



# conferencing green

The Vineyard Hotel & Spa Conference Centre is green...

We have implemented environmental and social responsible decision-making to ensure that sustainable development principles are incorporated

into all levels of event management. Our 'living green' logo reflects our total commitment to the greening initiative.

## We have implemented the following:

- Our environmental policy is displayed in the foyer.
- All menus include local organic seasonal fruit and vegetables, free-range chicken and meat when available.
- We are proud to be a Southern African Sustainable Seafood Initiative (SASSI) Participant and strive to promote and offer sustainable seafood choices from legal sources in an effort to help improve the conservation status of over-exploited seafood species.
- Local seasonal fruit juice, organic rooibos tea, Fair Trade filter coffee and organic wine is provided.
- Filtered water & ice is provided in carafes.



- All paper used has a recycled content.
- Pencils are Forestry Stewardship Council Certified, coming from sustainable forests.
- Refillable & recycled whiteboard markers are used.
- Natural, sugar-free sweets supplied in a recycled box.
- Compact fluorescent energy saving lighting is installed in the foyer, effecting a 78% energy saving.
- When practical, natural light and ventilation will be used rather than electrical lights and air-conditioning.
- Water saving initiatives, including waterless urinals, dual-flush toilets and aerated taps have been installed in the restrooms.



- A multi-bin system is provided in the venue to encourage guests to participate in waste separation at source.
- We have a tri-bin separation system in place back of house and on average 85% of our waste is sent for recycling.
- Conference organisers are encouraged to participate in the greening initiative by using on-line registration, locally manufactured conference bags, car sharing and limiting waste.
- Green Energy Certificates are purchased from the City of Cape Town and generated at the Darling Wind Farm.



- The Hotel & Conference Centre has received a Green leaf Eco Certificate rating.

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 207 roomed **vineyard hotel & spa** set on 6 acres of attractive landscaped parkland.

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.

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.

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.

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

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

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

Complimentary parking available on a first-come-first-serve basis.

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 Electricity Certificates (RECs), 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](http://www.vineyard.co.za) or refer page 15 for more information)

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



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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 centre conference package

### conference package

(Rates negotiable with accommodation booking)

Including Room Hire, Lunch and 3 Breaks (per person)	R 420
Including Room Hire, Lunch and 2 Breaks (per person)	R 395
Including Room Hire and 2 Breaks (per person)	R 250

### menu suggestions (per person)

Served Breakfast	R 160
Cocktails	R 210
Set Lunch Menu	R 330
Set Dinner Menu	R 380
Deluxe Buffet Menu	R 410

### venue hire

Subject to accommodation, catering, number of delegates and venue requirements.  
An additional venue hire charge of R5,000 is applicable on Sunday's and public holidays.

### equipment hire

Equipment can be hired through *Congress Rental* - [lyn@conference.co.za](mailto:lyn@conference.co.za) - our on-site audio visual equipment provider. Payment to be made **direct to Congress Rental**.

### parking

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

### 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](mailto:spa-vineyardcapetown@angsana.com)

### packaging & brochures

Please be eco-wise when planning or producing brochures and packaging for your conference. You are also encouraged to remove all left-over brochures at the end of your event.

(Visit the weblink bottom of page 15 for more information on 'Smart Living Handbook')

#### PLEASE NOTE:

- This brochure valid until 31st August 2012.
- 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.)

**R420 PER PERSON**

(minimum 15 persons)  
(Additional venue hire charges applicable subject to number of persons & venue requirements)  
Internet access available at no extra charge, depending on usage requirements

**conference room**

Natural light and fresh air.

Standard equipment (if required):

Lectern, newsprint flip chart with refillable & recycled markers, screen,  
internet, 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, pastrami and tomato  
or  
Croissants with tomato & emmentaler cheese

**mid-morning tea break**

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

Fair Trade filter coffee

Selection of homemade vineyard biscuits

**lunch menus**

(Buffet or Set Menu)

Select a buffet from one of the menus on pages 5 & 6 (min. 25 persons)  
or

Select a 2-course set lunch from the CONFERENCE LUNCH MENU  
on page 7 (max. 25 persons)

**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 25 persons).

**menu 1**

Sweet potato rolls

Vegan salad – avocado, chick peas, corn, cherry tomatoes, fresh rocket and marjoram dressing

Vegetable spring rolls with Thai dipping sauce

Baked linefish with peppadew & dill aioli

Beef, rosemary and mushroom casserole

Spinach and ricotta cannelloni with parmesan cream, fresh basil and tomato concasse

Cape Malay spice basmati rice

Espresso crème brûlée with a dark chocolate macaroon

A selection of local cheese with savoury biscuits and homemade chutney

**menu 2**

Seed loaves

Roasted Mediterranean vegetable salad with balsamic dressing

Selection of vegetable sushi with pickled ginger and wasabi

Teriyaki beef and mushroom stir fry with noodles

Garden vegetable quiche

Traditional fish cakes with lemon and parsley mayonnaise

Baked baby potato with parmesan and mint crust

Raspberry and vanilla cheesecake squares with candied citrus zest

A selection of local cheese with savoury biscuits and homemade chutney

*menu 3 and 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 25 persons).

**menu 3**

Mini olive and ciabatta rolls

Chicken noodle asian salad

Cherry tomato, artichoke, red onion and feta salad  
with cos lettuce and herb dressing

Battered local fish with tartare sauce

Moroccan spice lamb with cumin and mint rice

Potato, cheese and thyme turnovers

Roasted aubergine, calamata olives and baby marrow  
with penne pasta and rocket pesto

Baked orange tartlets with a sugar crust

A selection of local cheese with savoury biscuits  
and homemade chutney

**menu 4**

Wholewheat rolls

Prawn and avocado salad with Mary Rose dressing

Traditional Greek salad

Grilled linefish with fresh herbs and lemon, tartare sauce

Italian meatballs with tomato and basil sauce, freshly shaved parmesan

Roasted onion mash potato

Butternut, chick pea and lentil roti's

Traditional pavlovas with lemon crème pâtissière, strawberry compôte

A selection of local cheese with savoury biscuits  
and homemade chutney



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 living green

www.vineyard.co.za

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conference centre  
conference package (cont.)

CONFERENCE LUNCH SET MENUS

(Minimum 10, maximum 25 persons)

main courses

Battered fish & chips  
with tartare sauce and fresh lemon

Grilled Sirloin Steak with Café de Paris butter,  
fine beans, cherry tomatoes and potato wedges

Grilled local fish with a salad of mixed lettuce leaves,  
avocado, cherry tomatoes, chick peas, sunflower seeds,  
cucumber and Danish feta, marjoram dressing

Chicken tikka masala with basmati rice,  
poppadum, cucumber raita and tomato sambal

Snack platter of beef samoosas,  
BBQ chicken wings, vegetable spring rolls,  
battered prawns, Asian salad and dipping sauce

Fresh homemade spaghetti with rocket  
and pecan nut pesto, sun-dried tomatoes,  
calamata olives and Danish feta

desserts

Lemon & lime crème brûlée with  
seasonal fruits in lemongrass syrup

Custard tart with raspberry  
and vanilla ripple ice cream

Warm truffle pudding  
with toffee banana ice cream  
and espresso custard

A selection of local cheese with savoury biscuits  
and homemade chutney



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conference centre  
served breakfast options

**R160\* PER PERSON**

(Venue hire is subject to number of guests, venue requirements & set-up times)  
(Option choice required two weeks prior to the function)

**No. 1 : full breakfast option**

**on the table**

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

**served hot**

Grilled bacon and scrambled eggs  
Roasted tomato  
Mushrooms  
Beef sausage  
Herbed Parmentier potatoes  
Toasted homemade breads from our bakery  
Variety of teas & organic rooibos served with sliced lemon & honey  
Fair Trade filter coffee

or

**No. 2 : health breakfast option**

**on the table**

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

**served hot**

Scrambled eggs topped with smoked salmon and chives  
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

**R210\* PER PERSON**

(Venue hire is subject to number of guests, venue requirements & set-up times)  
(Minimum 20 persons)

**cocktail menu**

Stuffed green olives and flavoured pretzels - on cocktail tables

Cream of cauliflower soup with garlic croutons  
and truffle oil

Moroccan lamb with apricots, tabouleh salad  
and crispy sweet potato

Goat's cheese and red onion marmalade tartlet

Tempura prawns with chilli and lime dipping sauce

Smoked salmon mousse on crostini with deep fried capers

Malay beef samoosas with Mrs Balls chutney

Chicken, coriander and sweetcorn spring roll  
with ginger dipping sauce

Grilled aubergine, basil pesto and parmesan on crostini

**dessert**

Chocolate brownies

Variety of teas & organic rooibos  
served with sliced lemon & honey  
Fair Trade filter coffee



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conference centre  
lunch / dinner menu

**LUNCH R330\* / DINNER R380\* PER PERSON**  
(Venue hire is subject to number of guests, venue requirements & set-up times)

**starters**

*(Please select one starter)*

Prawn and avocado inside-out roll  
with wasabi mayo and teriyaki sauce

Pear & gorgonzola tartlet  
with pecan nut and rocket salad, shallot dressing

Grilled Norwegian salmon with potato vinaigrette,  
radish and mangetout salad, dill aioli

Caesar salad with sliced chicken breast, boiled egg,  
fresh parmesan, croutons and Caesar dressing

Roasted root vegetable salad with beetroot chips,  
lemon dressing and parmesan crisps, truffle oil

Creamy seafood bouillabaisse with prawns, mussels,  
linefish and calamari  
with toasted ciabatta and red pepper rouille

Caprese salad of plum tomato and fior de latte mozzarella  
with fresh basil, artichokes, balsamic reduction,  
extra virgin olive oil and seed crostini

Smoked Franschoek salmon trout  
with snoek and avocado mousse  
with gazpacho dressing, herb salad



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conference centre  
lunch / dinner menu (cont.)

**LUNCH R330\* / DINNER R380\* PER PERSON**  
(Venue hire is subject to number of guests, venue requirements & set-up times)

**main courses**

*(Please select one main course)*

Roasted fillet of Chalmar beef with dauphinoise potato, fine beans, roasted butternut, veal jus, tomato & rosemary chutney

Risotto with sun-dried tomatoes and roasted artichoke salad, freshly grated parmesan and extra virgin olive oil

Grilled local linefish with oriental prawn salad, new potatoes and teriyaki butter sauce

Slow-roasted Lamb leg with fondant potato, roasted butternut, fine beans, lamb jus and salsa verde

Spinach and ricotta cannelloni with field mushrooms, parmesan cream, tomato and herb salad, truffle oil

Roasted fillet of Chalmar beef with caramelised onion potato cake, balsamic field mushrooms, butternut, veal jus and béarnaise sauce

Crumbed chicken breast filled with peppadew, feta, pine nuts and spinach with steamed greens, spring onion mash, tomato butter sauce

**desserts**

*(Please select one dessert)*

Vanilla infused pannacotta with berry compôte

Warm caramelised banana and butterscotch pudding with macadamia nut ice cream

Sugar crusted orange tart with Lindt chocolate ice cream

Meringue pavlovas with chocolate crème pâtissière, strawberries and passion fruit coulis

Vanilla pod crème brûlée with a choc chip tuile cigar

Baked Lindt chocolate tart with homemade vanilla ice cream and chocolate syrup

Warm chocolate sponge pudding with Lindt chocolate sauce and white chocolate ice cream

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 mixed nut biscotti and homemade chocolates

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 living green

conference centre  
deluxe vineyard buffet

**R410\* PER PERSON**  
(Minimum 50, maximum 120 persons - served at Lunch or Dinner)

**starter**

(Please choose 1 starter from selection on page 10)

**main**

Traditional Greek salad  
Baked linefish with peppadew and dill aioli  
Slow-roasted lamb shoulder with onion and mint chutney  
Roasted sirloin with a Green Madagascan peppercorn sauce  
Morrocan chicken with apricots, artichokes and fresh coriander  
Cumin and mint basmati rice  
Rosemary salted new potatoes  
Broccoli and cauliflower gratin  
Roasted butternut with toasted pumpkin seed

**dessert**

Strawberry and lemon cream gateaux  
Mango crème brûlée, white chocolate and toasted almond shortbread  
Traditional sticky toffee pudding with lime infused custard  
Baked passion fruit tarts  
Gooseberry cheesecake, orange sauce  
Traditional Lindt chocolate mousse  
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 mixed nut biscotti and homemade chocolates



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conference centre  
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Colinton Road (off Protea Road),  
Newlands 7700, Cape Town,  
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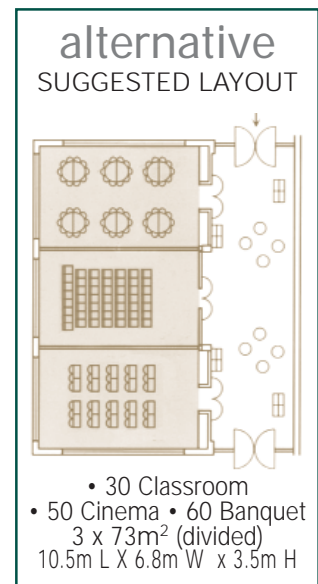
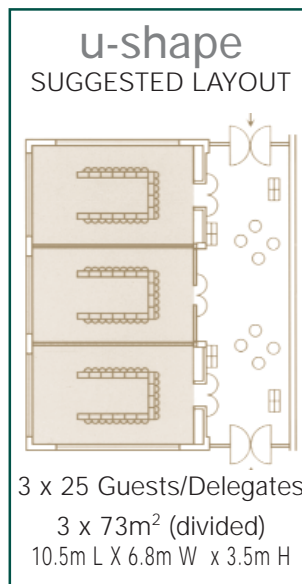
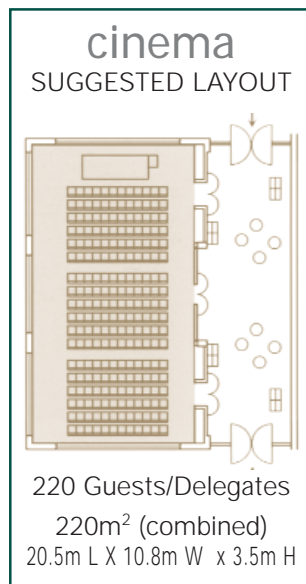
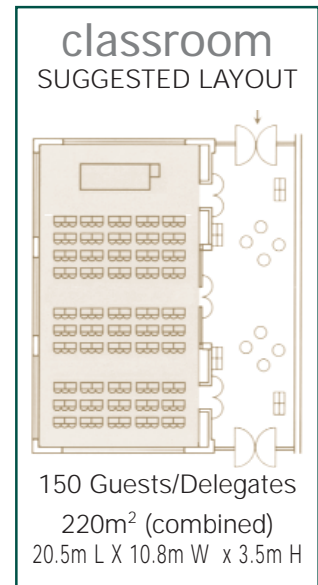
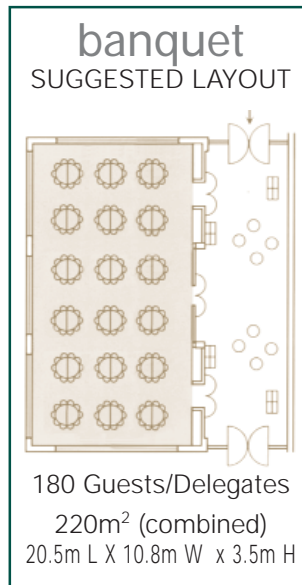
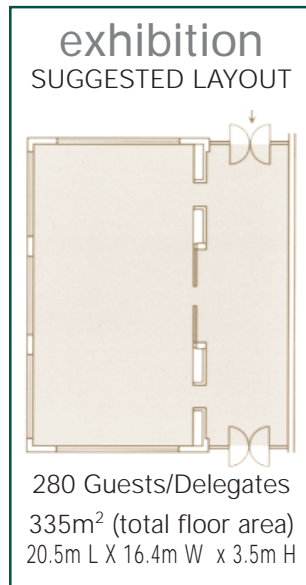


PLEASE NOTE:

- This brochure valid until 31st August 2012.
- \*Gratuity of 10 % will be charged.
- 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.

## conference centre suggested layouts

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



### 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.

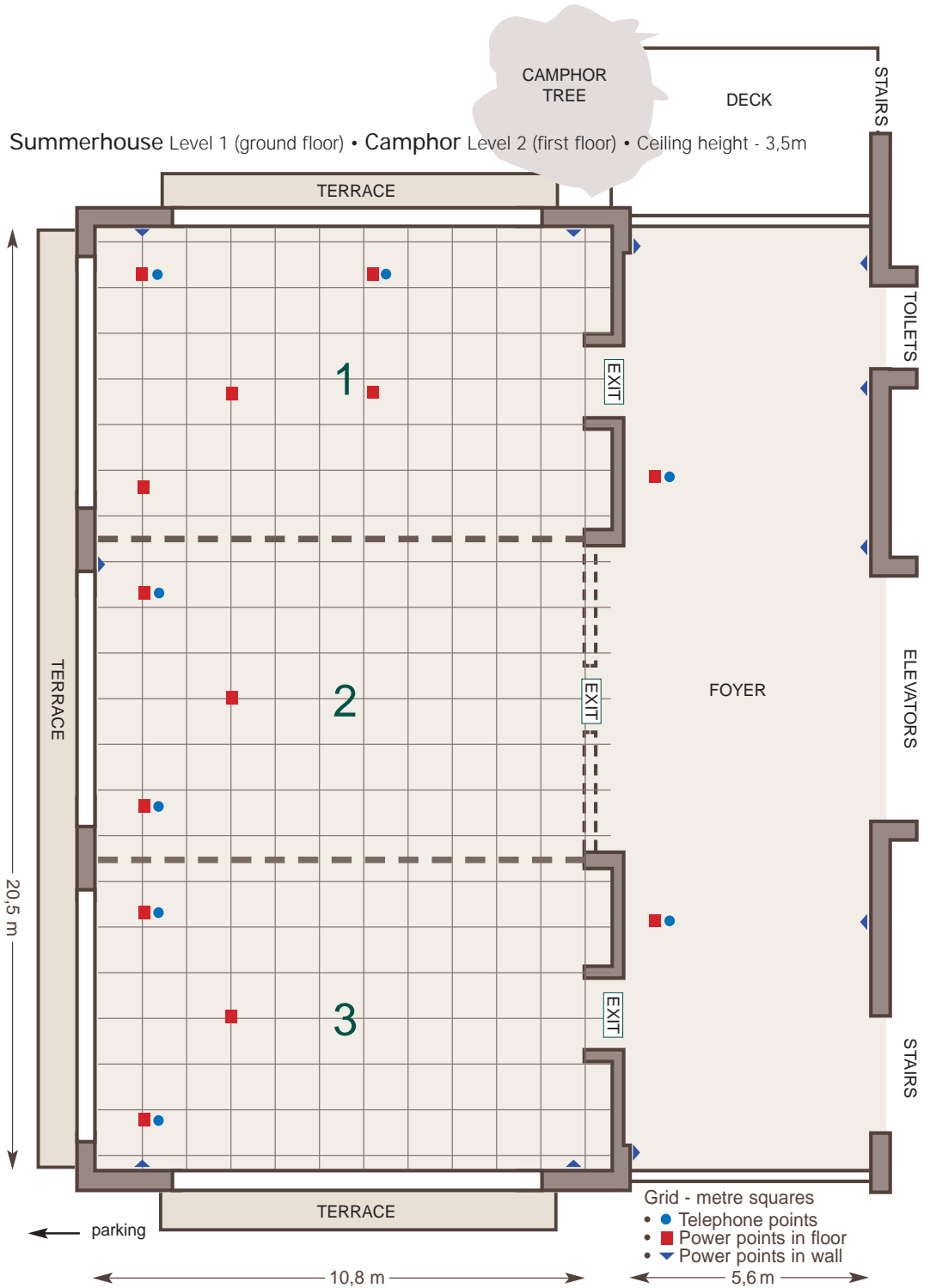


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conference centre  
floor plan



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## conference centre green electricity

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 Electricity* for all conferencing from September 2009.

The green electricity strategy in the Conference Centre is a key component of the overall plan for more sustainable operations and carbon emission reductions at the hotel.

'Green electricity' is electricity generated from renewable sources such as wind, solar and wave power. These are environmentally friendly alternatives to conventional electricity that is generated from fossil fuels such as coal, oil and natural gas. Fossil fuels are an enormous source of greenhouse gas emissions (such as carbon dioxide), contributing to the present global warming crisis, and are finite in supply.

One place where green electricity is generated is the Darling Wind Farm (DWF), South Africa's first commercial wind farm, situated in Darling in the Western Cape. This four turbine (1.3MW each) wind farm is a partnership between the Central Energy Fund, the Development Bank of South Africa, the Danish Government, the private Darling Independent Power Producer and the City of Cape Town.

Every MWh of Green Electricity saves coal and water and prevents the emission of ash, air pollutants and carbon emissions. The Green Electricity Certificates (GECs) provide a certified link between the Conference Centre and the Renewable Energy generator.

Overall, Vineyard Hotel & Spa customers will be able to declare their event as being run on 'green electricity' 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 Electricity by the Vineyard Hotel and Spa shows leadership and supports national and international policy on renewable energy and climate change mitigation.

Green Electricity  
[www.capetown.gov.za/en/electricity/GreenElectricity/Pages/default.aspx](http://www.capetown.gov.za/en/electricity/GreenElectricity/Pages/default.aspx)  
 Smart Events Handbook  
[www.capetown.gov.za/en/EnvironmentalResourceManagement/Pages/SmartLivingHandbook.aspx](http://www.capetown.gov.za/en/EnvironmentalResourceManagement/Pages/SmartLivingHandbook.aspx)



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 living green

[www.vineyard.co.za](http://www.vineyard.co.za)



## conference centre terms & conditions

1. The prices are based on estimates, including VAT of 14%, and may be revised, should your expected numbers or requests change.
2. Final numbers must be confirmed in writing, 48 hours before your function, and will be charged accordingly.
3. Special dietary requirements required 7 days prior to function.
4. We will endeavour to fulfil requests for specific rooms, although we cannot guarantee this.
5. 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.**
6. 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 R3,000 per hour will be levied.
7. A 50% deposit together with a signed copy of this agreement will be required in order to confirm the booking.
8. Should your conference /function take place on a Sunday or a public holiday, a surcharge of R 5,000 is applicable.
9. The balance of the account, including the bar estimate, is required two days before the conference/ function, when you confirm your numbers. Extras to be settled within ten days after the event.
10. 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
11. 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 reasonable cancellation charges.
12. 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, in lieu of negligence, that might be brought against it.
13. Free parking is available on site on a 'first-come, first-serve' basis and is not guaranteed when the Conference Centre is full. Additional parking can be arranged at Cavendish Square at an extra charge.
14. Company details below will be the **final billing address**, and **cannot be altered after the event.**
15. The **vineyard hotel & spa** supports responsible drinking. We request our guests/clients adhere to our Responsible Tourism practices, Greening Initiatives and Responsible Drinking commitment.
16. Brochure contents and prices valid 1 September 2011 - 31 August 2012.

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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# vineyard hotel & spa

the perfect setting



## directions map

GPS : 33° 58' 44.68" S 18° 27' 30.71" E



### vineyard hotel & spa

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