

Welgemeend

Function, Event & Conference Venue

Cape Town

Conference Packages

2024



The Welgemeend conference package includes the following:

- Venue hire of specific room selected
- Additional rooms for breakaway
- Jugs of water and sweets
- Equipment; flip chart, white board, screen and projector, Wi-Fi, flipchart paper and pens
- A service staff member for serving of teas and lunch breaks

MENUS

- We have provided you with options for your lunch, please make your choices from the list below
- Should you prefer a finger lunch please make your selection from our canapé menu on a separate attachment.

These menus are only examples we can custom make your conference for you – please consult with Karin

OPTIONS

• **Full Day Package @ R545.00 p/p**
(R600.00 p/p for less than 10 people/5 or less R680)

- Arrival Tea Break
- Mid-Morning Tea Break
- Lunch
- Afternoon Tea Break

• **Half Day Package @ R500.00 p/p**
(R 550.00 p/p for less than 10 people/5 or less R650)

- Arrival Tea Break
- Mid-Morning Tea Break
- Lunch

ADDITIONAL OPTIONS

- Jugs of Fresh Juice @ R85.00 per jug
- Mineral water

250ml @ R12.00

CONFERENCE TIMES

- Full day conference package 8am – 5pm
- Half Day conference package 8am – 2pm
- Additional hours will be charged at R800.00 per hour

PLEASE NOTE

The conference organiser will be responsible for bringing in all equipment they require, such as extension cords, stationery, adapters, cell phone charges, name tags etc.

Event Team Contact

Event Manager: Karin Koch

Cell number: 082 7745915

Email: karin@welgemeend.com

Landline: 021 422 2601

For more information and directions please go to our

Website: www.welgemeend.com



Tea Breaks

On Arrival

-) Fresh juice and Fruit water
-) Freshly baked muffins served with grated cheddar cheese and preserves
-) Muesli/Yoghurt/Fresh Fruit
-) Filter coffee, Ceylon and herbal tea's

Mid-morning Coffee & Tea break

-) Filter coffee, Ceylon and herbal tea's
-) Fresh juice and jugs of iced water
-) A savoury and sweet treat

Afternoon Coffee & Tea break

-) Filter coffee, Ceylon and herbal tea's
-) Fresh juice and jugs of iced water
-) Home baked biscuits

Buffet Lunch Options

PLEASE CHOOSE 1 MEAT, 1 VEGETARIAN & 1 DESSERT OPTION PER DAY.

Conference meals include a starch, green salad and freshly baked bread with butter and 1 cold drink per person

Meat Options

-) Apricot, ginger and thyme roasted chicken served with roasted baby potatoes.
-) Beef stroganoff served with Mediterranean Cous- Cous
-) Cape Malay Lamb Curry served with Basmati Rice
-) Chicken and Vegetable Lasagne
-) Homemade Chicken Pie served with Basmati Rice
-) Chicken a la King served with Penne Pasta
-) Build your own Burger (Beef and chicken available) with crispy potato wedges
-) Beef Lasagne with Garlic Rolls

-) Chicken Caesar Salad topped with boiled egg, croutons, rocket, nuts, avocado(seasonal) and homemade Caesar dressing

-) Butter Chicken served with basmati rice, sambals and poppadum's.

-) Chicken and Black Mushroom Penne Pasta

-) Chargrilled Beef Fillet topped with rocket and parmesan shavings served on a wild mushroom sauce (R25p/p extra)

Vegetarian Options

-) Grilled butternut, zucchini and mushroom bake
-) Roasted butternut, feta, beetroot and rocket salad
-) Vegetarian quiche
-) Thai vegetable green curry
-) Grilled Brown Mushrooms topped with Cream Spinach and Feta
-) Caprese Salad topped with Basil pesto
-) Penne Pasta topped with a creamy black mushroom and roasted baby plum tomato sauce
-) Mediterranean Cous- Cous topped with grilled vegetables and hummus dressing

Dessert Options

-) Warm Malva pudding with vanilla custard
-) Lemon Cheesecake
-) Pancakes with berries and ice cream
-) Dark Chocolate Mousse served with Vanilla Ice cream
-) Peppermint Crisp Tart
-) Tin Roof Ice cream with a warm Chocolate Sauce
-) Mini Magnums/Ice Lollies
-) Coffee and Tea after lunch
-) **PLEASE NOTE:** Welgemeend is Halaal friendly, if you need strict Halaal meals to cover our costs and delivery costs there will be a sur charge of R120 per person. Minimum Halaal meals are for 5 people and please inform the delegates that if they ordered Halaal meals we will not make provision for them on the Non- Halaal buffet.
-) Kosher meals R120 sur charge per meal, minimum of 5 meals.
-) We also have snack and platter menu's available
-) If you struggle to put a menu together, please ask us for advice.
-) We can add extra dishes on the buffet, please consult with us.
-) We can also accommodate you for snacks and drinks after the conference in the afternoon.
Please consult with us and order drinks from us before the conference.

SEATING CAPACITY: U-SHAPE = 26 GUESTS / CLASSROOM STYLE = 40 GUESTS / CINEMA STYLE = 60 GUESTS – In Covid times we take 30-40% of above capacity for conferencing

We also have a dining room available that can seat 84 guests for dinner or lunch or up to 100 guests for a cocktail party. **COVID 19 numbers might be different up to max 60 guests.**

Please note that Welgemeend Function Facility will operate strictly according to the Hospitality Health and Safety Measures provided to them from FEDHASA.

Welgemeend Function Facility or Jan van Riebeeck High School cannot be held liable for any Covid 19 cases.

Before a function or Conference is held at Welgemeend, we require from you:

- 1. A signed contract**
- 2. The client takes responsibility for their guests and employees to attend a function at Welgemeend**
- 3. Every person attending a function or conference does it at own risk**
- 4. Welgemeend will follow strict protocol that guests must adhere to, see attached.**
- 5. Please note Welgemeend are on school grounds and we cannot always guarantee complete silence.**

PLEASE SIGN AND DATE THIS FORM:

Company signature.....Date.....