



Conference Centre Information Pack

Conference Venues & Styles
Packages
Contract

Dietary Requirements
Menu Selections

Reception :Tel : 044 8746549
Email : info@georgelodge.co.za
www.georgelodge.co.za



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George Lodge **CONFERENCE CENTRE** international

Conferences

Meetings

Training

Breakfasts

Functions

Interviews

Welcome to our Conference Centre.....

George Lodge International is the ideal facility for your out-of-the-office conference and training requirements. The key to successful conferencing is simplicity, service and flexibility.

Information on our conference venues

A dedicated and experienced venue team is on hand to support you in delivering your events, whether you are attending a one-day conference or a group training session, planning your latest product launch or hosting a cocktail reception. With a range of **breakaway rooms, a boardroom and large conference venue**, the Conference Centre provides everything you would expect in terms of service, technology and inspired food and drink.

The Boardroom

This room is in a quiet location and benefits from filtered natural daylight. Ideal for training courses, management meetings or small meetings. Refreshments are served in our info-hub, where you can relax on our comfortable couches, while having your coffee break. Lunch is served in our banquet hall or if the weather is perfect at our swimming pool area (must be pre-arranged)

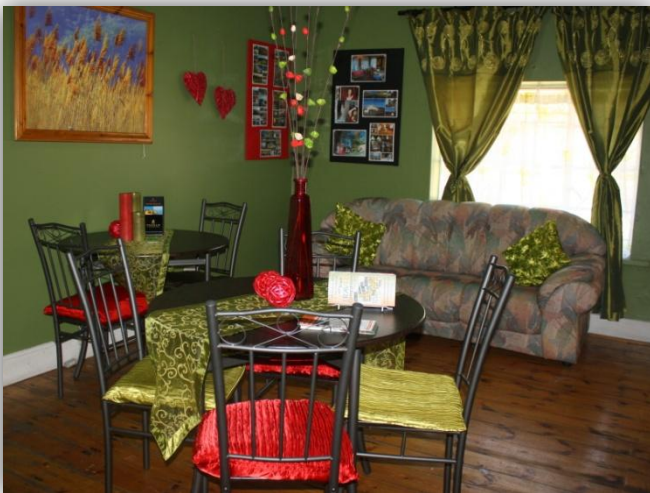


Capacity

U-Shaped 14
Boardroom 15
Classroom 10

Audiovisual Equipment Specifications

Data Projection from computer
Screen, Flipchart
Wireless internet available – complimentary



The Info Hub

This is a quiet, private location ideal for interviews, breakaway room or registration area in conjunction with the usage of one of our other conference venues. It consists of two round tables and can seat four people per table, as well as comfortable couches for an informal meeting or just to relax. It can also be used for small management meetings. Lunch is served in our banquet hall or if the weather is perfect at our swimming pool area (must be pre-arranged).

Capacity

Two Round tables
Maximum Capacity 8

Audiovisual/Equipment Specifications

Flipchart, Wireless internet complimentary



The Lavender Room

This beautiful lavender and silver room is ideal for small, meetings, groups discussion or business breakfasts. It consists of a six seater conference table which makes it ideal for one on one meeting areas. It is also ideal for interviews or registration area in conjunction with the usage of our other conference venues. Lunch is served in our banquet hall or if the weather is perfect at our swimming pool area (must be pre-arranged)

Capacity

Maximum Capacity 6
Oval Boardroom Table

Audiovisual/Equipment Specifications

Data Projection from computer,
Screen, Flipchart,
Wireless internet complimentary



The Green Room

The Green Room is a unique space within the Conference Centre and is situated upstairs. The look is sleek and contemporary, and is well-suited to a variety of events. The venue can be set up to your requirements in a variety of styles. It is ideal for training, computer training (supply own computers), workshops, meeting cocktail evenings, business breakfasts and many more. It consists of a private working area for the facilitator, round tables where the delegates can sit and enjoy their coffee breaks as well as a relaxing couch where they can unwind in break times. For the



smokers, there is an outside balcony appointed for this purpose. The other rooms as mentioned above can be utilized in conjunction with this venue. Lunch is served in our banquet hall or if the weather is perfect at our swimming pool area (must be pre arranged). All the bathrooms are located down stairs.

Capacity

U-shaped 35, Schoolroom 35,
Cinema style 50
Dinner at tables 50
Cocktail standing 70
Swimming pool / barbeque functions 50



Audiovisual/Equipment Specifications

Data Projection from computer
Screen, Flipchart
Wireless internet complimentary
Speakers, designated ADSL line (own Modem)

Crucially, our Conference Centre maintains a service that is tailored to your needs, ensuring your food and drink requirements are met at all times. We are always happy to discuss alternative menus and special dietary requirements with you.

A variety of conference packages are available and we believe each conference/event/meeting have individual requirements and we are therefore very flexible in our approach to quote according to your specific needs.

How to book

We attach hereto all the necessary documentation required for the confirmation of your conference.

Please complete all the forms and return by email to info@georgelodge.co.za or fax to Tel 044 8746549.



Full Day Packages

Please select your package

Standard Full Day Conference Package R180.00 per delegate

- Arrival Tea & Coffee with biscuits
- Mid Morning Tea & Coffee with Muffins or Scones
- 2 – Course Plated Lunch & Juice – please make selection on attached menus
- Mid – afternoon Tea & Coffee
- Bottled Water and Peppermints

Venue Hire

- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- See extras available

Morning or afternoon only without lunch – R120.00

Deluxe Full Day Conference Package R210.00 per delegate

- Arrival Tea & Coffee with open sandwiches
- Mid Morning Tea & Coffee with Muffins or Scones
- 2 – Course Plated Lunch & Juice – please make selection on attached menus
- Mid – afternoon Tea & Coffee with biscuits
- Bottled Water & Cordials and Peppermints
- Venue Hire
- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- See extras available

Morning or afternoon only without lunch – R150.00

Venue Hire Only

Full Day Conference Venue Only R750.00

- Standard conference times are from 08h00 from 17h00
- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- Additional time will be charged at R150.00 per hour or part thereof

Half Day Conference Venue Only R500.00

- Standard half day 08h00 – 13h00 or 13h00 – 18h00
- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- Additional time will be charged at R150.00 per hour or part thereof

Boardroom, Lavender Room and Info Hub R100 1st hour and R85.00 per hour thereafter

- Standard Equipment (Flip Chart)

Extra's available for all the abovementioned Conference Packages

- | | | |
|--------------------------|---------------------------------|-----------------|
| <input type="checkbox"/> | Data Projector | R350.00 per day |
| <input type="checkbox"/> | Pencils and Note Pads | R12.50 pp |
| <input type="checkbox"/> | Additional Jugs of Juice | R35.00 per jug |
| <input type="checkbox"/> | Platter s – see menu | |
| <input type="checkbox"/> | Cash Bar (must be pre-arranged) | |



To reserve your conference facility kindly complete the documentation below and return to us by mail or fax

Company Name	
Company Address	
Company Vat No	
Company Tel	
Company Fax	
Contact Person	
Cell No	
Email	
Conference Date/s	
Number of Delegates	
Layout of Venue	

Payment Procedure

- Number of delegates must be confirmed 5 day prior to the event.
- To confirm and secure your booking 50% deposit is payable immediately.
- All outstanding payments to be settled on departure or on receipt of final invoice
- A cancellation / postponement fee will be charged in the event of cancellation of conference as follows:
- 25% for notice less than 30 days
- 50% for notice less than 14 days
- 75% for notice less than 7 days
- 100% for notice less than 3 days

Bookings will only be confirmed once we have received the completed documentation

Bank Details

Name : George Lodge International
Bank : First National Bank
Branch : George
Branch . : 210114
Account 62016294788



Conference Details

In order for us to make sure that your conference is in accordance with your requirements and time schedule, would you please complete the following form regarding your conference and return to us the other completed documentation.

Conference Times

Arrival Tea/Coffee		Lunch	
Conference Commence		Mid-afternoon Tea/Coffee	
Mid-Morning Tea/Coffee		Conference ends	
Dinner			

Dietary Requirements

Vegetarian (supply names) _____

No : _____

Halaal (supply names) _____

No : _____

Shuttle Service

Our shuttle service can take care of the transport requirements of your delegates, whether it being from the airport or point-to-point transfers.

Shuttle required

Time of shuttle _____

Destination From _____ To _____

Accommodation

Single Room _____

Double Room _____

Require more information regarding accommodation (info will be sent)



Menu

Please select one main meal, one vegetable or salad, and one desert – For special dietary requirements please supply details under the dietary requirements section

Main Meal – please select one for each day of your conference

Please mark with selection with an x	Day1	Day 2	Day 3	Day 4	Day 5
Oven Roasted Chicken on Rice with Vegetable or Salad					
Homemade Chicken Pie, with Vegetable and Salad					
Cottage Pie with Vegetable and Salad					
Bobotie and Rice with Vegetable or Salad					
Traditional Tomato Bredie , Rice Vegetable or Salad					
Spaghetti Bolognese with Salad					
Beef Curry, Rice, Vegetable or Salad					
Pasta with Bacon, Mushroom in Cream Sauce & Salad					
Chicken Curry, Rice and Vegetable					

Vegetables – please select vegetable or salad according to main meal selection

Please mark with selection with an x	Day1	Day 2	Day 3	Day 4	Day 5
Warm Potato Bake					
Cauliflower and Feta Bake					
Gemsquash with Corn					
Broccoli with Cheese Sauce					
Butternut					
Sweet Pumpkin					
Traditional Sweet Potato					
Pumpkin Cakes					
Chunky Mixed Vegetables					

SALAD - please select vegetable or salad according to main meal selection

Please mark with selection with an x	Day1	Day 2	Day 3	Day 4	Day 5
Green Salad					
Potato Salad					
Traditional Beetroot Salad					
Couscous with mixed peppers and Feta					
Three beans salad					



Dessert – please select one for each day of your conference

Please mark with selection with an x	Day1	Day 2	Day 3	Day 4	Day 5
Malva Pudding					
Apple Tart					
Fruit Salad and Ice Cream					
Bread Pudding					
Ice Cream & Chocolate Sauce					

PLATTERS – serves 8 - 10 people per tray

Please mark with selection with an x	Day1	Day 2	Day 3	Day 4	Day 5
Meat Platter Chicken wings/drumsticks, Meatballs, Cocktail Chicken Kebabs, Cocktail Cheese Grillers, Cocktail Viennas, Cocktail, Boerewors) <i>served with a BBQ or Sweet and Sour Dip</i> R355.00					
Platter 2 Samosas, Filled Eggs, Cheese grillers, Bacon and Cherry, Meatballs, Coctail Drumstics, Chicken Pies R325.00					
Cold Meat and Cheese Platter Selection of Cold Meats, Cocktail Smoked Viennas, Cocktail Cheese Grillers, Olives, Cheese Cubes, Gherkins, Feta Cheese <i>served with a dip</i> R285.00					
Combination Vegetarian Tray Cheese & Onion Kebab, Samosas, Springroll, Quish Spinach Feta Medium, Vetkoek With Cheese. R325.00					
Large Sandwich Tray Delicious Whole-wheat & White Sandwich Triangles with an Assortment of Fillings R275.00					
Sweet Platter Koeksisters, Milk Tarts, Cream Puffs, Apple Tarts, Hertzoggies R295.00					
Savoury Platter Sausage Rolls, Chicken Pies, Quiches/Spring Roll Dip R285.00					
Pastry Platter Samosas, Chicken Pies, Quish Ham Cheese, Quish Spinach and Cheese, Sausage Rolls, Spring Rolls R285.00					

*Thank you for booking with George Lodge International
Conference Centre*