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# CedarWoods

# Hotel

## Restaurant Conference

WELCOME TO CEDARWOODS

# PROFESSIONAL CONFERENCE PORTFOLIO

## OUR VENUE INCLUDES:

- Choice of 9 different conference rooms
- A comprehensive full-day conference package
- Half-day packages
- Team Building packages

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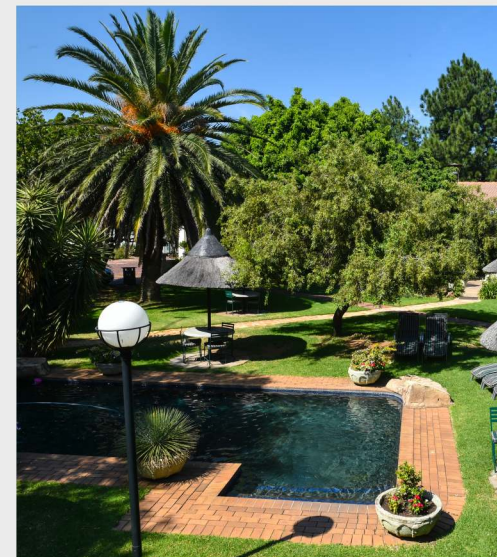
# Welcome

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Our newly renovated hotel offers 51 stylish, air-conditioned rooms and suites designed for comfort and convenience. Choose from Single, King Leisure, Country Style, or Superior Deluxe rooms, ideal for both leisure and business travellers.

Each room features a dedicated workstation, complimentary Wi-Fi, international plug points, DSTV, radio channels, and tea- and coffee-making facilities.

Guests can also enjoy complimentary Wi-Fi throughout the hotel and relax in our peaceful garden surroundings.



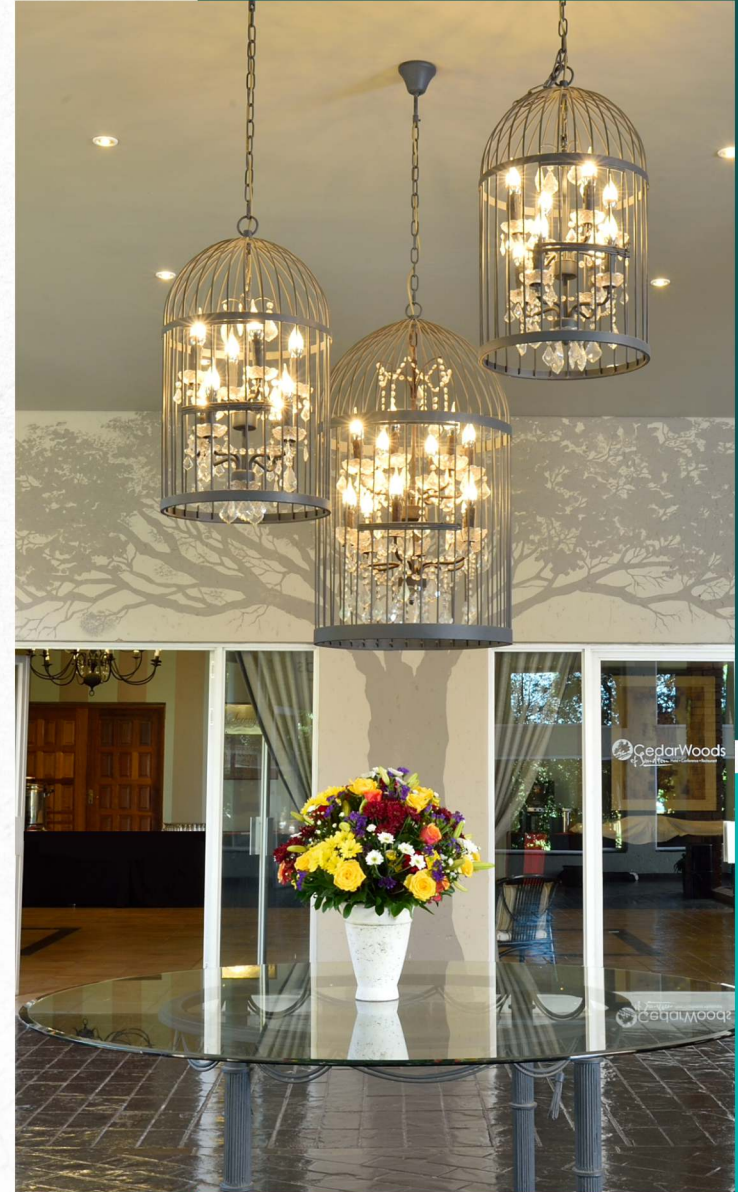
# Conferencing

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The CedarWoods of Sandton Conference Centre sets unsurpassed standards. This multi-functional conference space is graded four stars, and comprises of nine conference rooms, including a variety of breakaway rooms that are disability friendly.

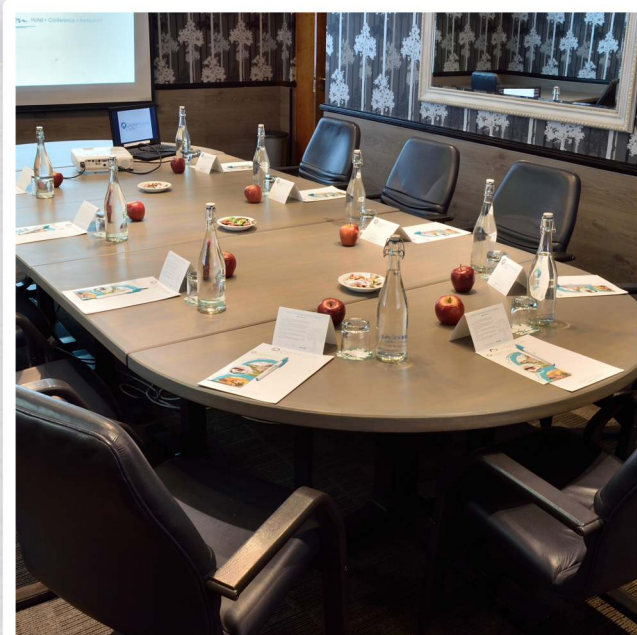
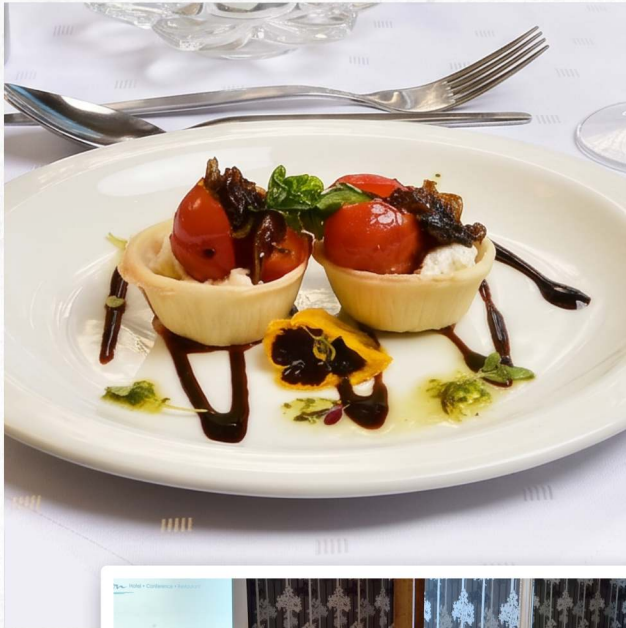
The conference rooms can be configured to accommodate conferences, exhibitions, cocktail parties, private functions, year-end functions, training sessions, and product launches of any size, accommodating between 10 and 700 delegates.

Our extensive catering operation delivers home-style cuisine paired with exceptional service. We offer a variety of menu options, including halal and kosher meals, to accommodate diverse dietary requirements. Guests also enjoy complimentary onsite parking for up to 400 vehicles. Our friendly and efficient team takes pride in providing warm and welcoming hospitality.



# MEETING ROOMS, SEATING CAPACITIES & ROOM DIMENSIONS

| MEETING ROOMS | Room Name        | SEATING CAPACITIES |             |         |         | ROOM DIMENSIONS |         | AREA  |
|---------------|------------------|--------------------|-------------|---------|---------|-----------------|---------|-------|
|               |                  | U-Shaped           | School Room | Theatre | Banquet | Lengh M         | Width M | M     |
|               | Serengeti        | 0                  | 450         | 700     | 450     | 23              | 24      | 552   |
|               | Serengeti 1      | 0                  | 300         | 550     | 300     | 23              | 15      | 345   |
|               | Serengeti 2      | 40                 | 160         | 220     | 130     | 20              | 9       | 180   |
|               | Kalahari         | 40                 | 100         | 200     | 100     | 17              | 8.5     | 151   |
|               | Sahara           | 0                  | 200         | 400     | 200     | 20              | 15      | 300   |
|               | Karoo            | 20                 | 30          | 45      | 30      | 8.5             | 6.5     | 56    |
|               | Savanna          | 30                 | 40          | 80      | 50      | 11              | 6.8     | 75    |
|               | Masai Mara       | 10                 | 15          | 20      | 15      | 8               | 4       | 32    |
|               | Tsitsikama       | 30                 | 40          | 80      | 50      | 11              | 9       | 99    |
|               | Community Centre | 0                  | 200         | 400     | 200     | 24.6            | 9.6     | 236.1 |



# Comprehensive

## FULL-DAY CONFERENCE PACKAGE

- Hiring of the conference venue in your choice of configuration for eight hours
- Tea or filter coffee, a fruit platter, and a snack on arrival.
- Mid-morning tea / filter coffee, fresh fruit juice, sweet and savoury snacks (Doughnuts / muffins / scones / French pastries / sandwiches / rissoles / sausage rolls and more)
- Buttered popcorn is served in the foyer
- Three-course buffet lunch (starters, a selection of mains and desserts)
- Afternoon tea / filter coffee and home-baked biscuits
- Filtered water and mints
- Flip chart, whiteboard and markers, data projector and screen
- Notepad and pen, as well as name place cards, per delegate
- Free parking and free uncapped wireless internet.

*Discounted rates are available* for consecutive multi-day conferences or conferences *for more than 100 delegates*



*Less than 20 guests an A La Carte menu will be served.*

## HALF-DAY CONFERENCE PACKAGE INCLUDING LUNCH

- Hiring of conference venue in your choice of configuration for four hours
- Only two tea breaks.

OR

## HALF-DAY CONFERENCE PACKAGE EXCLUDING LUNCH

- Halal or Kosher meals can be bought in at an additional surcharge.

## HALF-DAY TEAM BUILDING PACKAGE INCLUDING LUNCH

- Exclusive use of the garden venue for up to 5 hours.
- Indoor venue included as a contingency for inclement weather
- Arrival refreshments, including tea, filter coffee, fresh fruit, and a light snack
- Mid-morning tea, filter coffee, water, juice, and a selection of sweet and savoury snacks
- A three-course buffet lunch or a limited à la carte menu

# PACKAGE PRICES

**Full-day conference packages** R670 PER PERSON  
Including lunch

**Half-day conference packages** R605 PER PERSON  
Including lunch

**Half-day conference packages** R450 PER PERSON  
Excluding lunch

**Half-day team-building package** R575 PER PERSON

*A minimum number of 10 delegates are required for a full-day package; for fewer delegates, a surcharge applies.*

Our conference lunch varies daily, and is the chef's choice. The buffet consists of a salad bar, three starches, two vegetables, three protein dishes, starter platters, and a dessert buffet. All our quotations exclude soft drinks, telephone calls, any expenses of a personal nature.

A Terrace Braai can be arranged instead of our standard lunch or dinner buffet, provided that our standard braai menu is selected and is subject to availability.





# Package Inclusions

Shuttle services can be arranged at an additional charge to and from the Marlboro Gautrain station, nearby retail, lifestyle and office parks.

The CedarWoods of Sandton conference centre is serviced by a Solar System and a standby generator providing power in the event of outages affecting the Woodmead area. We also have our own borehole, ensuring an uninterrupted water supply.

# GET IN TOUCH

+27 11 804 3777 | +27 69 007 7435

[www.cedarwoods.co.za](http://www.cedarwoods.co.za)

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