

Brookes Hill Drive, Humewood * Port Elizabeth 6013, South Africa * Tel: +27 (0) 41 584 0638 / 9* Fax: +27 (0) 41 584 0637
Website: www.thekelway.co.za * Email: reservations@thekelway.co.za

*"I have the simplest tastes. I am always satisfied
with the best"
Oscar Wilde*

*The Kelway Hotel offers great service and to please the likes of Mr Wilde, best
accommodation & conferencing!*

CONFERENCE INFORMATION



Perfectly positioned along Port Elizabeth's popular beachfront, The Kelway Hotel in Port Elizabeth is the premier accommodation & conferencing establishment of choice. With two state of the art, fully air conditioned, wi fi conference venues to choose from, the Tanner Conference room can seat 100 delegates & Tanner Boardroom 16 delegates. Ideal for conferences, product launch or brainstorming sessions the Kelway Hotel truly is the perfect choice in Nelson Mandela Bay.



Fariagers, a casual, yet sophisticated restaurant & bar, has something to offer everyone. Delegates can take in sweeping views across Algoa Bay during refreshment breaks and the viewing deck is the perfect setting for year en parties.

A quick 3.5 km from the airport, this multi graded 3 & 4 star full service hotel , offers rooms that are generous in size, elegant in style and the overall tone is warm & inviting, with care given to making guests as comfortable as possible.



Should you require any additional information, please do not hesitate to contact our Banqueting Department on (041) 584 0638 or via email at reservations@thekelway.co.za

The Kelway Hotel is a great place to do business.

VENUES

TANNER CONFERENCE & FUNCTION ROOM :

- perfect for breakfast seminars
- brainstorming sessions
- motivational talks
- press releases
- meetings
- training
- team building
- conferences

<i>U-Shape</i>	<i>School-room</i>	<i>Round Tables</i>	<i>Cinema Style</i>	<i>Cocktails</i>
55	70	70	100	150

Size	<ul style="list-style-type: none">• Height 2.90 meters• Width 11.30 meters• Length 12.80 meters
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TANNER BOARDROOM

- brainstorming sessions
- executive director meetings
- interviews
- training
- smaller more intimate groups

<i>U-Shape</i>	<i>School-room</i>	<i>Board-room</i>	<i>Cinema Style</i>
16	20	16	30

Size	<ul style="list-style-type: none">• Height 2.60 meters• Width 5.90 meters• Length 6.50 meters
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FARRIAGERS RESTAURANT

This 120 seater restaurant has something to offer everyone. Being a tea break from the conference venue, office lunches or merely an end of year company function can be enjoyed on the viewing deck.

CONFERENCING PACKAGES

We offer three conferencing packages to suit different budgets.

- **The Bronze Package being our budget package;**
- **The Silver being our mid range package and;**
- **The Gold package being our superior package.**

All our conference package rates include the venue hire, use off all the equipment including data projector, Flip Chart, markers, note pads, pens and bottled mineral water & mints.

Any additional equipment will be charged for. (See rates on booking form schedule.)

CONFERENCING PACKAGE BREAKDOWN

Package Per Delegate Per Day	Early morning tea	Mid morning tea	Lunch	Afternoon tea	Dinner	Conference
BRONZE Half Day	Tea Coffee	Tea Coffee Biscuits		Tea Coffee Biscuits		Mints Bottled Mineral Water
BRONZE Full Day	Tea Coffee	Tea Coffee Biscuits	Chefs Choice Lunch	Tea Coffee Biscuits		Mints Bottled Mineral Water
BRONZE Dinner					Chefs Choice Dinner	
SILVER Half Day	Tea Coffee Muffins Scones	Tea Coffee Biscuits				Mints Bottled Mineral Water
SILVER Full Day	Tea Coffee Biscuits	Tea Coffee Sandwiches Muffins	Three Course Lunch	Tea Coffee Juice Sandwiches		Mints Bottled Mineral Water
SILVER Dinner					Three Course Dinner	
GOLD Half Day	Tea Coffee Juice Croissants Muffins Scones	Tea Coffee Juice Biscuits				Mints Bottled Mineral Water Pretzels Sugar coated dried fruit Peanuts
GOLD Full Day	Tea Coffee Juice Croissants Muffins Scones	Tea Coffee Juice Sandwiches Muffins Scones	Three Course Lunch Deluxe	Tea Coffee Juice Homemade biscuits		Mints Bottled Mineral Water Pretzels Cheese sticks Sugar coated dried fruit Peanuts
GOLD Dinner					Three Course Dinner Deluxe	

CONFERRNCING PACKAGE RATES

Package Per Delegate Per Day	Early morning tea	Mid morning tea	Lunch	Afternoon tea	Dinner	Conference	Fee
BRONZE Half Day	INCL	INCL				HALF DAY	R130 w/o lunch R210.00 with lunch
BRONZE Full Day	INCL	INCL	INCL	INCL		FULL DAY	R250.00 p.p
BRONZE Dinner					ONLY		R140.00 p.p
SILVER Half Day	INCL	INCL				HALF DAY	R210.00 w/o lunch R240 with lunch
SILVER Full Day	INCL	INCL	INCL	INCL		FULL DAY	R280.00
SILVER Dinner					ONLY		R170.00 p.p
GOLD Half Day	INCL	INCL				HALF DAY	R240.00 w/o lunch R270.00 with lunch
GOLD Full Day	INCL	INCL	INCL	INCL		FULL DAY	R310.00
GOLD Dinner					ONLY		R200.00 p.p

NOTE:

For 24 Hour conference packages, please add accommodation rate plus selected conference package rate plus selected package dinner rate to determine the rate per delegate per day.

MENU SELECTIONS

The Food & Beverage team at The Kelway Hotel has put together a selection of our finest dishes, with focus on taste & presentation.

Finger fork buffets can be arranged on request in lieu of set lunches.

BRONZE PACKAGE - LUNCH OR DINNER MENU SELECTION

Please select: 1 starter, 1 main dish and 1 dessert.

Starters

1. Crisp salad of tomato and mozzarella served with basil pesto
2. Traditional Greek salad with feta and calamata olives
3. Soup of the day
4. Crisp salad of chicken liver with bacon and crouton
5. Crumbed mushrooms served with a crisp salad and tartar sauce
6. Spinach and feta wrapped in phyllo pastry served with sweet and sour sauce

Mains - All served with chips, seasonal vegetables or salad

1. Chicken and prawn curry served with poppaadum and sambals
2. Grilled hake served with seasonal vegetables, chips and lemon butter sauce
3. Grilled pork chops served with seasonal vegetables, mash potato and onion gravy
4. Beef Stroganoff with gherkin served savoury rice
5. Chicken or Beef burger served with seasonal vegetables, chips and cheese sauce
6. Chicken or Beef chop suey served with fried rice

Dessert

1. Fruit Salad and vanilla ice cream
2. Chocolate peppermint pudding served with vanilla ice cream
3. Hot chocolate brownies served with a chocolate ganache
4. Hot malva pudding served with fresh farm cream
5. Lemon meringue tart served with vanilla ice cream
6. Black cherry bavarois with a berry coulis

SILVER PACKAGE - LUNCH OR DINNER MENU SELECTION

Please select: 1 starter, 2 main dishes and 1 dessert.

Starters

1. Crisp salad of Barbeque chicken served with peach, feta cheese and olives
2. Crisp salad of Cajun calamari steak served with chef's dressing
3. Deep Fried fish goujon served with a crisp salad and tartar sauce
4. Soup of the day (cream of vegetable soup, tomato soup served with blue cheese and basil pesto, Moroccan chicken and chickpea soup with fresh coriander, roasted butternut soup with herb croutons)
5. Crumbed chicken tenderloin served with a crisp salad and cheese sauce
6. Kelway's famous seafood bake

Mains - All served with chips, seasonal vegetables or salad

1. Grilled sirloin steak served with seasonal vegetables, roast potato served with a creamy green peppercorn sauce
2. Grilled rump steak served with seasonal vegetable, roast potato and a Brandy and Mushroom sauce
3. Grilled Cajun chicken breast served with seasonal vegetable, roast potato and Cajun Butter sauce
4. Grilled catch of the day served with seasonal vegetable, parsley potato and a creamy garlic sauce
5. Grilled calamari served with seasonal vegetable, savoury rice and lemon and butter sauce
6. Grilled T-Bone steak served with seasonal vegetable, chips and monkey gland sauce

Dessert

1. Hot chocolate Brownies served with vanilla ice cream
2. Hot malva pudding served with fresh farm cream
3. Crème Brule
4. Strawberry panna cotta served with a berry coulis
5. Crème Caramel served with caramelized banana
6. Coconut and lemon tart served vanilla ice cream

GOLD PACKAGE - LUNCH OR DINNER MENU SELECTION

Please select: 2 starters, 2 main dishes and 2 dessert as a choice for delegates.

Starters

1. Smoked Norwegian salmon with potato and leek blinis served with sour cream cheese
2. Salad of springbok Carpaccio, parmesan shavings and balsamic vinegar
3. Crisp salad of roast duck and walnuts served with a cranberry dressing
4. Traditional avocado Ritz served with a seafood cocktail and mussels
5. Soup of the day (Mussel chowder with tempura of crabstick, crab bisque with brandy cream, Thai Butternut soup with coconut milk, Apple and blue champagne sauce)
6. Crisp salad of smoked chicken served with feta and avocado
7. Grilled Canadian salmon with a mushroom duxelle, stir fried vegetable and a champagne sauce
8. Grilled brown mushrooms stuffed cream of spinach topped mozzarella cheese and a pimento sauce

Mains – All served with chips, seasonal vegetables or salad

1. Roast fillet of beef served with seasonal vegetable, diaphanous potato and a rich red wine sauce and béarnaise sauce
2. Kingklip thermidor served with seasonal vegetable and savoury rice
3. Grilled sole served with seasonal vegetable, savoury rice and a creamy caper sauce
4. Roast kudu loin served with seasonal vegetable, parsley potatoes and amarula green peppercorn sauce
5. Grilled chicken breast topped with aubergine, chorizo sausages mozzarella cheese served with seasonal vegetable and couscous and a pimento sauce
6. Grilled lamb loin chops served with seasonal vegetable, roast potatoes and garlic and rosemary jus
7. Braised oxtail of jardinière served with seasonal vegetables and mash potatoes
8. Grilled Chicken breast tandoori style served with vegetable breyani, poppadum and sambals

Dessert

1. Strawberry cheesecake served with strawberry ice cream
2. Trio of chocolate, death by chocolate and blackberry tart, chocolate mousse and chocolate ice cream
3. Chocolate pecan pie with vanilla ice cream
4. Traditional tiramisu served with chocolate ice cream
5. Mini cheese platter, dried fruit compote and savoury biscuits
6. Upside down apple tart served with vanilla ice cream
7. Hazel nut frangelico parfait and hazel nut brittle
8. Blue cheese and figs baked on puff pastry with honey and herbs

Please see examples of Set Menu's attached that can be sent as an alternative, when guests ask for a menu to be sent according to package selected.

INDIVIDUAL CORPORATE VENUE HIRE RATES

NOTE:

These individual venue hire rates are only applicable when not taking conference package rates.

Tanner Conference Room Venue Hire:

Per hour:	R 350.00
Half Day:	R1250.00 (4 hours)
Full Day:	R 2500.00 (8 hours)

Tanner Boardroom Venue Hire:

Per Hour:	R250
Half Day:	R750
Full Day:	R1500

Additional venue hire rates to be added when completed.

ADDITIONAL SERVICES CHARGES

- Waiters: R 10.00 per waiter per /hr
- Set up porters: R 50.00 each per day
- Photo Copies: R 1.00/page (B & W only)
- Fax: R 2.00/page (Local)
- Fax: R 4.50/page (Int'l)
- Printing: R 1.50/page

ADDITIONAL EXTRAS CHARGES

Breaks:

- | | | |
|-------------------------------------|--------|----|
| • Tea & Coffee | R9.50 | pp |
| • Tea, Coffee and Juice | R20.00 | pp |
| • Tea, Coffee and Biscuits | R15.00 | pp |
| • Tea, Coffee and Scones or Muffins | R25.00 | pp |
| • Tea, Coffee and Sandwiches | R45.00 | pp |
| • Juice | R10.00 | pp |
| • Biscuits | R10.00 | pp |
| • Scones or Muffins | R16.00 | pp |
| • Sandwiches | R33.00 | pp |

Lunch:

- | | | |
|--------------------------------------|----------|----|
| • Chef's Choice 3 Course | R 140.00 | pp |
| • Chef's Choice 3 Course Meal | R 170.00 | pp |
| • Chef's Choice 3 Course Meal Deluxe | R200.00 | pp |

NOTE:

For 24 Hour conference packages, please add accommodation rate plus selected conference package rate plus selected package dinner rate to determine the rate per delegate per day.

If you require us to do room allocations, we request the rooming list 48 hours before the conference.

If you wish to do the room allocations, we request the rooming list 48 hours before the conference.

Additional Equipment: / Accessories See booking form

CONFERENCE BOOKING FORM

DETAILS					
COMPANY					
CONTACT PERSON					
CONTACT DETAILS					
PHONE		CELL			
FAX		EMAIL			
ADDRESS					
POSTAL ADDRESS					
VAT NUMBER					
CHARGES					
TOTAL CHARGES				R	
PROFORMA INV SENT		VAT NO			
DEPOSIT DUE	R	DATE		PAID	
BALANCE DUE	R	DATE		PAID	
STATUS					
ENQUIRY DATE		INFO PACK / QUOTE SENT			
HOLD PROV BOOKING TILL		RESERVATION CONFIRMED			
BOOKING DETAILS					
CONFERENCE NAME					
CONFERENCE DATES					
START DATE		FULL DAY OR HALF DAY			
DURATION OF DAYS		FULL DAY OR HALF DAY			
FINISH DATE		FULL DAY OR HALF DAY			
PACKAGE					
BRONZE PACKAGE (BUDGET)					
SILVER PACKAGE (MID RANGE)					
GOLD PACKAGE (SUPERIOR)					
NON PACKAGE - ITEMISED					
DELEGATE NUMBERS					
TOTAL GUESTS		DELEGATES		SPOUSES	
CONFERENCE PACKAGE COSTS					
COST PER PERSON		TOTAL CONF RATE	R		

VENUE HIRE						
INCLUDED IN PACKAGE	YES / NO	VENUE HIRED				R
VENUE						
TANNER CONFERENCE ROOM		TANNER BOARDROOM				
FARRIAGERS RESTAURANT						
SEATING REQUIREMENTS						
U SHAPE (single)	U SHAPE (double)	SCHOOL ROOM	BOARD ROOM	ROUND TABLES	CINEMA STYLE	COCKTAIL
HIRING IN OF ADDITIONAL DÉCOR BY YOURSELF (TICK APPLICABLE BOX)						
OVERLAYS	SERVIETTES	CHAIR BACKS	DRAPERY			OTHER
PRINTING DONE BY YOURSELF (TICK APPLICABLE BOX)						
AGENDAS	MENUS	WINE LIST	SEATING			TABLE NUMBERS
LUNCH MENU						
ADDITIONAL WAITERS REQUIRED	YES	NO	QTY			R
COLD DRINKS REQUIRED (R 12.00 EACH)	YES	NO	QTY			R
STARTER SELECTED						
MAIN SELECTED						
DESERT SELECTED						
WAITER GRATUITY	YES	NO	%			R
DINNER MENU						
ADDITIONAL WAITERS REQUIRED	YES	NO	QTY			R
COOL DRINKS REQUIRED (R 10.00 EACH)	YES	NO	QTY			R
STARTER SELECTED						
MAIN SELECTED						
DESERT SELECTED						
WAITER GRATUITY	YES	NO	%			R
COCKTAIL PARTY / BAR ON REQUEST						
BAR TYPE	OPEN BAR	CASH BAR	ACCOUNT LIMIT			R
TABLE WINE	RED		QTY			R
TABLE WINE	WHITE		QTY			R
TABLE WINE	SEMI		QTY			R
OTHER			QTY			R
OTHER INSTRUCTIONS/REQUESTS						

PLEASE NOTE THAT THE PRICES INDICATED BELOW CAN CHANGE WITHOUT NOTIFICATION AND SHOULD BE USED ONLY AS AN INDICATION OF WHAT COST COULD BE. THE RATES EXCLUDE DELIVERY, SETUP AND COLLECTION CHARGERS.

EQUIPMENT REQUIRED

ITEM (RATES INDICATED PER ITEM PER DAY)	RATE	QTY	DAYS	TOTAL
FLIP CHART INC. PAPER	R96.90			R
OVER HEAD PROJECTOR	R91.20			R
SLIDE PROJECTOR	R114.00			R
2 M SCREEN	R228.00			R
3 M SCREEN	R342.00			R
3 M REAR PROJECTOR SCREEN	R387.60			R
LASER POINTER	R57.00			R
PODIUM	R228.00			R
PA SYSTEM smalll	R478.80			R
PA SYSTEM medium	R638.40			R
WIRELESS HANHELD MICROPHONE	R228.00			R
WIRELESS LAPELL/HEADSET MICROPHONE	R273.60			R
LINE MICROPHONES	R68.40			R
MIC STAND	R22.80			R
DESK TOP MICROPHONES	R68.40			R
BOUNDRY MIC, RECORDING EQUIP + TAPES (20 pax)	R1402.20			R
LAPTOP WITH POWER POINT & DVD ROM	R900.00			R
DATA / VIDEO PROJECTOR 1500/1600	R570.00			R
DATA / VIDEO PROJECTOR 2000/2100	R912.00			R
DATA / VIDEO PROJECTOR 3500	R2052.00			R
PLASMA SCREEN 42 INCH	R912.00			R
52CM TV	R91.20			R
DUAL CD PLAYER	R182.40			R
SMALL MIXER – 4 MIC CHANNELS	R68.40			R
TECHNICIAN (PER HOUR)	R171.00			R
CAMERA MAN & CAMERA FOR LIVE FEEDS	R2280.00			R
DIGITAL CAMERA	R912.00			R
NOTE PADS & PENS PER PERSON PER DAY	R15.00			R

TOTAL EQUIPMENT CHARGE	R
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TEAM BUILDING ACTIVITIES REQUIRED

	QTY		R
	QTY		R
	QTY		R
	QTY		R
	QTY		R
	QTY		R
	QTY		R
	QTY		R

ITINERARY

BREAKFAST		IN CONFERENCE	
EARLY MORNING TEA		IN CONFERENCE	
MID MORNING TEA		IN CONFERENCE	
LUNCH		IN CONFERENCE	
ACTIVITES		IN CONFERENCE	
AFTERNOON TEA		IN CONFERENCE	
ACTIVITIES		IN CONFERENCE	
DINNER			

ACCOMMODATION ON BED & BREAKFAST BASIS

ADDITIONAL ROOMS TO BE BOOKED (INDICATE NO OF ROOMS BOOKED PER ROOM TYPE)

1	NO OF ROOMS	2	NO OF ROOMS	3	NO OF ROOMS	4	NO OF ROOMS		
3 STAR STD SINGLE		3 STAR STD TWIN		4 STAR LUX SINGLE		4 STAR LUX DOUBLE			
R650.00 PER ROOM	R	R700.00 PER ROOM	R	R750.00 PER ROOM	R	R800.00 PER ROOM	R		
DATE IN		TOTAL NIGHTS							
DATE OUT		TOTAL CHARGE					R		

OTHER INSTRUCTIONS/REQUESTS

PAYMENT TERMS

Please complete the below information in detail.

Accounts Department Details		
Contact Person:		
Phone:	Cell:	
Fax:	Fax:	
Payment method Please advise the payment method for any extras incurred on day of function.		
<input type="checkbox"/> Electronic Transfer	<input type="checkbox"/> Credit card	<input type="checkbox"/> Cash
<ol style="list-style-type: none">1. For conference booking to be confirmed, full pre payment to be made on or before specified date, upon contract signed.2. If the full payment is not paid on or before specified date, the provisional booking will be automatically released without further notice or liability to the client.3. Any additional outstanding amounts must be settled within 7 working days after function date, Interest of 15% per week will charged onto the total amount should this not be received within the stipulated time frame.4. Should bookings be made within 7 days of arrival, 100% full pre payment to be received.		

CONFERENCE TERMS & CONDITIONS

1. All rates quoted are inclusive of VAT and are subject to change.
2. This document is a quote, not a confirmation of reservation. This quote is valid for 7 days from date of the quote. The reservation is only confirmed on return of signed quote and payment of deposit.
3. The above quote is subject to availability. Guests wishing to avoid disappointment should confirm their bookings as soon as possible.
4. **For conference booking to be confirmed, full pre payment to be made on or before specified date, upon contract signed.**
5. **If the full payment is not paid on or before specified date, the provisional booking will be automatically released without further notice or liability to the client.**
6. **Any additional outstanding amounts must be settled within 7 working days after function date,** Interest of 15% per week will charged onto the total amount should this not be received within the stipulated time frame.
7. **Should bookings be made within 7 days of arrival, 100% full pre payment to be received.**
8. Methods of payment include cash, credit/debit cards, bank transfers / EFT, vouchers from approved travel agents that have got an account with the hotel. **No cheques are accepted.**
9. A cancellation fee of 50% will be charged for cancellations 15 – 21 days before the event.
10. A cancellation fee of 75% will be charged for cancellations 8 – 14 days before the event
11. A cancellation fee of 100% will be charged for cancellations 0 – 7 days before the event
12. Final numbers are required 48 hours prior to the conference.
13. All No Shows will be charged the full amount due.
14. An acceptance letter confirming the booking and indicating what the company will be paying for is required when the payment has been made.
15. Conferences will commence from 07h00 and end at 17h00, Breakfast or Breakfast presentations will commence from 06h30 and end at 12h00 (noon), Afternoon conferences commence from 11h30 and end at 17h00 and evening conferences commence from 17h30 and end at 24h00.
16. Any conferences that wish to continue later than normal time will be charged with an additional venue hire.
17. After hours charges will be charged at R200.00 per half an hour.
18. Neither The Kelway Hotel nor its agents or employees shall be liable for any damages of loss which may be caused to any of the goods of the customer, its employees or invitees brought onto the premises for whatever reason, nor for any injury or loss of life of the customer or its employees howsoever caused. The customer further indemnifies and holds harmless The Kelway Hotel against any claim that may be made against the Company by any third party relating to the provisions of this clause.
19. The Kelway Hotel will not be held liable for interruptions of services (water, electricity, sanitation).
20. The client shall be held responsible for any damages to buildings, gardens, décor etc and will be billed accordingly. No nails, hooks or any damaging objects will be permitted to the walls, roof or frames of any venues, gardens or any area of the property. The client will be held responsible in such an unfortunate event and will be billed accordingly.
21. The Kelway Hotel banking details are as follows and deposits slips must be faxed through on (041) 584 0637 or emailed to inquiries@thekelway.co.za

**FIRST NATIONAL BANK
KNYSNA
ACCOUNT NO 6206 689 8415
BRANCH CODE: 210214**

Acceptance of general terms and conditions

I, _____, ID _____ confirm that I have carefully read and understood the general terms and conditions and hereby agree to abide by the terms and conditions as set out in the General Terms and Conditions Document of The Kelway Hotel as referenced below and hereto bind myself in my personal capacity as surety for all monies owing, from this agreement.

Signature : _____ Date : _____

****Please complete and return this original copy to The Kelway Hotel with proof of payment****