



Banqueting Information

Dear Valued Guest,

Thank you for your valued interest in the INDABA HOTEL, SPA & CONFERENCE CENTRE. We look forward to sharing a superior experience with you when hosting your banquet. Following, our Banquet Information Package for your perusal, which we trust will assist you with all the relevant information you require for your event.

Kind Regards
Indaba Hotel Banqueting Team

INDABA HOTEL, SPA & CONFERENCE CENTRE
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BROCHURE VALID FOR 01 JANUARY - 31 DECEMBER 2019

Venue Hire

MINIMUM YIELD

Ndaba Palace, 70 Guests	R 30 000.00
Ingidini, 120 Guests	R 30 000.00
Kgotla, 750 Guests	R 100 000.00
Injabulo, 450 Guests	R 60 000.00
Chief's Boma Restaurant, 350 Guests	R 65 000.00



MINIMUM YIELD INCLUDES

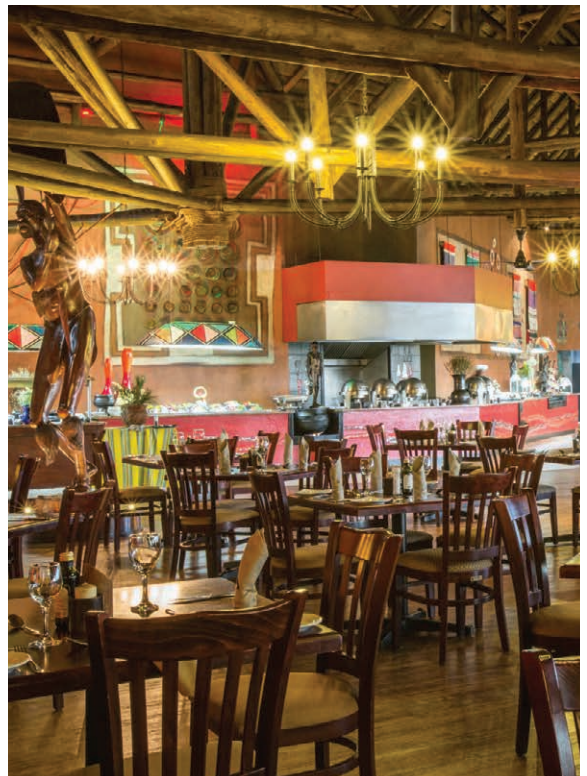
- ✓ Waiters & Barmen
- ✓ Cutlery & Crockery
- ✓ Tables & Chairs
- ✓ Standard White Table Cloths and Napkins
- ✓ Dance Floor

MINIMUM YIELD EXCLUDES

- ✓ Flowers
- ✓ Decor
- ✓ Entertainment
- ✓ Beverages
- ✓ AV Equipment

EQUIPMENT

We can assist with all your AV, Lighting and Staging requirements. We make use of a third party supplier and will gladly send you a detailed quote based on what you need. You are welcome to make use of your own AV Supplier - please note that these details need to be given through to your Event Coordinator.



For a dinner function, kindly note that the venue hire includes the use of the venue for 6 hours. Should your event run after this time, an hourly levy of R1 800.00 will apply until midnight, R3 000.00 per hour until 03:00am and R5 000.00 thereafter per hour.

Should the function be a breakfast, lunch or cocktail function, we allow a maximum of 4 hours for the function. A surcharge of R1 800 will be levied per hour, should the function continue after the stipulated 4 hours.



Special Catering, Halaal or Kosher

STRICTLY KOSHER / HALAAL FUNCTIONS, SELF CATERING

- ✓ Venue Hire:
 - Injabulo: R100 000, maximum of 400 guests
 - Ndaba / Ingidini: R50 000, maximum of 100 guests
- ✓ A surcharge of R240 per person will be levied for any additional guests over and above the maximum numbers indicated above stipulated numbers
- ✓ Venue Hire includes the following:
 - Standard White Linen (Table Cloths & Napkins)
 - Cutlery, Crockery and Glassware for the tables and bar
 - Staffing: 1 x Waiter per 20 guests (2 tables), 4 x Barmen maximum (depending on final bar details), 1 x Function Manager and 2 x Front of House Cleaners
 - Red Carpet
 - Use of either Injabulo or Kgotla kitchen ovens for the REHEATING of food only, under the supervision of an Indaba Staff member.
- ✓ Venue Hire excludes the following:
 - Additional service staff charge will be levied depending on date (Public Holiday) & number of guests
 - The caterer need to supply back of house cleaners for before and after cleaning and Chefs to assist with Food Service.
 - Use of any other Kitchen Equipment, Utensils, Stoves & Serving Gear
 - Decor & Flowers
 - Entertainment & AV Equipment
 - Use of Breakaway Venues & Storage Facilities
 - Any ingredients used in the preparation of meals
 - Beverages & Pre-Drinks Glasses (unless pre-drinks are ordered through Indaba Hotel)

TERMS & CONDITIONS

- ✓ For dinner functions, we allow a maximum of 6 hours for the function. A surcharge of R1 800 per hour will be levied until midnight and in the event of your function continuing after midnight, a surcharge of R3 000 per hour will be levied until 03:00am, thereafter the hourly rate will increase to R5 000 per hour.

Not applicable to Ndaba Palace, Ingidini or Lethabo due to proximity to accommodation. Functions in Ndaba Palace, Ingidini and Lethabo may not continue after midnight.
- ✓ Should the function be a breakfast, lunch or cocktail function, we allow a maximum of 4 hours for the function. A surcharge of R1 800.00 will be levied per hour, should the function continue after the stipulated 4 hours.
- ✓ A surcharge will be levied for any additional waiters required at a rate confirmed by the Banqueting Manager
- ✓ The client will be directly liable for any loss or damage to the venue or kitchen equipment i.e ovens, serving gear, etc. for the duration of the function
- ✓ All beverages are available from the Hotel on a Cash Basis. Unfortunately we do not allow for any beverages to be brought in unless an agreement has been reach - kindly note that corkage will apply.
- ✓ All Terms & Conditions and Cancellation Policies apply as per the Contract.

Surcharges

SURCHARGE APPLICABLE TO PACKAGES AND RATES

- ✓ For a Breakfast, Lunch or Cocktail Banquet you have exclusive use of the venue for 4 Hours, thereafter a surcharge of R1 800* per hour will apply.
- ✓ For a Dinner Banquet you have exclusive use of the venue for 6 Hours for a Function, thereafter a Surcharge of R1 800 per hour will be levied till midnight and In the event of your function continuing after midnight, a surcharge of R3 000 per hour will be levied until 03:00am, thereafter the hourly rate will increase to R5 000 per hour
- ✓ Tea & Coffee Service when applicable to a Set Menu (Lunch or Dinner) is R30* per person. Buffet Menu prices includes Tea & Coffee Service.
- ✓ Corkage will apply for Beverages being brought in for a Function (approval of Directors)

Champagne or Wine	R100 per 750ml Bottle with a max of 2 bottles per table
Whiskey or Spirits	R300 per 750ml Bottle with a max of 5 bottles per event
- ✓ Should a Special Meal be required, the Indaba Hotel needs to be notified at least 72 hours prior to arrival and a surcharge will apply:

Halaal Meal	R350* per person (1 - 5 meals)	R225* per person (6 or more meals)
Halaal Conference Package	R450* per person (1 - 5 meals)	R280* per person (6 or more meals)
Kosher Meal	R455* per person	
Kosher Conference Package	R550* per person	
- ✓ A Standard Set Up Fee of R420* per Conference Room will be levied on the first day of Conference only. A R420* Setup / De-rig fee will be levied for a Conference / Banquet in the following venues: Injabulo, Kgotla, Ingidini, Lethabo, Ndaba Palace & the Auditorium. The Standard Set Up Fee includes 1 x Screen in the Banquet Rooms and additional equipment and screens will be charged for accordingly.
- ✓ A surcharge of R110* per dance floor piece will be levied in the event of a larger Dance Floor being required. Standard Dance Floors are included in the rates. Kindly note that we do not allow for breaking or plates or burning of liquor on the Dance Floor surface. The client will be held responsible for any damage.
- ✓ Any changes to the structural set up of the function room on the day of the Function / Conference will incur a cost of R1 500* for a Conference Venue and R3 500* for a Banquet Venue
- ✓ Child Policy

Age 0 - 5 years	No charge for a maximum of 10 Children
Age 6 - 12 years	50% of the Menu Price per child
Age 12 years +	100% of the Menu Price per child
- ✓ Set Up Charges for Banquet Rooms

Injabulo:	R15 000* on the day of the function	R30 000* day prior to the function
Kgotla:	R25 000* on the day of the function	R45 000* day prior to the function
Ndaba Palace:	R8 500* on the day of the function	R15 000* day prior to the function
Lethabo / Ingidini:	R8 500* on the day of the function	R15 000* day prior to the function
- ✓ Please note that all decor / draping must be cleared out directly after functions

Things to take Note of

GENERAL RULES

- ✓ No equipment or items may be suspended from any part of the ceiling, light fittings or chandelier without authorization of the Directors.
- ✓ All Suppliers must comply with the South African Health & Safety Act and must be able to supply the Indaba Hotel with the necessary documents if requested.
- ✓ No screws, nails, panel pins or staples are allowed to be put into the walls.
- ✓ No double-sided tape or stickers are permitted on tiled / painted surfaces
- ✓ No Paintwork may take place in any venue
- ✓ No plugs, light sockets or distribution boards may be tampered with in any way
- ✓ All deliveries for your Function must be addressed to the Banquet / Conventions office. Indaba Hotel, the name of the Function & venue must be clearly indicated on the package as well as the contact person.
- ✓ Customers / Suppliers / Guests will be held responsible for any damage caused to the allocated venue, furniture, utensils and equipment by any act or omission of the Customer or Guests of the customer.
- ✓ The Hotel will not be responsible for the supply of adaptors, extension cords or multi-plugs. All AV is outsourced and additional charges will be levied accordingly
- ✓ No Food or Beverage may be brought onto the premises for consumption without the written consent of the Directors of the Indaba Hotel.
- ✓ The Hotel will supply 1 x Trestle table & 2 x Chairs per exhibition stand, any additional tables will incur a R40,00* charge per table per day. Power points per stand are levied @ R80,00 per point per Day
- ✓ The Indaba Hotel will not be held responsible for any items lost or damaged before, during or after your function. The hotel will not be responsible for the safekeeping of Decor or AV Equipment delivered to the Hotel by outsourced companies. Should you require storage a surcharge will be levied accordingly.
- ✓ Kindly advise your Decor / AV Supplier that all equipment / decor has to be removed from the venue directly after the function. Should this not happen, storage will be levied at a flat rate of R2 000 per day.
- ✓ A surcharge of R110 per dance floor piece will be levied in the event of larger Dance Floor being required. Standard Dance Floors are included in the Package.
- ✓ Breaking of plates and / or burning of liquor on the Dance Floor is not permitted. Any damage to the Dance Floor will be billed back to the client.
- ✓ Please note that we will require all changes, agreements & instructions to be done in writing. No Verbal Agreements will be honored.

A Levy of 5% will be charged for any 3rd Party Contractor quotations to cover our Internal Cost & Banking Charges. We will only issue payment to the contractor once we have received full payment or unless otherwise agreed with Management.
- ✓ Payment Methods accepted: EFT, Bank Deposit, Credit Card Payment, Cash Payment, Approved Government Orders & Approved Travel Agent Vouchers. Cheque payments will only be accepted more than 7 working days prior to arrival.

Things to take Note Of

CANCELLATION POLICY: ALL CONFERENCE VENUES & ACCOMMODATION

Auditorium, Lectures 1 - 24 & any outside area

- ✓ **Cancellation 21 Days prior to arrival:** 25% of the TOTAL value of the Contract
- ✓ **Cancellation 14 Days prior to arrival:** 50% of the TOTAL value of the Contract
- ✓ **Cancellation 7 Days prior to arrival:** 75% of the TOTAL value of the Contract
- ✓ **Cancellation less than 7 Days prior:** 100% of the TOTAL value of the Contract
- ✓ **Postponement 14 Days prior to arrival:** 25% of the TOTAL value of the Contract
- ✓ **Postponement 7 Days prior to arrival:** 50% of the TOTAL value of the Contract

CANCELLATION POLICY: ALL BANQUET ROOMS

Injabulo, Kgotla, Ndaba Palace, Lethabo & Ingidini

- ✓ **Cancellation 60 Days prior to arrival:** 25% of the TOTAL value of the Contract
- ✓ **Cancellation 30 Days prior to arrival:** 50% of the TOTAL value of the Contract
- ✓ **Cancellation 15-30 Days prior to arrival:** 75% of the TOTAL value of the Contract
- ✓ **Cancellation less than 15 Days prior:** 100% of the TOTAL value of the Contract
- ✓ **Postponement 21 Days prior to arrival:** 50% of the TOTAL value of the Contract
- ✓ **Postponement 14 Days prior to arrival:** 75% of the TOTAL value of the Contract

We do however wish to point out that it is our intention to resell the venue. Should we be successful in doing so, no cancellation fee will apply. Postponement Fees will be levied on the condition that a NEW BOOKING & CONTRACT is signed, failing that, Cancellation Fees will apply.

PREFERRED SUPPLIERS

Although we strongly recommend the services of these Suppliers, the Indaba Hotel, Spa & Conference Centre cannot be held liable for any contract entered into between a supplier and guests. We also accept no responsibility for failure from the Supplier to deliver services or products.

DECOR

Delightful Decor	+27 82 653 0658	angie@delightfuldecor.co.za
Decorange-It	+27 83 443 3938	www.decorange-it.co.za
Lanterna Decor	+27 60 349 9847	www.lanternadecor.co.za
Chelly B Function Decor	+27 11 025 8117	info@chellybfunctions.co.za

PHOTOGRAPHY

WM Studios	+27 82 330 1253	www.wmstudios.co.za
Snapdragon	+72 72 355 9570	www.snapdragonpictures.net
Studijoe Photography	+72 79 057 7079	www.studijoe.co.za

SOUND, LIGHTING, AV & DJ'S

Upstage Productions	+27 11 463 8019	maria@upstage.co.za
Starry Night	+27 11 884 1394	info@starrynight.co.za
Cream Cheese Professional Discos	+27 11 462 1103	www.creamcheese.co.za

BEAUTY

Lynne Brown	+27 83 263 5708	On Site Hairdresser
Chentelle Landman	+27 62 404 0968	www.chentellelandman.co.za
Hayley Clarke Makeup	+27 82 322 3189	www.hayleyclarke.co.za

FLOWERS

Delightful Decor	+27 82 653 0658	angie@delightfuldecor.co.za
Fields of Colour	+27 11 467 1620	info@fieldsofcolour.co.za

Banquet Booking Sheet

COMPANY DETAILS	
COMPANY NAME	
VAT NUMBER	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
CONTACT PERSON	
BUSINESS TELEPHONE NUMBER	
DIRECT TELEPHONE NUMBER	
DIRECT FAX NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	
ACCOUNTING INSTRUCTIONS	
ONSITE SIGNATORY	
SIGNAGE BOARD	
BANQUET DETAILS	
FUNCTION DATE	
NUMBER OF GUESTS (INCL. DJ / YOUR STAFF)	
FUNCTION TYPE (BREAKFAST / LUNCH / DINNER)	
VENUE (TO BE ADVISED BY HOTEL)	
SETUP REQUIREMENTS (CHARGE ACCORDINGLY)	
MENU CHOICE	
DIETARY REQUIREMENTS (HALAAL / KOSHER, ETC.)	

Banquet Booking Sheet

BANQUET DETAILS

PRE DRINKS

- Pre Drinks Required
- Specify Pre Drinks

BAR DETAILS:

- Cash Bar
- Beer, Wine & Soft Drinks Only
- Beer, Wine, Ciders & Soft Drinks
- Full Bar Local
- Full Bar Imported

WINE SELECTION (AT LEAST 2 WEEKS PRIOR)

SETUP REQUIREMENTS

- Number of Tables & People per Table
- Table Numbers?
- Table Plan Board?
- Registration Tables / Awards Table?
- Dance Floor?
- Top Table?
- DJ Table?
- Podium?

ANY SPECIAL REQUESTS?

WILL YOU HAVE ENTERTAINMENT?

AV REQUIREMENTS (OWN OR HOTEL)

DECOR

LINEN (OWN OR HOTEL - hotel supplies white table cloth & napkin)

FLOWERS

STORAGE NEEDED (SURCHARGE WILL APPLY)

ORDER OF EVENTS

ARRIVAL / PRE DRINKS TIME

DOORS OPEN AND GUESTS SEATED

WELCOME

STARTER TO BE SERVED

SPEECHES

MAIN COURSE TO BE SERVED

ENTERTAINMENT