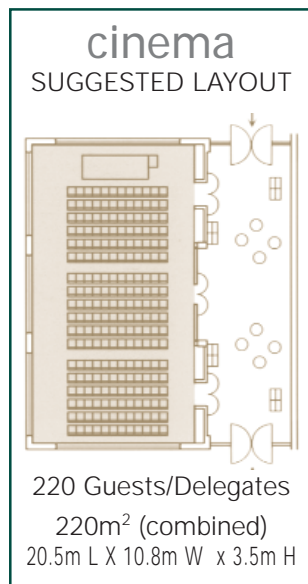
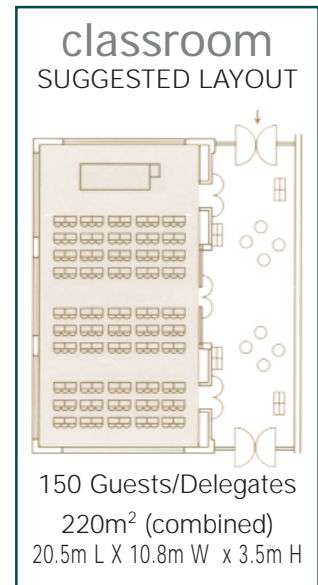
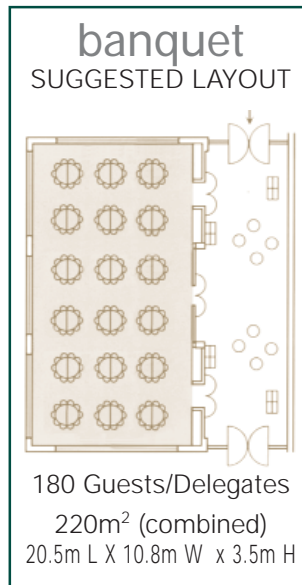
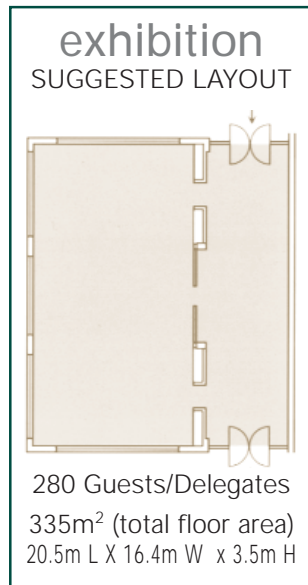


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conference centre suggested layouts

The suggested layouts below are variable and can be applied to both floors:
Summerhouse (ground floor) and Camphor (first floor)



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vineyard hotel & spa
conference centre
t: +27 (0)21 657 4590/1
f: +27 (0)21 683 3587
conferencing@vineyard.co.za
PO Box 151, Newlands, 7725
Colinton Road (off Protea Road),
Newlands 7700, Cape Town,
South Africa

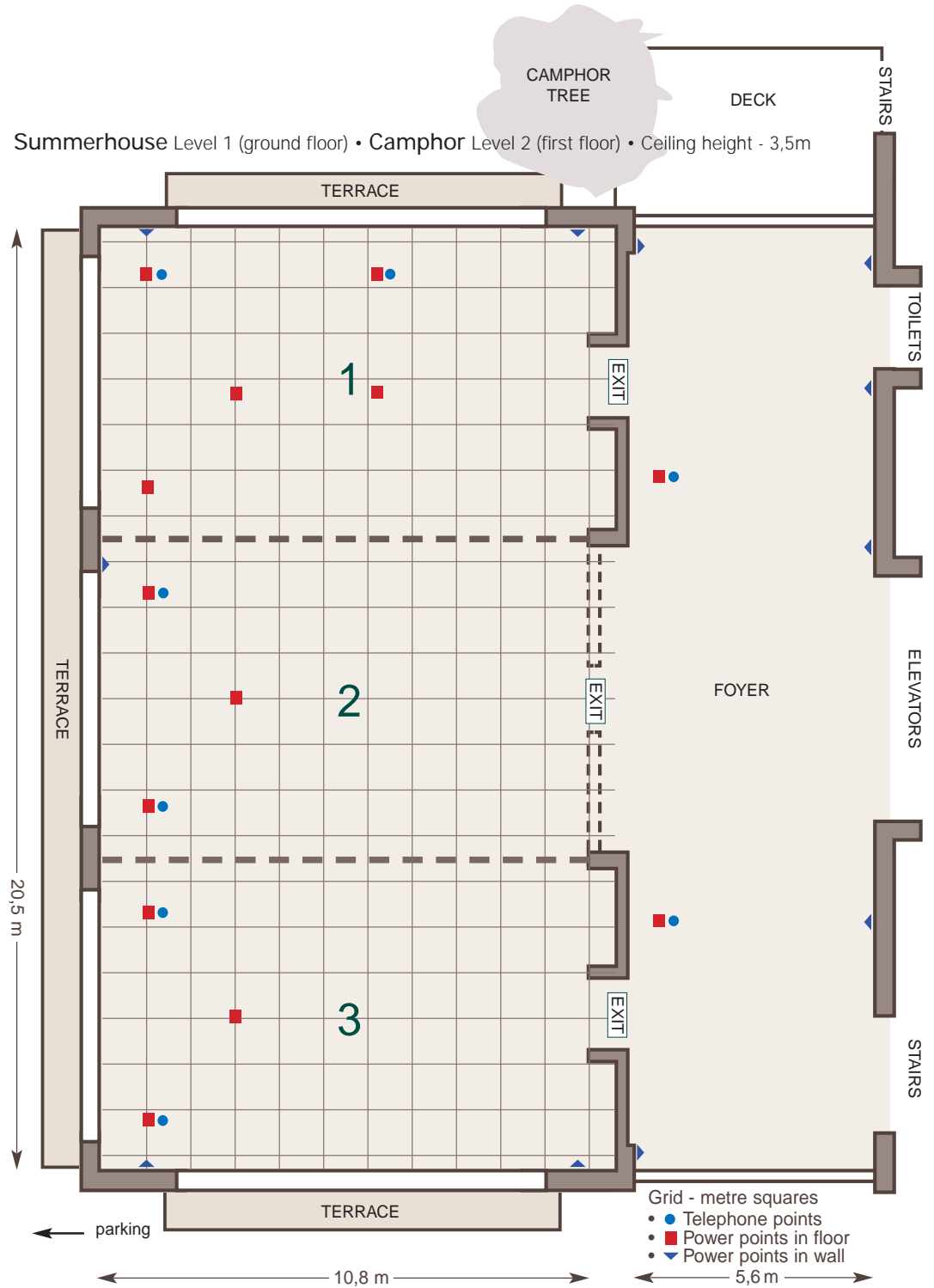
conference package (detailed separately)

Includes: • Room Hire • Tea Breaks • Lunch • Standard equipment consisting of: Lectern, newsprint flip chart with refillable & recycled markers, screen, TV and DVD, telephone and electrical connections. Recycled paper and pencils. Filtered water. Morning newspaper. Additional equipment can be hired • ISDN/Video Conferencing Line • Data Projector.

conference centre
floor plan



Summerhouse Level 1 (ground floor) • Camphor Level 2 (first floor) • Ceiling height - 3,5m



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conference centre green energy

In keeping with our leadership role and as announced at the 'Conferencing Green' launch in November 2008, the Vineyard Hotel & Spa Conference Centre will be operating on *Green Power* for all conferencing from September 2009.

The Green Power strategy in the Conference Centre is a key component of the overall plan for more sustainable operations and carbon emission reductions at the hotel. **GreenX Energy** (www.greenxenergy.com) will supply Renewable Energy Certificates (RECs) which provide the certification of the Green Power for customers. Every MWh of Green Power saves coal and water and prevents the emission of ash, air pollutants and carbon emissions. As the Renewable Energy (RE) industry expands it will provide new employment opportunities and reduce risks in the SA economy.

The Renewable Energy Certificate (REC) approach is used in Europe (refer to www.recs.org) and the USA and the South African Department of Energy (DOE) is developing this approach for South Africa in association with the current Green Power suppliers and producers (refer to www.dme.gov.za/energy/renew_TRECS.stm). The RECs provide a certified link between the Conference Centre and the Renewable Energy generator. One of the main Renewable Energy generators which currently registers and sells the Green Power certificates through GreenX Energy is the Umzimkulu Sugar Mill in KwaZulu Natal. The mill uses bagasse, the fibrous waste in the sugar industry, to generate Renewable Energy.

Overall, Vineyard Hotel & Spa customers will be able to declare their event as being run on Green Power and to claim the carbon emission reductions associated with energy consumption at the event, without having to resort to carbon offsetting.

The commitment to Green Power by the Vineyard Hotel and Spa shows leadership and supports national and international policy on renewable energy and climate change mitigation.



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conference centre

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 living green

www.vineyard.co.za

conference centre terms & conditions

- The prices are based on estimates, including VAT of 14%, and may be revised, should your expected numbers or requests change.
- Final numbers must be confirmed in writing, 48 hours before your function, and will be charged accordingly.
- Special dietary requirements required 7 days prior to function.
- We will endeavour to fulfil requests for specific rooms, although we **cannot** guarantee this.
- The client shall be responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
- All day or evening functions must terminate by 17h00 or 23h00 respectively unless a later time is agreed upon in writing with the hotel, at the time the booking is made. For functions that continue after these hours, a charge of R3000 per hour will be levied.
- We will hold your booking on a provisional basis, until a signed copy of this agreement is received along with a 50% deposit. **The booking shall be released should this not occur within 7 days.** Should we receive a confirmed booking during this period - we will contact you immediately.
- Should your conference / function take place on a Sunday or a public holiday, a surcharge of R 5000 is applicable.
- The balance of the account, including the bar estimate, is required two days before the conference/ function, when you confirm your numbers.
- Our banking details are: **Vineyard Hotel | First National Bank | Claremont | Branch Code 200 109 Account Number 50152556287.** Please fax us a copy of the deposit slips to +27 (0)21 683 3587. VAT No. 4280225964
- In the event that your function is cancelled, a full refund will be granted, provided the hotel receives written notification within 60 (sixty) days of your function. Thereafter any deposits will be subject to cancellation charges.
- The **vineyard hotel & spa** will not be held liable for any loss or damage resulting from the presence of our guests, or their respective properties on the **vineyard hotel & spa's** premises. The client hereby indemnifies the **vineyard hotel & spa** against any claims that might be brought against it.
- Free and secure parking is available on site on a 'first-come, first-serve' basis and is not guaranteed when the Conference Centre is full.
- Company details below will be the **final billing address**, and **cannot be altered after the event.**
- Brochure contents and prices valid 1 September 2009 - 31 August 2010.

Please sign that you have read and accept the above terms & conditions and fax back to the banqueting department on +27 (0)21 683 3587.

PLEASE PRINT CLEARLY

Signed at _____ on the _____ day of _____ 20

Full Name _____

Designation _____

Company Name _____

Postal Address _____

Post Code

Tel _____ Fax _____

E-mail _____

VAT Number

Date of Function _____ Signature _____

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