



# CONFERENCE PORTFOLIO | 2018



To book your conference

T: +27 11 804 3777

email [info@cedarwoods.co.za](mailto:info@cedarwoods.co.za)

120 Western Service Road, Woodmead, Sandton





## WELCOME

The hotel offers 50 comfortable, air-conditioned rooms and suites with large bathrooms. The rooms are townhouse-style apartments, and include Modern Single, King Leisure, Country Style and Superior Deluxe options. Workstations are provided in rooms, along with international plug points; a television with SABC, M-Net, DStv and radio channels; a mini bar fridge; and coffee- and tea-making facilities. Free WiFi is available throughout the hotel rooms, restaurant and conference centre.

## CONFERENCING

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

The conference rooms can be, and often are, set up to facilitate computer training, and can cater for any size from 10 to 700 delegates. These facilities can be used for conferences, exhibitions, cocktail parties, private functions, year-end functions, training or product launches.

Our extensive catering operation provides high-class, yet home-style/family cuisine and exceptional service. We offer various menu options, including halaal and kosher.

We offer free parking for up to 400 cars.

For more information on our conferencing offering, click here:

<http://www.cedarwoods.co.za/conferencing.php>



	Room name	SEATING CAPACITIES				ROOM DIMENSIONS		AREA
		U-shaped	School room	Theatre	Banquet	Length M	Width M	M <sup>2</sup>
MEETING ROOMS	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



## PACKAGES

### **Comprehensive Full Day Conference Package**

This includes:

- Hiring of the conference venue in your choice of configuration for eight hours
- Tea/filter coffee, fresh fruit juice, rusks and fruit platter with snacks on arrival
- Mid-morning tea/filter coffee, fresh fruit juice, sweet and savoury snacks (e.g. doughnuts/muffins/scones/French pastries/sandwiches/rissoles/sausage rolls, samosas, croissants, mini pies, toasted sandwiches and more)
- Buttered popcorn is served in the foyer during the morning tea break
- Three-course buffet lunch (starters, a selection of mains and desserts)



- Afternoon tea/filter coffee and home-baked biscuits
- Vivru bottled water and jugs of iced water, cordials 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 connection

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

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### **Half-day package, including lunch**

This includes:

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

OR

**A half-day package excluding lunch is also available**

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Halaal and kosher menus are available on request at an additional R200 per person, per meal (tea-break snacks are charged separately, if required).



Packages	Price
Full-day conference package, incl. lunch	R570pp
Half-day conference package, incl. lunch	R530pp
Half-day conference package, excl. lunch	R400pp

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

### ***Inclusions and exclusions***

Transport is available by prior arrangement. We have a free shuttle service for hotel guests (within office hours, and subject to availability) to and from the Marlboro Gautrain station, nearby retail, lifestyle and office parks.

The CedarWoods of Sandton Conference Centre is serviced by a standby generator providing 100kVA of power should power outages affect the Woodmead area. We also have our own borehole, ensuring uninterrupted water supply. This provides peace of mind and ensures your conference will go ahead uninterrupted.

A minimum number of 10 delegates is 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, three vegetables, at least three meats, starter platters and a dessert buffet.

All our quotations exclude telephone calls, laundry and any expenses of a personal nature. Should there be fewer than 30 people booked for lunch, a set lunch menu will be served. A terrace braai can be arranged instead of our standard lunch or dinner buffet, provided that our standard braai menu is selected.

