



Matric Dance Information and Menu Options

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 Matric Dance.

Following, our Matric Dance 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

Matric Dance Menu - Option 1

Fruit Punch On Arrival
2 x Jugs Juice Per Table On Arrival

STARTERS

Seafood Selection

Fish cakes served with hummus & guacamole, grilled calamari tubes, lemon butter (served hot)

Poultry Selection

Barbeque chicken pitas topped with crisp iceberg lettuce, chicken & cheddar cheese wraps served with a red onion salsa

Meat Selection

Basil infused beef meatballs kebabs in a tomato and basil sauce (served hot), cheese griller puffs

Vegetable Selection

Butternut & mushroom risotto ball with a red pepper pesto, mini caprese topped with hummus

Salad Selection

Build your own salad bar to include: crisp lettuce, baby rosa tomatoes, sliced cucumber, red onion, roasted peppers, olives, croutons, bacon bits and feta cheese with assorted salad dressings

Creamy potato salad
Carrot & pineapple

Roasted baby tomato, buttered leeks and pumpkin cous cous salad
Vegetable pasta salad, lemon and lime mayonnaise

HOT BUFFET

Served in Chaffing Dishes

Beef lasagne topped with mozzarella and cheddar cheese
Chicken schnitzel's topped with a mushroom and chive sauce
Pan fried hake fillet with a lemon butter sauce
Spinach & ricotta tortellini baked in white sauce topped with parmesan cheese
Roasted vegetable breyani with chutney & salsa
Sweet roasted butter nut and carrots
Baby potatoes with garlic butter

DESSERTS

Pavlovas filled with Chantilly cream topped with seasonal berries
Traditional trifle
Milk tart
White chocolate ganache tart drizzled with blueberry syrup
Honey, carrot and walnut cheesecake
Rich chocolate brownies
Fruit salad & ice cream

Matric Dance Menu - Option 2

Fruit Punch On Arrival
2 x Jugs Juice Per Table On Arrival

STARTERS

Seafood Selection

Deep fried fish goujons served with lemon tartar, creamy thai green mussels (served hot)

Poultry Selection

Chicken satay with a coconut cream dip (served hot), chicken strips with a sweet chili sauce

Meat Selection

Filo baskets filled with beef stir-fry finished with plum sauce, pork baby back ribs in a smokey barbeque sauce

Vegetable Selection

Mini vegetable turn overs, roasted vegetable tartlet topped with mozzarella cheese

Salad Selection

Build your own salad bar to include: crisp lettuce, baby rosa tomatoes, sliced cucumber, red onion, roasted peppers, olives, croutons, bacon bits and feta cheese with assorted salad dressings

Creamy potato salad

Carrot & pineapple

Roasted baby tomato, buttered leeks and pumpkin couscous salad

Vegetable pasta salad, lemon and lime mayonnaise

HOT BUFFET

Served in Chaffing Dishes

Beef & mushroom pie served with red wine gravy

Grilled sweet & sour chicken kebabs infused with sweet basil

Deep fried fish goujons with a lemon butter sauce

Roasted vegetable and rosemary fritter

Triple cheese and aubergine lasagne

Sweet roasted butter nut and carrots

Hand cut potato wedges

DESSERTS

Pavlovas filled with Chantilly cream topped with seasonal berries

Traditional trifle

Milk tart

White chocolate ganache tart drizzled with blueberry syrup

Chocolate cheese cake

Carrot & orange fingers

Fruit salad & ice cream

Venue Options

NDABA PALACE

- ✓ Maximum 70 guests with a complimentary 4m x 5m Dance Floor
- ✓ The Menu Cost includes the following:
 - Waiters & Barmen, Cutlery & Crockery
 - White Tablecloths, Napkins & Stretch Chair Covers
- ✓ Extras that are not included:
 - Flowers, Beverages, Entertainment, Decor and AV Equipment
- ✓ A minimum yield of R30 000 will apply. In the event of the Menu Price not reaching R30 000 the difference will be charged as room hire

INGIDINI

- ✓ Maximum 120 guests with a complimentary 4m x 5m Dance Floor
- ✓ The Menu Cost includes the following:
 - Waiters & Barmen, Cutlery & Crockery
 - White Tablecloths, Napkins & Stretch Chair Covers
- ✓ Extras that are not included:
 - Flowers, Beverages, Entertainment, Decor and AV Equipment
- ✓ A minimum yield of R30 000 will apply. In the event of the Menu Price not reaching R30 000 the difference will be charged as room hire

INJABULO

- ✓ Maximum 450 guests with a complimentary 7m x 7m Dance Floor
- ✓ The Menu Cost includes the following:
 - Waiters & Barmen, Cutlery & Crockery
 - White Tablecloths, Napkins & Stretch Chair Covers
- ✓ Extras that are not included:
 - Flowers, Beverages, Entertainment, Decor and AV Equipment
- ✓ A minimum yield of R60 000 will apply. In the event of the Menu Price not reaching R60 000 the difference will be charged as room hire

KGOTLA

- ✓ Maximum 750 guests with a complimentary 10m x 10m Dance Floor
- ✓ The Menu Cost includes the following:
 - Waiters & Barmen, Cutlery & Crockery
 - White Tablecloths, Napkins & Stretch Chair Covers
- ✓ Extras that are not included:
 - Flowers, Beverages, Entertainment, Decor and AV Equipment
- ✓ A minimum yield of R100 000 will apply. In the event of the Menu Price not reaching R100 000 the difference will be charged as room hire



2019 RATES, PER PERSON

R 350.00

Thing to take Note of

GENERAL RULES & SURCHARGES

- ✓ 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.
- ✓ Corkage will apply for Beverages being brought in for a Function (approval of Directors)

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|-------------------|---|
| Champagne or Wine | R100 per 750ml Bottle with a max of 2 bottles per table |
| Whisky 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:

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| Halaal Meal | R350* per person (1 - 5 meals) | R225* per person (6 or more meals) |
| Kosher Meal | R450* per person | |
- ✓ For a Dinner Function you have the venue for 6 hours and for a Lunch Function you have the venue for 4 hours. After that a surcharge will apply.
- ✓ 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
- ✓ 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 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.
- ✓ No wall / floor / ceiling surface of any venue may be painted
- ✓ No Plug Points, Light Sockets or Distribution Boards may be tampered with in any way

Thing to take Note of

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.

OUR 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

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|-------------------------|-----------------|-----------------------------|
| 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

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|------------------------------|-----------------|----------------------------|
| WM Studios | +27 82 330 1253 | www.wmstudios.co.za |
| Adam Hilton | +27 72 611 7807 | www.adamhilton.co.za |
| Sonja Hilton | +27 82 560 5830 | www.sonjahilton.co.za |
| Snapdragon | +72 72 355 9570 | www.snapdragonpictures.net |
| Studijoe Wedding 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

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|----------------------|-----------------|----------------------------|
| 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 |