

# MEDLEY HOUSE

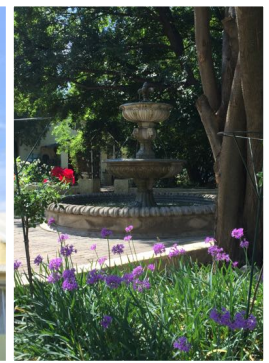
WEDDING & FUNCTION VENUE | GUEST LODGE | CONFERENCE CENTRE | DECOR & FLOWERS

*Conferences &  
Corporate Services*



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*Medley House has been hosting Conferences and Corporate events for well over 35 years. Our qualified and experienced team will ensure that your conference or event is a great success suiting all of your needs.*



*Medley House is a Victorian Style landmark estate, built in 1906. Rich in history and heritage, it is set on 4 acres of beautifully landscaped gardens, which include various water features, affording a tranquil and relaxed environment. Medley House is therefore the ideal setting for you and your team to feel creative, positive and inspired.*






# *Full Service Hosting Includes*

- ❖ *Variety of full or half day conference packages to choose from*
- ❖ *Variety of year end function and corporate event packages to choose from, including themed events*
- ❖ *4 Star Guest lodge offering luxury accommodation for delegates and guests*
- ❖ *Gourmet food prepared by our renowned chefs*
- ❖ *Upmarket conference facilities, breakaway rooms and function venues*





# Conference Packages

- ❖ *Full day conference: 07h30 – 16h30.*
  - ❖ *Half day conference: Between 07h30-16h30 (4 hours from confirmed time of arrival).*
  - ❖ *Client may have access to the conference room from 07h30 and arrival tea/coffee will be served from 08h00.*
  - ❖ *Should an early start be required, the facility is available at a charge of R200 per hour or part thereof.*
  - ❖ *The conference price includes the use of the conference room as well as conference equipment (being 1x flipchart, 1x white board, 1x screen, 1x projector.)*
  - ❖ *Additional white boards or flip charts: R100 per day.*
  - ❖ *Note pads and pens available at R18.50pp (for conference packages that do not include this).*
  - ❖ *Breakaway room at R250 per area for duration of conference.*
  - ❖ *Refreshing ice chilled water and a variety of sweets and mints are standard for duration of conference.*
  - ❖ *Still or sparkling water, cordials, cold drinks will be charged for.*
  - ❖ *Personal Address (PA) system: R400 per day.*
  - ❖ *A Bar and social facility after conference will be available at a charge of R250 per hour or part thereof.*
  - ❖ *Please speak to your coordinator about any specific dietary requirements (at least 3 days in advance). This will be charged for individually.*
  - ❖ *Should an ordering service be used for Kosher, Hindu or Halal meals, the client will be responsible for any additional charges.*
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# Conference Packages

<b>OPTION 1</b> <i>Half Day</i> <i>(no meal)</i>	<b>OPTION 2</b> <i>Full or Half Day</i>	<b>OPTION 3</b> <i>Executive Half Day</i>	<b>OPTION 4</b> <i>Executive Full Day</i>
<p>Lunch not included.</p> <p>4 hour duration between 08h00-16h30.</p> <p><b>On Arrival:</b>            Five Roses Tea            Rooibos Tea            Coffee            Assorted Sandwiches</p> <p><b>Minimum Charge:</b>  <b>R2475</b> (1-15 delegates)            16 or more delegates: <b>R165pp</b></p>	<p>Lite or Budget Menu.</p> <p>Conference room available from 07h30-16h30.</p> <p><b>On Arrival:</b>            Five Roses Tea            Rooibos Tea            Coffee            Assorted Sandwiches</p> <p><b>Lunch:</b>            1 x Meat Dish            1 x Starch            1 x Vegetable            1 x Salad            1 x Dessert</p> <p><b>Afternoon break:</b>            Five Roses Tea            Rooibos Tea            Coffee            Assorted Biscuits</p> <p><b>Minimum Charge:</b>  <b>R3500</b> (1-15 delegates)            16 or more delegates: <b>R225pp</b></p>	<p>Lunch included.</p> <p>4 hour duration between 08h00-16h30.</p> <p><b>On Arrival:</b>            Variety of Teas            Coffee            Fruit Juice            Freshly Baked Muffins or Savoury Quiche &amp; Fruit</p> <p><b>Morning Break:</b>            Variety of Teas            Coffee            Fruit Juice            Biscuits            Fruit Platter            Assorted Sandwiches</p> <p><b>Lunch:</b>            1 x Meat Dish            1 x Starch            2 x Vegetables            1 x Salad            1 x Dessert</p> <p><b>Afternoon break:</b>            Five Roses Tea            Rooibos Tea            Coffee            Sweet Treats</p> <p><b>Minimum Charge:</b>  <b>R4200</b> (1-15 delegates)            16 -19 delegates: <b>R280pp</b>            20 or more delegates: <b>R260pp</b></p>	<p>Lunch included.</p> <p>Conference room available from 07h30-16h30.</p> <p><b>On Arrival:</b>            Variety of Teas            Coffee            Fruit Juice            Freshly Baked Muffins or Savoury Quiche &amp; Fruit</p> <p><b>Morning Break:</b>            Variety of Teas            Coffee            Fruit Juice            Biscuits            Fruit Platter            Assorted Sandwiches</p> <p><b>Lunch:</b>            1 x Meat Dish            1 x Starch            2 x Vegetables            1 x Salad            1 x Dessert</p> <p><b>Afternoon break:</b>            Five Roses Tea            Rooibos Tea            Coffee            Sweet Treats</p> <p><b>Minimum Charge:</b>  <b>R4800</b> (1-15 delegates)            16-19 delegates: <b>R320pp</b>            20 or more delegates: <b>R300pp</b></p>





# Terms & Conditions

*This document has been drawn up for the convenience of our Clients so that they may be aware of the services we offer and better understand our policies and procedures.*

***This deems to serve as a binding contract between  
Medley House Banqueting and The Client.***

*The full deposit, proof of payment and this signed contract must be returned to Medley House upon confirmation of your Conference or Corporate Function in order for your preferred date to be secured for you.*

## **1. Confirmation & Payment:**

- *To confirm your reservation, the following form must be completed, signed and returned.*
- *Vendors or account holders must supply order numbers, thereafter full payment on completion of the conference/function.*
- *Full payment on confirmation is required from Non-vendors.*

## **2. Cancellation Policy:**

- *Should the conference/function be cancelled once an order number / voucher or payment has been received, a 50% cancellation fee will apply to cover costs sustained by Medley House.*
- *Although we will endeavor to accommodate date changes wherever reasonably possible, if date alteration cannot be accommodated, the conference/function will be deemed as cancelled.*
- *A conference/function that is not cancelled within 48 hours prior to arrival will be deemed as a 'no show' and a 100% cancellation fee will apply.*

## **3. Special Dietary Requirements:**

- *This must be confirmed at least 5 working days prior to the conference/function.*
- *Additional charges may apply for Kosher, Hindu or Halaal meals.*

## **4. Included In All Functions:**

- *Full venue setup, including tables, chairs, crockery, cutlery and glassware.*
- *Function linen including tablecloths, overlay/runner, white chair covers and napkins.*
- *Function staff including waiters, barman, function coordinator and security.*

## **5. Additional Optional Extras (not included in standard packages)**

- *Use of social facility after allocated timeframe (R250.00 per hour or part thereof).*
- *DJ, Sound & Lighting*
- *Themed Décor*

# Conference Requirements

Company/Group Name: \_\_\_\_\_

Details for Welcome Board: \_\_\_\_\_

Conference Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of Delegates: \_\_\_\_\_ (Delegates can be added but not deducted)

## Seating Layout: (please tick)

\_\_\_\_\_ U-shape with tables \_\_\_\_\_ U-shape with chairs only \_\_\_\_\_ Boardroom style

\_\_\_\_\_ Open square \_\_\_\_\_ Cinema style \_\_\_\_\_ Schoolroom style

\_\_\_\_\_ Herring bone style

## Equipment Requirements: (please tick)

\_\_\_\_\_ Flip chart \_\_\_\_\_ Whiteboard \_\_\_\_\_ Data projector \_\_\_\_\_ Projector Screen

\_\_\_\_\_ TV monitor \_\_\_\_\_ VCR \_\_\_\_\_ Personal Address (PA) system

\_\_\_\_\_ Extra speaker \_\_\_\_\_ Breakaway rooms

## Agenda/Schedule: (please insert times)

Arrival tea from \_\_\_\_\_ to \_\_\_\_\_

Morning tea from \_\_\_\_\_ to \_\_\_\_\_

Lunch from \_\_\_\_\_ to \_\_\_\_\_

Afternoon tea from \_\_\_\_\_ to \_\_\_\_\_

## Menu Required: (please select one option)

\_\_\_\_\_ Option 1 (Half day, no meal)

\_\_\_\_\_ Option 2 (Full or Half day)

Lite \_\_\_\_\_ Budget \_\_\_\_\_ (please tick)

\_\_\_\_\_ Option 3 (Executive half day)

\_\_\_\_\_ Option 4 (Executive full day)

Dietary requirements: \_\_\_\_\_

Beverage requirements: \_\_\_\_\_

\_\_\_\_\_ Paid by company \_\_\_\_\_ Paid by delegates (please tick)

## Account details (Account holders only)

Company name: \_\_\_\_\_

VAT number: \_\_\_\_\_ Order number: \_\_\_\_\_

Address: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

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