



BANQUETING, CONFERENCING & EVENTS

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2021

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## ABOUT *Us*

Cape Town, arguably one of the most beautiful cities in the world, hosts the Commodore and Portswood Hotels, situated in the cosmopolitan Victoria & Alfred Waterfront where stylish living, excellent service and a tranquil setting come standard.

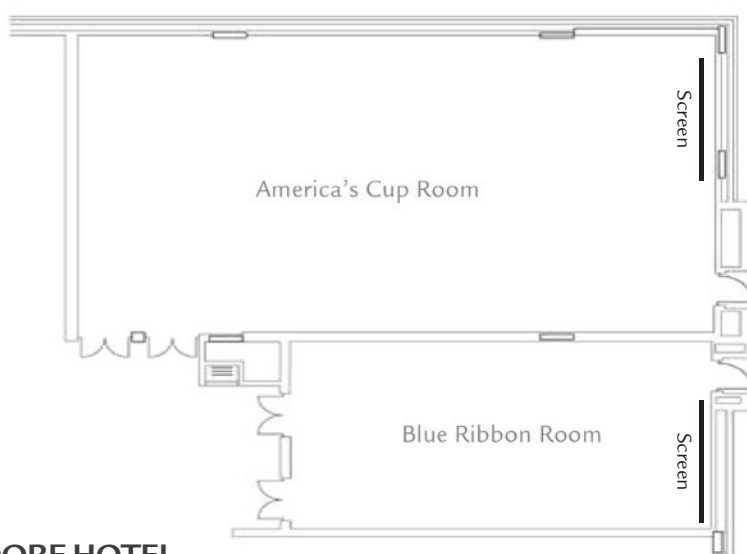
The Commodore and Portswood Hotels offer modern conference rooms and facilities for groups of up to 150 delegates. Our equipment and services ensure that every conference or event held is run smoothly and successfully, satisfying even the most fastidious convention planner.

Our banqueting department will assist you in planning, arranging and hosting a professional and successful event. Our aim is to ensure that each event is tailor-made to suit your requirements from start to end.

If you're planning an event, be it a launch, auction, seminar, breakfast presentation, birthday party or baby shower, please do not hesitate to give us a call so that we may assist you in making your event memorable.

Please refer to social distance numbers during COVID period.

The Commodore Hotel boasts 3 conference rooms, The America's Cup, Blue Ribbon and The Legacy Boardroom, while The Portswood Hotel boasts a single Executive Boardroom.



#### THE COMMODORE HOTEL

	SCHOOL ROOM	CINEMA STYLE	U-SHAPE	BOARDROOM	COCKTAIL	BANQUET	BUFFET
AMERICA'S CUP	70	150	40	40	120	80	60
BLUE RIBBON	30	60	20	20	60	30	20
LEGACY BOARDROOM				12			
CLIPPER RESTAURANT					150	120	120

	LENGTH	WIDTH	HEIGHT	AREA
AMERICA'S CUP	14.50m	8.3m	3.3m	120m <sup>2</sup>
BLUE RIBBON	8.5m	3.6m	3.3m	30.6m <sup>2</sup>
LEGACY BOARDROOM	7m	4m	3m	28m <sup>2</sup>
CLIPPER RESTAURANT	23m	17m	3m	390m <sup>2</sup>

#### THE PORTSWOOD HOTEL

	BOARDROOM	COCKTAIL	BANQUET	BUFFET
PORTSWOOD BOARDROOM	10			
QUARTER KITCHEN RESTAURANT		80	70	70
QUARTER KITCHEN TERRACE		30	30	30

	LENGTH	WIDTH	HEIGHT	AREA
PORTSWOOD BOARDROOM	6.2m	3.41m	3.8m	21.14 m <sup>2</sup>
QUARTER KITCHEN RESTAURANT	10.72m	6.31m	3.8m	67.64 m <sup>2</sup>

## STANDARD EQUIPMENT

Below are the standard equipment included in all Day Conference Packages, but items marked with an asterix ( \*\*\*) carry a charge on **non DCP** conferences.

- |                               |                                  |
|-------------------------------|----------------------------------|
| • Wireless internet           | • DVD player                     |
| • Wall-mounted screens        | • Podium                         |
| • Cabled microphone           | • Flipcharts                     |
| • Photocopying & printing *** | • Secure underground parking *** |

## EQUIPMENT HIRE

- |                             |                    |
|-----------------------------|--------------------|
| • Laptop                    | R 1 500.00 per day |
| • Roving / lapel microphone | R 900.00 per day   |

*In the event that additional equipment is required, the hotel will be able to source it on your behalf from an independent supplier*

## SPECIAL CATERING REQUIREMENTS

The hotels are able to cater for Halaal-friendly delegates, however strict Halaal and Kosher meals need to be ordered in. The hotel requires 72 hours notice in this instance. Please note that all the conference tea/coffee/refreshment breaks will be outsourced only on request by the client's and an additional charge will be levied on the clients account.

## VENUE *Hire*

### FULL DAY CONFERENCE VENUE HIRE

*Use of the venue for a maximum of 9 hours*

The America's Cup.....	R 4 800
The Blue Ribbon Room .....	R 3 200
The Legacy Boardroom.....	R 2 750
The Portswood Boardroom .....	R 2 750

### HALF-DAY CONFERENCE VENUE HIRE

*Use of the venue for a maximum of 4 hours*

The America's Cup.....	R 2 600
The Blue Ribbon Room .....	R 1 850
The Legacy Boardroom.....	R 1 550
The Portswood Boardroom .....	R 1 550

### THE ABOVE VENUE HIRE RATES INCLUDE THE FOLLOWING:

- Tables, chairs and standard table linen
- Standard cutlery, crockery and glassware
- Mineral water with flavoured cordials and conference sweets
- Notepads and pens
- Complimentary internet access
- Roof-mounted data projector and screen
- Only TV screen for boardrooms

## FULL DAY CONFERENCE *Packages*

The hotels offer fully inclusive Day Conference Packages that include all standard conferencing equipment and refreshment breaks. For those who do not wish to make use of the hotels' full day conference package we have incorporated half-day conference packages, also inclusive of all standard conferencing equipment and one refreshment break.

### **FULL DAY CONFERENCE PACKAGE ..... R 520 PER PERSON**

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Cocktail lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

### **FULL DAY CONFERENCE PACKAGE ..... R 565 PER PERSON**

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 2 course set lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

### **FULL DAY CONFERENCE PACKAGE ..... R 640 PER PERSON**

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 3 course set lunch or buffet in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks



## HALF DAY CONFERENCE *Packages*

### HALF-DAY MORNING PACKAGE (ARRIVAL 08H00) ..... R 440 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee juice & snacks
- Plated breakfast

### HALF-DAY MORNING PACKAGE ..... R 495 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Conference breakfast

### HALF-DAY AFTERNOON PACKAGE (ARRIVAL 12H30) ..... R 530 PER PERSON

- Tea / coffee / juice & snacks
- 3 Course set lunch or buffet in the Clipper Restaurant
- Mid-afternoon tea / coffee / juice & snacks

*Any of the above options can be tailor-made to your needs, please do not hesitate to enquiry*



*Actual product may vary from photographs & illustrations.*

# THE COMMODORE & PORTSWOOD HOTELS

## SNACK BREAK CONFERENCE Menu

	Monday	Tuesday	Wednesday
ARRIVAL	<ul style="list-style-type: none"> <li>Melon Smoothie</li> <li>Health Bar (N)</li> <li>Watermelon &amp; Feta Skewer</li> <li>Berry Muffin</li> </ul>	<ul style="list-style-type: none"> <li>Cape Fruit Smoothie</li> <li>Cheese, Tom &amp; Basil Croissant</li> <li>Fruit Skewer &amp; Honey</li> <li>Carrot &amp; Raisin Muffin</li> </ul>	<ul style="list-style-type: none"> <li>Berry &amp; Lime Smoothie</li> <li>Selection of Sliced Fruit (V)</li> <li>Assorted Yoghurts</li> <li>Carrot &amp; Apple Shots</li> </ul>
MID MORNING	<ul style="list-style-type: none"> <li>Marinated Roast Veg Stuffed Peppadew(V)</li> <li>Smoked Salmon, Chive Wrap (P)</li> <li>Coriander &amp; Corn Fritters</li> <li>Choc Chip Cookies</li> </ul>	<ul style="list-style-type: none"> <li>Crudites &amp; Anchovy Dip</li> <li>Baby Apples Wrapped in Cucumber (V)</li> <li>Cucumber/ Hummus/ Sundried Tomato (V)</li> </ul>	<ul style="list-style-type: none"> <li>Granola Bar (N)</li> <li>Mini Chicken Wraps &amp; Shredded Lettuce</li> <li>Cocktail Potato Bites &amp; Coriander Infused Sour Cream</li> <li>Milk Tart</li> </ul>
MID AFTERNOON	<ul style="list-style-type: none"> <li>Chicken Mayo Pancake</li> <li>Assorted Mini Pastries</li> <li>Cocktail Scones Jam &amp; Chantilly Cream</li> <li>Assorted Mini Sandwiches</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Chicken Fajitas &amp; Sour Cream</li> <li>Chocolate Banana Pancakes</li> <li>Peppered Mackerel &amp; Sour Cream on Toasted Rye (P)</li> </ul>	<ul style="list-style-type: none"> <li>Biscotti</li> <li>Bunless Burger</li> <li>Traditional Cape Koeksisters</li> <li>Cranberry &amp; Mint Muffins</li> </ul>
	(P) Pescatarian (V) Vegetarian (N)Contains Nuts/Seeds		

	Thursday	Friday
ARRIVAL	<ul style="list-style-type: none"> <li>Choc Smoothie</li> <li>S.D.T Pesto / Cucumber &amp; Cream Cheese</li> <li>Mini Chorizo Frittata</li> <li>Assorted Whole Fruit</li> </ul>	<ul style="list-style-type: none"> <li>Bacon Wrapped Chipolata</li> <li>Stuffed Cocktail Eggs</li> <li>Salmon Frittata (P)</li> <li>Celery &amp; Apple Muffins</li> </ul>
MID MORNING	<ul style="list-style-type: none"> <li>Oat Crunchies</li> <li>Spinach &amp; Mushroom Tart</li> <li>Roasted Beef Roulade with Spinich &amp; Ginger</li> <li>Bar One Bar</li> </ul>	<ul style="list-style-type: none"> <li>Sweet Potato Rosti with Goats Cheese &amp; Rocket</li> <li>Fish Goujons Drizzled with Tartar Sauce (P)</li> <li>Health Bar (N)</li> </ul>
MID AFTERNOON	<ul style="list-style-type: none"> <li>Bloody Mary Shots</li> <li>Stewed Fruit Muffins</li> <li>Due of Chocolate &amp; Vanilla Mousse</li> <li>Lunch Bar (N)</li> </ul>	<ul style="list-style-type: none"> <li>Assorted Cupcakes</li> <li>Cuppaccino Cream Shots</li> <li>Mini Yoghurt &amp; Muesli Pots (N)</li> <li>Spinach &amp; Feta Parcel</li> </ul>
	(P) Pescatarian (V) Vegetarian (N)Contains Nuts/Seeds	

## INDIVIDUAL *Catering*

For those who do not wish to make use of the Day Conference Packages we are able to offer individual catering requests

Tea / coffee .....	R 45.00 per person
Tea / coffee & fresh juice.....	R 50.00 per person
Tea / coffee / juice & biscuits.....	R 65.00 per person
Tea / coffee / juice & snacks .....	R 80.00 per person
(Mid-Morning or Mid-Afternoon)	
Tea / coffee / juice / hot chocolate .....	R 70.00 per person
2 Course set menu .....	R 350.00 per person
3 Course set menu.....	R 375.00 per person
Cocktail Menu 5 items.....	R 200.00 per person
Cocktail Menu 7 items.....	R 280.00 per person
Cocktail Menu 9 items.....	R 360.00 per person



## THE COMMODORE HOTEL

Buffet Menu 1 .....	R 380.00 per person
Buffet Menu 2 .....	R 400.00 per person
Buffet Menu 3 .....	R 365.00 per person
Buffet Menu 4 .....	R 345.00 per person
Plated Breakfast .....	R 225.00 per person
Conference Breakfast .....	R 265.00 per person

## THE PORTSWOOD HOTEL

Buffet Menu 1 .....	R 295.00 per person
Buffet Menu 2 .....	R 315.00 per person
Buffet Menu 3 .....	R 345.00 per person
Buffet Menu 4 .....	R 295.00 per person
Plated Breakfast .....	R 225.00 per person

## BUFFET MENU *The Commodore*

*The buffet selection is applicable to groups of 20 persons and more.*

*Tea and coffee included in all.*

### **BUFFET MENU 1 - R380.00**

#### **STARTERS**

Garlic & parsley mussels  
Asian vegetable springroll  
with sweet chilli sauce (V)  
Smoked salmon & chive quiche  
New potato salad with chipotle mayonnaise  
Ratatouille salad with tomato vinaigrette (V)  
Classic Waldorf salad (V)

#### **MAIN COURSE**

Lemon peppered linefish  
with capers butter sauce  
Chicken & broccoli bake  
Roast sirloin of beef  
served with whole grain jus  
Butternut & caramelised onion (V)  
baked in phyllo pastry

#### **DESSERTS**

Warm apple pie  
served with vanilla custard  
Lemon meringues  
Vanilla panna cotta with strawberry coulis

### **BUFFET MENU 2 - R400.00**

#### **STARTERS**

Tempura prawns  
with a sweet chilli dipping sauce  
BBQ pork ribs with chipotle aioli  
Camembert & fig spring rolls  
Garden green salad with balsamic vinegar (V)  
Asian coleslaw (N)  
Tandoori chicken salad

#### **MAIN COURSE**

Harissa spiced linefish  
with lemon parsley sauce  
Grilled lamb chops with onion gravy  
Lemon & herb chicken breast  
Cannelloni stuffed with ratatouille served  
with béchamel sauce (V)

#### **DESSERTS**

Malva pudding  
served with vanilla custard  
Apple tarts  
Fresh fruit salad

(V) - Vegetarian

(N) - Nuts/Seeds





## BUFFET MENU *The Commodore*

*The buffet selection is applicable to groups of 20 persons and more.*

*Tea and coffee included in all.*

### **BUFFET MENU 3 - R365.00**

#### **STARTERS**

Selection of seafood parfaits:  
snoek, salmon & taramasalata  
Parma ham & melon salsa  
Beef carpaccio with bulgogi vinaigrette  
Honey roasted bacon & potato salad  
Mezze platter  
Fresh tuna Niçoise with garlic aioli

#### **MAIN COURSE**

Cajun spiced linefish  
served with garlic sauce  
Steak & kidney pie  
Honey roasted duck  
with orange & thyme sauce  
Roasted vegetable lasagne (V)

#### **DESSERTS**

Upside down peach pudding  
served with vanilla custard  
Strawberry cheesecake  
Milk tartlets

### **BUFFET MENU 4 - R345.00**

#### **STARTERS**

Deep fried calamari with garlic & paprika aioli  
Honey & soya chicken wings  
Beef spring rolls with local chutney  
Coleslaw salad (V)  
Potato salad with pickles & onion (V)  
Mixed salad with cherry tomatoes, red onion,  
peppers, olives, cucumber & feta (V)

#### **MAIN COURSE**

Grilled linefish served with garlic butter sauce  
Roast leg of lamb with mustard sauce  
Thai green curry with chicken  
Curried lentil lasagne (V)

#### **DESSERTS**

Cape brandy pudding with vanilla custard  
Rich chocolate mousse  
Peppermint crisp tartlets

(V) - Vegetarian

(N) - Nuts/Seeds

## SET MENU *The Commodore*

*Please select 1 item from each of the following courses. In the case of a 2 course Set Menu, please select either a starter and main or a main and dessert.  
Tea and coffee included in all.*

### **STARTERS**

- Smoked salmon on fresh crisp lettuce served with caper & lemon dressing
- Goat's cheese & biltong salad with honey mustard dressing
- Peri-peri chicken breasts with cos lettuce & a Caesar dressing
- Butternut soup with chive cream (V)
- Roast vegetable salad served with parmesan & olive tapenade (V)

### **MAIN COURSES**

- Grilled line fish served with braised fennel, potato fondant & fennel butter sauce
- Grilled sirloin served with rosemary potato wedges, roast vegetables, watercress & pepper sauce
- Chicken & prawn curry served with cumin rice & crisp poppadum
- Stuffed chicken breast with peppadew & goats cheese, garlic & basil mash, butternut wedges
- Roasted butternut pasta served with wild rocket & parmesan (V)

### **DESSERTS**

- Vanilla panna cotta with strawberry coulis
- Pear crumble with kiwi coulis & vanilla anglaise
- Duo of chocolate & vanilla mousse with blueberry coulis
- Fruit salad with vanilla ice cream

**2 COURSE SET MENU - R 350.00**

**3 COURSE SET MENU - R 375.00**

(V) - Vegetarian

(N) - Nuts/Seeds





## PLATED *Breakfast*

**R225.00**

Choice of local fresh fruit juices

Cold fruits with yoghurt, muesli & honey (N)

Assorted muffins & pastries

Scrambled eggs, bacon, grilled tomato, mushrooms, baked beans,  
hash brown & beef sausage

Selection of speciality coffee & tea



*Actual product may vary from photographs & illustrations.*

(V) - Vegetarian

(N) - Nuts/Seeds



# CONFERENCE *Breakfast Menu*

**R265.00**

## **COLD SELECTION**

Choice of local fresh fruit juices

Selection of yoghurts

Fresh fruit skewers

Selection of danish pastries & copenhagen

Waffles served with cream & maple syrup

Selection of international & local cured meats

Smoked salmon

Assortment of South African cheeses

Served with croissants, assorted breads & cheese biscuits

## **HOT SELECTION**

Scrambled egg

Savoury quiche

Beef sausage

Pork sausage

Bacon

Mushrooms

Grilled tomato

Selection of speciality coffee/tea

# COCKTAIL MENU *The Commodore*

*Select 5 Items - R 200.00 per person,  
7 Items - R 280.00 per person or 9 Items - R 360.00 per person*

## HOT SELECTION

Curried chicken roti

Tempura prawns with sweet chilli dipping sauce

Guinness beer-battered linefish

Cajun deep-fried calamari

Vegetarian springroll with cashew nut & pineapple dipping sauce (N)

Thai chicken satay

Biltong, peppadew & goats cheese quiche

Garlic & honey chicken wings

Chorizo & mustard cheese quiche

Sticky garlic & honey pork ribs

Harissa lamb kebabs with mint yoghurt

Beef springrolls

Chinese mix vegetable springrolls (V)

Bulgogi beef skewers

Mini beef burgers

## COLD SELECTION

Rare roast beef on focaccia with onion marmalade

Crudités (V)

Bacon & camembert quiche

Smoked salmon & cream cheese on rye toast

Classic B.L.T

Cape Malay chicken samoosas

Biltong paté with cheese sticks

Parma ham with melon on rye

Tikka chicken roti with tomato relish

Chermoula lamb pita with iceberg julienne

Paprika chicken Caesar flour baps

Goat's cheese & caramelised onion vol au vents (V)

Lamb & raisin samoosas with sweet chilli sauce

Prawn springroll with sweet & sour dipping sauce

(V) - Vegetarian

(N) - Nuts/Seeds



## COCKTAIL MENU *The Commodore*

### SWEET SELECTION

Bar One chocolate truffle  
Cheese cake  
Macaroons  
Assorted cupcakes  
Seasonal fruit skewers  
Lemon meringue tart  
Pecan nut tart (N)  
Carrot cake (N)  
Cinnamon dusted Chiros with melted Chocolate  
Ganache

(V) - Vegetarian

(N) - Nuts/Seeds



# BUFFET MENU *The Portswood*

*The buffet selection is applicable to groups of 20 persons and more.*

*Tea and coffee included in all.*

## **BUFFET MENU 1 - R295.00**

### **STARTERS**

- Greek salad (V)
- Cajun chicken caesar salad
- Sweet & sour beef skewers
- Cape Malay butternut soup (V)
- Crumbed prawns
- Balsamic tomato & basil pesto tarts (V)
- Asian vegetable springroll (V)

### **MAIN COURSE**

- Roasted pork leg with apple sauce
- Cape Malay butter chicken curry with coriander & tzatziki
- Baked linefish & lemon butter sauce
- Vegetable ratatouille (V)
- Baked potato with cream cheese & chives (V)
- Savoury rice (V)

### **DESSERTS**

- Malva pudding with vanilla custard
- Fresh seasonal fruit salad (V)
- Black forest gateaux
- South African cheese board

## **BUFFET MENU 2 - R315.00**

### **STARTERS**

- Mezé Platter
- Basted chicken wings
- Spinach & feta quiches (V)
- Smoked salmon & caper salad
- Pear & Brie salad with walnut dressing (N)(V)
- Rare roast beef & horseradish canapés
- Vegetable spring rolls (V)

### **MAIN COURSE**

- Roasted beef sirloin with red wine jus
- Grilled chicken supreme with pepper sauce
- Harissa spiced linefish
- Rosemary & garlic new potato (V)
- Seasonal vegetables (V)
- Cardamom steamed basmati rice (V)

### **DESSERTS**

- Chocolate mousse
- Bread & butter pudding
- Strawberry cheesecake
- Sliced fruit platter

(V) - Vegetarian

(N) - Nuts/Seeds

# BUFFET MENU *The Portswood*

*The buffet selection is applicable to groups of 20 persons and more.*

*Tea and coffee included in all.*

## **BUFFET MENU 3 - R345.00**

### **STARTERS**

Cape Malay vegetable salad with goats' cheese (V)

Seafood cocktail salad

Roasted butternut coriander & feta salad (V)

Chicken saté skewers

Greek meatballs with tzatziki

Peppadew & cream cheese blini (V)

Rocket blue cheese & biltong salad

### **MAIN COURSE**

Roasted leg of lamb with mint jelly

Chicken à la King

Garlic & lemon herb crusted linefish

Fried chateau potato (V)

Baby vegetables steamed & tossed in butter & mixed herb (V)

Coriander & red pepper couscous (V)

### **DESSERTS**

Apple crumble

Sticky toffee pudding

Kiwi fruit cheesecake

South African cheese board



(V) - Vegetarian

(N) - Nuts/Seeds

*Actual product may vary from photographs & illustrations.*

## *Buffet Menu 4*

### **CHEF'S FEAST - R295.00**

#### **STARTER**

*(Select One)*

##### **Cape Malay Platter**

Chicken samoosas, minted meatballs, crumbed prawns, vegetable spring roll served with chilli blatjang, coriander and mint yogurt, and tomato and onion sambal

or

##### **Butternut Soup**

Roasted butternut simmered in vegetable stock & blended to perfection, served with fresh bread

#### **MAIN COURSE**

*(Select Four)*

Cape Malay seafood curry

Lamb pienang curry

Butter chicken curry

Boerewors & bean curry

Beef bobotie

Vegetable & tofu coconut curry

Dahl curry

#### **DESSERTS**

*(Select One)*

Traditional Sticky toffee pudding accompanied by vanilla ice cream

Baked cheese cake with fruit flavoured pearls

Fruit salad with strawberry sorbet

## SET MENU *The Portswood*

*Please select 1 item from each of the following courses. In the case of a 2 course set menu,  
please select either a starter and main or a main and dessert  
Tea and coffee included in all.*

### STARTER

Smoked salmon salad with honey & mustard dressing  
Chicken & corn soup with herb croutons  
Vegetarian quiche with basil pesto sauce (V)  
Springbok Carpaccio with arugula salad and truffle oil  
Savoury cape malay platter with sambals

### MAIN COURSE

Grilled beef sirloin with roasted vegetables & mustard mash potato with pepper sauce  
Grilled linefish with baby vegetables, garlic new potato & lemon butter sauce  
Roasted chicken supreme with creamed spinach  
Honey roasted butternut & mushroom sauce  
Veg/Beef/Chicken burger with side salad & french fries with pepper or mushroom sauce (V)  
Beef/Chicken/ Vegetable wrap with side salad & french fries (V)

### DESSERT

Malva pudding with custard  
Passionfruit cheesecake with cream chantilly  
Ice cream/Sorbet Trio with fruit coulis or chocolate sauce  
Chocolate volcano with vanilla ice cream  
Cape Malay koeksisters

**2 COURSE SET MENU - R 350.00**

**3 COURSE SET MENU - R 375.00**

(V) - Vegetarian

(N) - Nuts/Seeds



*Actual product may vary from photographs & illustrations.*

## PLATED *Breakfast*

**R225.00**

Choice of local fresh fruit juices

Cold fruits with yogurt, muesli & honey (N)

Assorted muffins & pastry

Scrambled eggs, bacon, grilled tomato, mushrooms, baked beans, hash brown & beef sausage

Choice of local fresh fruit juices

Selection of coffee/tea



*Actual product may vary from photographs & illustrations.*

(V) - Vegetarian

(N) - Nuts/Seeds



## COCKTAIL MENU *The Portswood*

*Select 5 Items - R 200.00 per person,  
 7 Items - R 280.00 per person or 9 Items - R 360.00 per person*

### HOT SELECTION

Cape Malay chicken samosa  
 Teriyaki beef pita with raita  
 BBQ buffalo wings with crispy fried onions  
 Thai chicken satay skewers  
 Fish cakes with wasabi mayonnaise  
 Mini vetkoek with curry mince  
 Tempura & coriander fish goujons  
 Salt 'n pepper calamari bites  
 Vegetable frittata (V)  
 Mini chicken pizza  
 Cheese & mushroom empanada (V)  
 Roast vegetable tarts (V)

### COLD SELECTION

Cream cheese & smoked salmon tart  
 Smoked springbok with fig & blue cheese  
 Spinach & feta quiche (V)  
 Rare roast beef on rye bread  
 Tikka chicken pita  
 BBQ meatballs  
 Chicken caesar wraps  
 Nachos with beans, guacamole, cheese & salsa (V)  
 Vegetable crudité (V)  
 Cheese skewers

(N) - Contains Nuts/Seeds

(V) - Vegetarian



*Actual product may vary from photographs & illustrations.*

## COCKTAIL MENU *The Portswood*

### SWEET SELECTION

Chocolate eclairs  
Lemon tarts  
Milk tarts  
Fruit tarts  
Chocolate mousse  
Blueberry cheese cake  
Koeksisters  
Strawberry sorbet



*Actual product may vary from photographs & illustrations.*

# CONFERENCE *Checklist*

The following checklist is intended to provide assistance in ensuring that all the necessary items, concerns and requirements are addressed prior to the start of your conference.

## **HOTEL / VENUE REQUIREMENTS**

- Ensure conference venue and accommodation are available
- Arrange with the conference co-ordinator for a site inspection of the venue
- Provisionally book the conference room and accommodation. Remember it is easier to decrease numbers than to increase numbers
- Ensure that the venue suits your requirements and makes the statement you intend it to make
- Make the conference co-ordinator aware of your needs and the desired outcome of the conference
- Request a quote so that you are able to prepare a budget
- Confirm provisional booking and request contract
- Verify the regulations regarding deposits and payments

## **DELEGATES**

- Prepare invitations well in advance to ensure you get the desired turnout you require
- Ensure that the invitations are specific in the details of dates, times, costs and RSVP responses
- Determine delegate requirements with regards to travel and accommodation, bearing in mind international travellers may require visas or special clearance through Home Affairs
- Directions or map to the conference venue
- Dietary requirements

# CONFERENCE *Checklist*

## **SPEAKERS AND PRESENTERS**

- Brief presenters on requirements and deadlines and the desired result
- Enquire about their needs with regards to equipment to present a professional conference
- Do they require accommodation or travel arrangements to the conference venue?

## **HOTEL / VENUE REQUIREMENTS**

- Confirm numbers with conference co-ordinator
- Finalize equipment, room layout and menu
- Define the conference daily plan
- Arrange for a pre-inspection of the venue prior to the conference
- Ensure that you are given a contact person on the day of the conference
- Do you require an information desk?

## **POST CONFERENCE**

- Post conference - thank you mails to delegates and follow-up on material
- Post conference - final invoices and payments



*Actual product may vary from photographs & illustrations.*