



"Tailor Made Conference Solutions"

Phone: **021 761 5009**



At Palm House we offer "*Tailor-Made*" solutions to your conference requirements, making business a pleasure in very pleasant relaxing surroundings. Majestic Palms surround our exclusive 4 star Boutique Hotel as it overlooks the magnificent Constantiaberg. Designed by a protégé of Sir Herbert Baker in the 1920's, its warm wood panelling, large fireplaces and intimate alcoves have been restored to their former elegance. Our main conference and function room will seat approximately 50 people theatre style, or 38 people in classroom design if preferred. The boardroom layout is popular with most people and a 'U' shape layout will take approximately 24 people.

We find more executives favour "*Café Style*" conferencing with soft sofas and chairs so they can kick off their shoes and get down to real business. We offer this facility and can accommodate about 15 people in this style. In winter months with the open fire and the comfort this offers the "*Café Style*" has become a very popular option.

With several break-away areas available and the outside terrace and gardens, delegates request their companies to come back to Palm House on a regular basis.

Clients include: Clicks, Standard Bank, SANDF, Shell, UCT (University of Cape Town), Old Mutual, BMW, IJR (Institute for Justice and Reconciliation) and Anglican Church.



Seating capacity:

Boardroom: 22 pax - U-shape: 24 pax
Class Room: 38 pax - Cinema: 50 pax
Café Style: 15 pax

Standard facilities and equipment:

Flip charts - White board
Overhead projector - Pull down screen
Folder, notepad and pen per delegate
TV - Video - DVD player
Wi-Fi Internet connection (Chargable Service)
Laptop - Projector, available at extra cost

Conference Rates

valid until end August 2011

Full Day Conference - from **R250** per delegate
Min 10 pax (If less than 10 pax a min R2,500 charge applies)

- * *Arrival tea/coffee with muffins / scones*
- * *Mid morning tea/coffee with bake of the day*
- * *Lunch either 2 or 3 course*
- * *Afternoon tea/coffee with biscuits*

Ice water/ mints / sweets (still/sparkling mineral water available if required during your conference at an extra charge)



10 Oxford Street, Upper Wynberg, Cape Town, 7800. South Africa
Tel: +27 (0)21 761 5009 Fax: +27 (0)21 761 8776

E-Mail: info@palmhouse.co.za



Menu selection:

A choice of menus are offered and are served subject to quality and seasonal availability. We are flexible and open to discussion should you specific dietary requirements. Please note that our kitchen is neither Kosher nor Halaal and if required we will outsource the requirements.

Accommodation:

Palm House can accommodate up to 40 people to stay on the property if you are bringing delegates in from other parts of the country. We have cottages and elegant rooms in the house. We also offer an evening meal to those who do stay over if your conference is for several days.

Parking and transport:

Parking is available for vehicles on the property or in Oxford Street, at your own risk. Free and secure parking is available on site on a 'first-come-first serve' basis and is not guaranteed when Palm House is full. We can arrange transport by our own minibus from a central point and also arrange Airport Pick-ups. Costs



Bar services:

Please note that beverages served during lunch are not included in the package and will be charged on consumption, we therefore require clients to brief us with regard to their requirements for the provision of beverages during their conference and the settlement details thereof.

Payment requirements:

We will hold your booking on a provisional basis, until a signed copy of our agreement is received along with the deposit. The booking shall be released should this not occur within 7 days of verbal confirmation. A deposit of 50% of the quotation is required to confirm the booking, together with the signed copy of our contract.

More businesses than ever are now opting to launch products, services or new ventures with "Executive Business Launches" Palm House has companies launch - Books, with the author on hand to sign copies and talk to both the public and book store owners. Cosmetic companies launching a new range have used Palm House to bring together agents who market the product.

The South African Fruit Growers have held end of season Braai Parties to reward and bring together their members. Has your company thought about marketing and launching a new range and would you like to do this with elegance and style? You need look no further than Palm House set in the leafy southern suburbs of Cape Town. Why not call our Events Team to talk about the possibilities we offer.





Terms and conditions:

Confirmations:

Confirmed menu, beverage requirements and final numbers are required 3 working days prior to conference. On the day of the Conference, all extras are to be settled on departure. Please note that payments can be made to Palm House by credit card.

Cancellations:

Should a client need to cancel a reservation subsequent to the payment being paid, no refund will be made if the cancellation is within 1 week of the conference date. If the cancellation is within 2 weeks 50% of the prepayment will be refunded. In the event of non-payment of the deposit within the time specified, Palm House shall be entitled to cancel a provisional booking without further notice or liability to the client. Unless, specified elsewhere, the client will be entitled to vary the number of persons attending the conference at any time up to three working days prior to the date of the conference (subject to availability of space) Palm House reserves the right to cancel any booking forthwith and without liability on its part in the event of any damages to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other causes beyond the control of Palm House, which shall prevent it from performing its obligations.

All changes and cancellations must be confirmed in writing by the client. Please ask for our full terms and conditions.

Risks/loss/damages:

Palm House shall not be held responsible for any interruptions of services (water, electricity, sanitary services) Whilst every precaution will be taken to ensure the safeguarding of your belongings, Palm House will not be liable for loss or damage to any property whatsoever. We recommend that all personal and valuable property be removed directly after the conference. Should any of the Palm House buildings, surrounding gardens, décor or napery be damaged in any way during the set up time or period of a conference, the client shall be held responsible and will be billed accordingly at replacement costs. Palm House, its employees or any person employed at any function will not be held liable to any loss, or injury to persons, due to negligence or any other cause whatsoever.



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Choose your own menu from courses offered below for your group. Any extra choice will only be prepared in case of other dietary requirements such as Halaal, Diabetes, Vegan, Vegetarian etc.

1 course – Main course only
 2 courses – Starter and Main or Main and Desert
 3 courses – Starter, Main and Desert

Starters

Cold

Asparagus Soup with French loaves
 Cucumber Mousse with garnish salad
 Marinated garlic and yoghurt chicken salad

Hot

Spicy tomato soup
 Hearty Butternut soup
 Chunky Beef and country vegetable soup
 Black mushrooms with cheese/garlic
 Spinach and feta phyllo parcels
 Peri-peri Chicken livers served with Portuguese rolls
 Pan fried fillet of hake with lemon butter and garnish salad

Main Courses

Hot

Grilled line fish with lemon and herb butter
 Served with baby potatoes, peas and roasted butternut

Chicken schnitzel with cheese sauce
 Sauté potato wedges, steamed broccoli and sweet pumpkin

Leg of lamb with garlic and rosemary gravy
 Paprika potatoes, julienne carrots and young French beans

Lamb and vegetable "Potjie" - stew
 Served on a bed of rice with tomato/onion and basil salad

Beef Lasagne served with Greek salad and coleslaw

Spicy Beef and vegetable Curry
 Served on a bed of yellow rice and sambals

Roast sirloin of beef with green pepper corn sauce
 Roast potatoes, baby marrow and tomato relish, cinnamon pumpkin





Vegetarian

Hot

Spinach/feta and mushroom quiche served with a crispy garden salad
Stir fried vegetables served on a bed of Chinese noodles
Butter bean and vegetable curry served on a bed of rice and sambals

Deserts

Cold

Crème caramel
Lemon cheesecake
Mocha cheesecake
Fresh fruit salad with ice cream

Hot

Brandy tart with cream
Crepe suzette with cream
Malva pudding with custard
Sticky Toffee and nut pudding with cream/custard

Please note that any refreshments such as cold drinks, mineral waters, fruit juice served with lunch will be at an extra charge.





Finger Buffet 1

Bite size Hake portions with creamy Tartar Sauce
Beef strips on skewer with Balsamic Marinade
Marinated garlic & yoghurt Chicken kebabs
Beef Sausages with Mustard dip
Savoury Feta / Tomato and Basil Bruschetta
Zucchini and Mature Cheddar Quiche - Mushroom and Bacon Quiche
Variety of Home Baked Breads
Farmhouse Salad

Apple Crumble slices - Mini Milk Tart

Finger Buffet 2

Meat Balls
Chicken Wings
Garlic Pitas
Vegetarian Spring Rolls
Chicken Samoosas
Mince Samoosas
Spinach & Feta Quiche
Green Salad

Mini Apple Crumble /Mini Milk Tart

Please note that any refreshments such as soft drinks, mineral waters and fruit juices served with lunch will be at an extra charge.

