



***THE ALPHEN HOTEL***

# CONFERENCE PACKAGE

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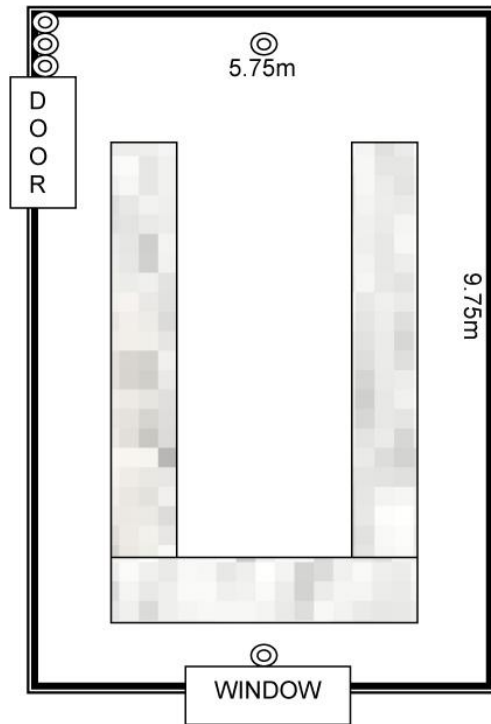
## ROOM LAYOUTS

Conferences, Seminars, Meetings, Workshops,  
Launches and Presentations

### LONG GALLERY

- U-Shape: 22 pax
- Schoolroom: 20 pax
- Cinema: 35 pax

Room Height 3.35 m

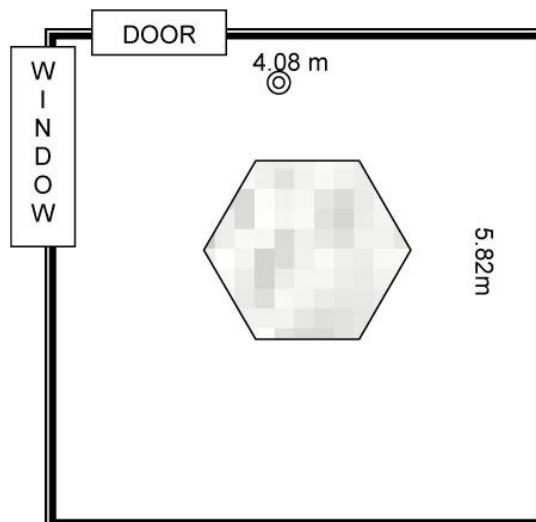


⊙ Power Points

### JAMES BARRY

- U-Shape: 12 pax
- Boardroom: 10 pax
- Cinema: 20 pax

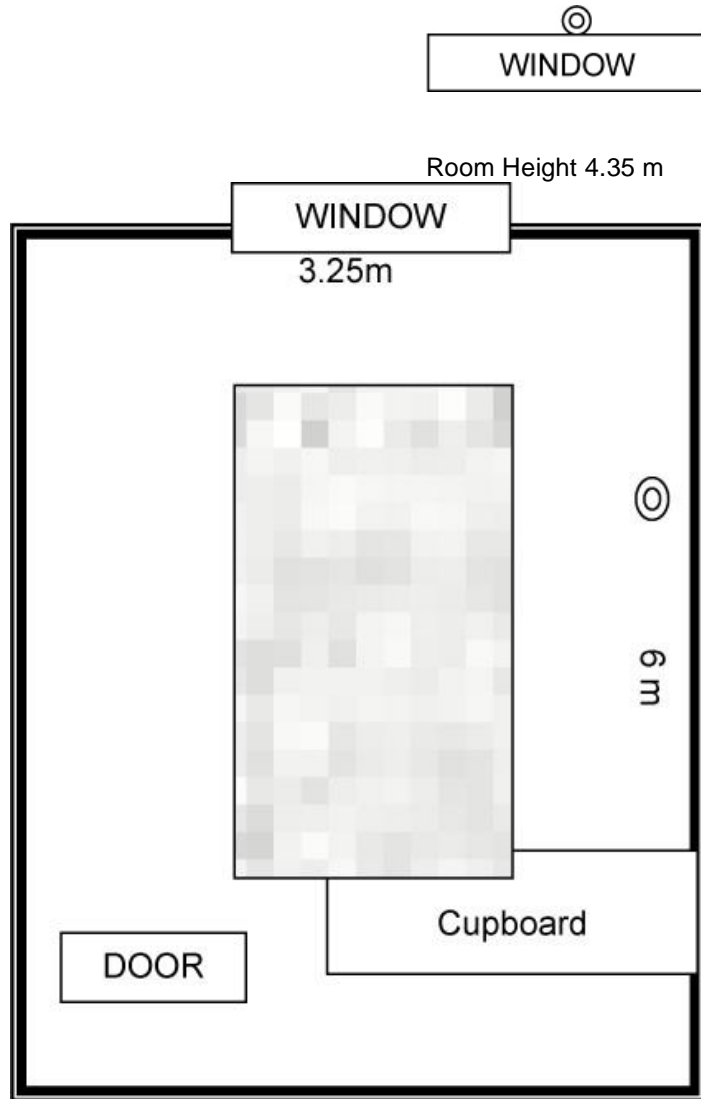
Height 3.35 m



**CULLINAN ROOM**

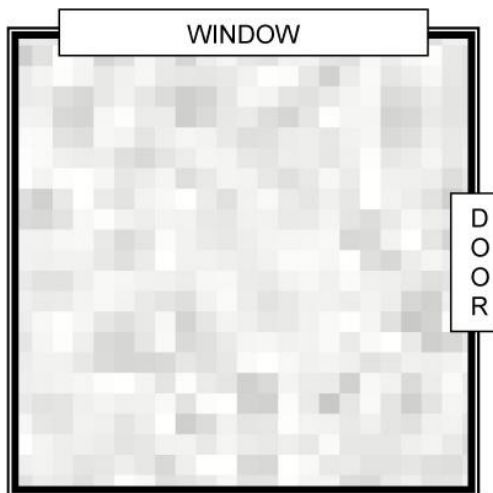
- Boardroom: 10 delegates

⊙ Power Points



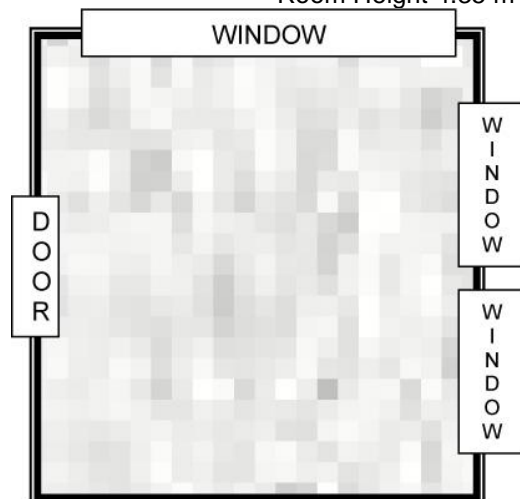
**SITTING ROOM**

- Informal Lounge Style: 10 -15 delegates



**DRAWING ROOM**

Room Height 4.35 m



## CONFERENCE RATES

### FULL DAY CONFERENCE PACKAGE

**R310.00** per delegate

Includes:

- Tea / coffee / muffins on arrival
- Mid-morning: tea / coffee / biscuits
- Lunch - two course set menu or finger lunch
- Late afternoon: tea / coffee / scones
- Standard conference equipment
- Venue Hire
- Notepads and pens

### HALF DAY CONFERENCE PACKAGE

**R240.00** per delegate

Includes:

- Tea / coffee / muffins on arrival
- Mid-morning or late afternoon: tea / coffee / biscuits
- Lunch - two course set menu or finger lunch
- Standard conference equipment
- Venue Hire
- Notepads and pens

#### Standard Conference Equipment Includes:

- 1 x Flipchart (extra flipcharts at an additional cost)
- 1 x Whiteboard and Whiteboard Markers
- Screen

### VENUE HIRE ONLY

CULLINAN ROOM **R1 000.00**

DRAWING ROOM **R 800.00**

SITTING ROOM **R 800.00**

LONG GALLERY **R1 500.00**

JAMES BARRY **R 800.00**

**Please note that venue hire excludes any and all catering or refreshments that may be required. This will be charged separately on consumption.**

## CONFERENCE LUNCH MENU OPTIONS

### *Mains*

Malay spiced fillet of linefish  
with fragrant basmati rice, cucumber raita, poppadum  
& roasted tomato & onion confit

Pan-fried fresh linefish  
of the day with a trio of seasonal vegetables, sautéed potatoes  
& roasted peppadew cream

Tempura-fried Kingklip  
strips on a butternut & yoghurt mound with mango & lime sauce  
& topped with fresh rocket leaves

Calamari steak strips  
seasoned in Rajah curry presented with homemade chips  
& a tangy lime & pine mayonnaise

Chicken breast  
sautéed & glazed with honey & mustard perched atop crushed  
herbed potatoes & a Cape-style ratatouille

Marinated Asian style chicken  
tossed with a stir-fry of bamboo shoots, sprouts & lychees  
on a bed of egg noodles

Pan-fried mustard coated sirloin  
of beef, homemade potato chips & a selection of Mediterranean  
roasted vegetables

Spicy Malay-style beef curry  
with savoury rice & home-made fruit chutney

Breaded ostrich strips  
on roasted sweet potato puree with a creamy mushroom  
& herb sauce

***Desserts***

Cape malva pudding  
with vanilla custard & ice cream

Classical crème brulee  
served with an almond biscotti

Banana & caramel spring rolls  
on a mango & lime coulis with vanilla ice-cream

Sliced fresh fruit platter  
assorted fruit engulfed in white chocolate cream

Sticky chocolate pudding  
Dressed in coffee crème anglaise

***James Barry Finger Lunch Menu***

(Minimum 10 people)

Crudités and dips  
Assorted gourmet finger sandwiches  
(Smoked salmon, tomato and mozzarella,  
smoked chicken & pineapple, Camembert & fig)  
Breaded chicken served with a honey mustard dipping sauce  
Tempura fried Cape linefish with a spicy mayo dip  
Beef kebabs  
Vegetable quiches  
Crumbed baby button mushrooms  
Vegetable spring rolls  
Mixed cheese & herbs in phyllo  
Double crumbed cheese stuffed risotto balls  
Something sweet . Chef.s Choice

## TERMS AND CONDITIONS

### RATES

- Rates quoted are valid for 30 days and include 14% Vat.

### BOOKING POLICY

- Final numbers are required 48 hours prior to the function and will be charged accordingly.
- Bookings will be held for 7 days after which a 50% deposit is required to confirm. Please note that no booking is confirmed until proof of deposit is received. Kindly fax a copy of the deposit slip to 086 639 8461
- Full pre payment is required 48 hours prior to the function.
- All extras to be settled on departure.

### BANK DETAILS

- ***The Alphen Country House Hotel***  
Bank: Nedbank  
Account Number: 1186102934  
Branch Code: 118602  
Swift Code: SIRNNZAJJ
- Please fax a copy of the deposit slip to 086 639 8461

### SPECIAL DIETARY REQUIREMENTS

- Vegetarians can be catered for.
- Kosher and Halaal . outside catering can be arranged on request.

### CANCELLATION POLICY

- 0% if cancelled 10 days prior to arrival
- 50% if cancelled 4 - 10 days prior to arrival
- 100% if cancelled 72 hours prior to arrival

### GENERAL

- We will endeavour to fulfil requests for specific rooms.
- Beverages not included in the package will be charged on consumption.
- No adhesive of any kind may be used to attach anything to the walls.
- Artwork on the walls may not be moved or have anything adhered to them.
- ***THE ALPHEN HOTEL*** does not include flowers, music or décor. An extensive list of these service providers is available on request. The venue will be made available on the day of the function at a mutually agreed time subject to reservations.
- Vegetarians can be catered for. Kosher and Halaal - outside catering can be arranged on request.
- Conditions apply.

### DISCLAIMER

- ***THE ALPHEN HOTEL*** will not be held liable for any loss or damage to any Guest/Client or their belongings whilst on the premises.
- The Client shall be responsible for any damage to the allocated rooms, furnishings, utensils and equipment therein, caused by any act or omission of the Client or Guest/Employee of the Client.

02/11/09