



SERENGETI ESTATES

FORGED BY NATURE

011 552 7200



events@serengetiestates.co.za



www.serengetiestates.co.za



CONFERENCE INFORMATION 2020

Dear Conference Organizer,

Thank you for your interest in hosting your Conference with us. Below please find a detailed explanation of the services offered by the Golf Club. Should you require any additional information or photos please do not hesitate to contact us.

Coordinators Corne Jackson and Michelle Mey
Telephone 011 552 7200
Email Address events@serengetiestates.co.za

FULL DAY CONFERENCE PACKAGE INCLUDING LUNCH

R560.00 per delegate (9 hours) / groups of 9 or less flat rate – R5040.00

- Welcome snack, tea/coffee and 3 options off our Menu
- Mid-morning tea/coffee and 3 options off our Menu
- Lunch (Buffet 10pax and more, pre-plated 9pax and less)
- Mid-afternoon tea/coffee and 3 options off our Menu
- Carafes of water, cordials and mints
- Note pad and pen
- Venue Hire (No additional cost)
- 1 x data projector and screen, excludes PA system

HALF DAY CONFERENCE INCLUDING LUNCH PACKAGE

R470.00 per delegate (5 hours) / groups of 9 or less flat rate – R4230.00

- Welcome snack, tea/coffee and 3 options off our Menu
- Mid-morning or mid-afternoon tea/coffee and 3 options off our Menu
- Lunch (Buffet 10pax and more, pre-plated 9pax and less)
- Carafes of water, cordials and mints
- Note pad and pen
- Venue Hire (No additional cost)
- 1 x data projector and screen, excludes PA system

HALF DAY CONFERENCE PACKAGE EXCLUDING LUNCH

R295.00 per delegate (5 hours) / groups of 9 or less flat rate – R2655.00

- Welcome snack, tea/coffee and 3 options off our Menu
- Mid-morning or mid-afternoon tea/coffee and 3 options off our Menu
- Carafes of water, cordials and mints
- Note pad and pen
- Venue Hire (No additional cost)
- 1 x data projector and screen, excludes PA system



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BREAK-AWAY ROOMS / STANDARD ROOM HIRE

VENUE	RATE
Serengeti 1 or 3	R1000
Serengeti 2	R3000
Serengeti 1, 2 & 3	R5000
Founder Member Lounge	R2000
E18theen	R2000
Executive Boardroom	R1000

* Please confirm with your coordinator should you require a Data Projector and Screen in the Breakaway Room.

REASONS TO HOST YOUR CONFERENCE AT SERENGETI ESTATES

- An experienced team of professionals are available to discuss your requirements in detail
- Dedicated coordinator allocated to your event from beginning to end
- Conference packages can be customised to suit your specific requirements
- As we believe in quality over quantity, we are able to provide dedicated service throughout your event
- 4 Banqueting venues / 1 Executive Boardroom for 25 or less delegates
- State of the art audio visual equipment
- Air-conditioned venues
- Generator that automatically turns on within 1 minute
- Golf facilities available for your delegates to take a break and un-wind
- Golf teambuilding available
- Multiple Restaurants on site
- Accommodation on site

OVERTIME POLICY

- Full Day Conference is for a period of 9 hours from start to finish
- Half Day Conference is for a period of 5 hours from start to finish (Including Lunch)
- Additional hiring fees apply should the Conference exceed these hours

VENUE GUIDLINES

- The Clubhouse does have a generator which will automatically turn on within 1 minute
- The conference venues are wheel chair friendly
- Nothing may be stuck to any wall, door or furniture – regardless of material used (sticky tape, prestik, etc.)
- All venues are non- smoking
- All venues are equipped with an aircon, in the event of mechanical failure fans will be provided



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DIMENSIONS AND CAPACITY

VENUE	BANQUET	BANQUET (with dance floor)	THEATRE	SCHOOLROOM	DIMENSIONS
Serengeti 1	40	20	75	16 - 32	10m x 8m
Serengeti 2	80	70	150	36 - 72	20m x 8m
Serengeti 1 & 2	120	110	225	56 - 112	30m x 8m
Serengeti 2 & 3	120	110	225	56 - 112	30m x 8m
Serengeti 3	40	20	75	16 - 32	10m x 8m
Serengeti 1, 2 & 3	200	160	300	80 - 200	40m x 8m
E18theen	60	60	90	40	9m x 8m
Founders Lounge	Venue set-up to remain as is - Lounge / Bar				10m x 10m

* Please liaise directly with your coordinator to assist with which set up would work best within the venues.

AV - TECHNICAL SERVICES

Serengeti 1-3 and the Executive Boardroom are equipped with a roof mounted projector and screen

Serengeti 1-3 are equipped with a built in PA system with both lapel and roving mics

The system connects to a laptop through either a VGA cable or HDMI cable

Serengeti 1 -3 and the Executive Boardroom are equipped with an IPAD whereas the presenter can adjust volume, lighting and presentation mode (Laptop or DVD) by themselves

Serengeti 1 -3 and the Executive Boardroom are equipped with a blue ray DVD player

The Executive Boardroom is equipped with 2 x plasma screens as well as a projector and screen

Complimentary Wi-Fi is available in all venues

Above usage is subject to written quotation as per your specific requirements

STANDARD EQUIPMENT INCLUDED IN THE CONFERENCE PACKAGE

Flip chart and 2 pens per chart, per venue

1 x data projector and screen

Note pad and pen



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ADDITIONAL EQUIPMENT HIRE/COSTS - TO BE ADVISED 72 HOURS PRIOR TO THE EVENT

Power leads	
Multi plugs	
Wireless microphone	
Flip charts	
Standard PA system	
Technician on site	
Pen and pad	R15.00 per set
Dance floor	
Mints and cordials	R20.00 per person
DVD players	
Copying/printing	R3.00 per page

CATERING

Groups of 9 guests and less receive the pre-plated conference menu, allowing the guests to pre-order their lunch choice in the morning. Groups of 10pax and more receive the conference buffet menu in advance which consists of 5 different menus to choose from.

Tea break selections are decided by yourself prior to the conference to ensure your delegates receive what they prefer. Any menu can be customised to suit your requirements, surcharges may be applicable. Our Chef is on hand to assist. Strictly Halaal and Kosher can be ordered from our external supplier, please take note that 72 hours' notice is required

CANCELLATION POLICY

Please note that Serengeti Estate reserves the right to charge a cancellation fee, which will be calculated as a percentage of your function as follows:

- Notice before 121 days prior to the function – no cancellation fee
- Notice from 120 – 90 days prior– 30% of the total cost
- Notice within 89 – 30 days prior– 50% of the total cost
- Notice within 29 or fewer days prior–100% of the total cost

Venue hire does not include waiter hourly rates

Waiter Hire fee is NOT a gratuity

All prices include VAT

All prices are subject to change; please refer to your quotation (valid for 7 days)

E & EO Reserved



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ACCOMODATION



2020 Rack Rates	2-Bedroom Apartment	3-Bedroom Apartment
	R2 500	R3 500

Entire Lodge	R40 000
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The Above rates are quoted per night only and include VAT at 15%

Rates are valid from 1st January 2020 to 31st December 2020

The rates quoted are priced in South African Rands

Child Policy: Toddlers (3-36 months) can be accommodated in a sleeper cot sharing an apartment with parents at no cost

Tariffs Include

Each apartment includes - fully equipped kitchen, lounge area, satellite TV, private balcony, full bathroom with amenities

Free Wifi available

Access to restaurants, swimming pool, gym and kids play area

Access to driving range and practice facility

Access to three golf courses, and preferential rates to play golf

Booking/ Cancellation Policy:

Full payment of room required 48-hours prior to arrival

Cancellation within 48-hours of arrival is 100% payable of full accommodation balance.

In the event of a premature departure the full extent of stay as originally booked and confirmed will be charged.

Refunds and waiver of cancellation policies at the discretion of management and the ability to re-let rooms

Check in time: 13h00 –18h00 and Check out time: 10h00

Please note credit cards will be charged for a cancellation fee if applicable.

Airport transfer available on request

Serengeti Reservations

Tel: (011) 552 7200

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