

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

*“The habit of looking on the bright side of every event, is worth more than a thousand pounds a year”
Samuel Johnson*

Look on the bright side, where you will not be asked to pay a thousand pounds, but ease of mind when booking a function at The Kelway Hotel.



FUNCTION INFORMATION

This beautiful log structured hotel is the only of its kind in Nelson Mandela Bay. It creates a warm & inviting feeling when entering the hotel, to make guests feel as comfortable as possible.

It boasts two function venues & popular Farriagers restaurant to choose from.

The Tanner conference venue can take up to 100 delegates & is most popular for corporate banquets, intimate dinners or lends itself perfectly for intimate whisky and wine tastings.

FUNCTION VENUES

TANNER CONFERENCE VENUE:

- promotional launches
- charity breakfasts
- company breakfasts
- guest speakers
- wine tastings
- whiskey tastings

<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 VENUE:

- make up & hair demonstrations by leading brands
- smaller intimate cosmetic launches

<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:

120 seater restaurant with beautiful wooden deck overlooking Algoa Bay

- breakfasts
- lunches
- dinners
- cocktail & canapé functions

VENUE HIRE RATES

The cost of the menu includes:

- Use of the function venue
- Set-up of the function venue with standard linen (white table clothes, crockery, cutlery, glassware and furniture)
- **Rates will be readdressed for charity functions**

One waiter for every ten guests and bar staff (staff gratuity excluded).

Tanner Conference Room Venue Hire		Tanner Boardroom Venue Hire:	
Per hour:	R 350.00	Per hour:	R250.00
Half Day:	R 1250.00 (4 hours)	Half Day:	R750.00 (4 hours)
Full Day:	R 2500.00 (8 hours)	Full Day:	R1500.00 (8 hours)

MENUS & BEVERAGE SERVICE

A selection of buffet and set menus are available. These have been attached for your perusal.

Our Executive Chef will be willing to discuss any suggestions or changes to the menus. He will also gladly assist you in planning a specific menu to meet your requirements. Quotes will be given on enquiry according to specific requirements.

All beverages are charged on consumption. A corkage fee of R25.00 per bottle will be levied on all wines brought on to the premises. No beers, spirits or soft drinks may be brought on to the premises.

SET MENU, CANAPÉ OR BUFFET

The Food & Beverage team at The Kelway Hotel has put together a selection of our finest dishes, with focus on taste & presentation. You now can put together your own choice of set menu, choose from canapé or buffet menu and make this occasion even more personal.

Starters, Soups and entree

1. Roasted Butternut and apple soup served with sesame seeded bread stick
2. Plum Tomato soup served with basil pesto and blue cheese
3. Yellow split pea soup served with smoked chicken and coriander
4. Broccoli and roasted almond soup
5. Creamy chicken and sweet corn soup with herb croutons
6. Thai chicken, shrimp and noodle soup with coriander
7. Crisp salad of smoked chicken, feta and peaches
8. Cajun calamari steak served with a crisp salad and chefs dressing
9. Mixed seafood bake served with garlic brochette
10. Deep fried calamari rings and tartar sauce
11. Crumbed chicken tenderloin, crisp salad and cheese sauce
12. Springbok Carpaccio served with a Ceasar salad and parmesan shavings
13. Avocado and shrimp cocktail with marinated mussels
14. Smoked Norwegian salmon served with a seafood rilette and basil aioli
15. Deep fried sesame camembert, cranberry sauce and melba toast
16. Warm duck noodle salad, cucumber, spring onion and hoisen dressing

Sorbet

1. Orange and mint Sorbet
2. Kiwi and Vodka Sorbet
3. Gin and Lime Sorbet

Mains

1. Roast Leg of Lamb served with seasonal vegetable, roast potato and garlic and rosemary sauce
2. Roasted honey glazed Kassler served with summer vegetable, potato rosti and red wine and ginger sauce
3. Roast Sirloin served with seasonal vegetable, roast potato and brandy and mushroom sauce
4. Grilled catch of the day topped with aubergine caviar served with seasonal vegetable, basil risotto and garlic butter sauce
5. Grilled chicken breast topped with tomato and avocado salsa served with seasonal vegetable, couscous and basil butter sauce
6. Grilled Calamari steak served with seasonal vegetable, parsley potato and thermidor sauce
7. Spanish Paella with chorizo, chicken, calamari, mussels and prawns

Dessert

1. Coconut and lemon tart with vanilla ice cream
2. Crème Brulee served with freshly cut fruit
3. Chocolate pecan nut pie with chocolate ice cream
4. Upside down French Apple Tart served with fresh cream
5. Strawberry Cheesecake and Strawberry ice cream
6. Hot Chocolate Brownies and vanilla ice cream
7. Hot Malva Pudding served with apricot sauce and fresh cream

To finish

Tea and Coffee

SET MENU PRICING

****Surcharge for less than 45 guests will be levied at half the price of chosen set menu Package ****

****A Surcharge will be charged for two or three choice menu selections.**

Option 1	R 140.00	1 x Starter	1 x Main	1 x Dessert		
Option 2	R 155.00	1 x Starter	1 x Entrée	1 x Main	1 x Dessert	
Option 3	R 165.00	1 x Starter	2 x Main	2 x Dessert		
Option 4	R 170.00	2 x Starter	2 Main	2 x Dessert		
Option 5	R 180.00	1 x Starter	1 x Entrée	1 x Sorbet	1 x Main	1 x Dessert

BUFFET MENU

Starters and Salads

1. Soups as per Set Menu with fresh bread rolls
2. Assorted cold fish platter
3. Assorted cold meat platter
4. Salad of tomato and mozzarella with basil pesto
5. Avocado and shrimp cocktail
6. Grilled Aubergine with a Tomato and cucumber dressing
7. Greek salad
8. Pasta salad with bacon, peppered and basil pesto
9. New Zealand Mussels marinated in a sweet pimento vinaigrette
10. Noodle salad of chicken and vegetable archa
11. Homemade pickled fish
12. Curried crabstick salad
13. Potato salad with chorizo, boiled egg and mayonnaise
14. Beetroot salad with peach and coconut

Mains

Carvery

1. Greek roast leg of lamb with a garlic and rosemary jus
2. Roast sirloin with a creamy peppercorn sauce
3. Lemon and herb roasted whole chicken
4. Roast Honey glazed Gammon

Buffet

1. Chicken a la King
2. Beef Stroganoff
3. Grilled line fish with a creamy caper sauce
4. Indian style lamb curry
5. Minted lamb casserole
6. Southern style chicken thighs
7. Beef lasagna
8. Seafood Bake

Standard

Savoury Rice

Roast Potatoes

Vegetable au gratin and roasted butternut

Dessert

1. Lemon Meringue Pie
2. Strawberry Cheesecake
3. Death by Chocolate Tart
4. Tiramisu
5. Brandy Pudding
6. Peppermint Tart
7. Decadent Chocolate Brownies
8. Fruit Salad with ice cream
9. Assorted Jelly & Custard

BUFFET MENU PRICING

****Surcharge for less than 45 guests will be levied at half the price of chosen buffet Package ****

Option 1	R140.00	3 x Starter	2 x Buffet	Standard	3 x Dessert	
Option 2	R155.00	3 x Starter	1 Roast	2 x Buffet	Standard	3 x Dessert
Option 3	R175.00	4 x Starter	1 x Roast	3 x Buffet	Standard	4 x Dessert
Option 4	R185.00	5 x Starter	2 x Roast	2 x Buffet	Standard	5 x Dessert
Option 5	R195.00	6 x Starter	2 x Roast	3 x Buffet	Standard	6 x Dessert

BUFFET BREAKFAST MENU

ENGLISH FARMHOUSE BREAKFAST MENU - R95.00

Fresh Fruit Juice
Eggs to order
Bacon
Pork or Beef sausage
Mushrooms
Baked Beans
Grilled Tomato
Potato Wedges
Tea or Coffee

FULL ENGLISH BREAKFAST MENU - R110.00

Tea or coffee
Fresh Fruit Juice
Fruit Yoghurts
Cut seasonal fruits
Stewed fruit compote
Seeds
Nuts
Dried Fruits and cereals
Selection of pastries and breads
Cold Fish platter
Local cheeses and cold meats
Scrambled Eggs
Bacon
Pork or Beef sausages
Mushrooms
Baked Beans
Grilled tomato
Potato Wedges

****Surcharge for less than 45 guests will be levied at half the price of chosen breakfast Package ****

CANAPÉ & SNACK MENU -

Cold Selection

1. Chicken liver pate on melba toast
2. Cocktail cheese grillers
3. Rolled chicken breast with bacon, spinach and mozzarella cheese on blinis
4. Smoked Salmon mousse on croquette potato
5. Savoury eggs
6. Tempura of mussels with caramelized onion on cucumber
7. Nori of sushi with wasabi
8. Assorted open sandwiches on sliced French Baguettes
 - Cheese and tomato with basil pesto
 - Cajun chicken and mayonnaise
 - Ham and boiled egg with mustard
 - Salami and gherkin
 - Rare roast sirloin and béarnaise
 - Smoked salmon with cucumber and horseradish

Hot Selection

1. BBQ Chicken drumsticks
2. Crumbed calamari with tartar sauce
3. Beef cocktail sausage rolls
4. Quiche Lorraine
5. Stuffed potato with mushroom and cheese
6. Char grilled beef sausages with honey and mustard
7. Tandoori chicken kebabs
8. Vegetable spring rolls
9. Cocktail beef samosas
10. Thai fish cakes and sweet chilli sauce

Dessert Selection

1. Milk Tart
2. Pavlova with Strawberry
3. Chocolate brownies
4. Crème Brulee
5. Pecan nut pie
6. Fruit Kebabs with icing sugar

COCKTAIL PRICING

Option 1	R125.00	3 x Cold	3 x Hot	3 x Dessert
Option 2	R145.00	5 x Cold	5 x Hot	4 x Dessert
Option 3	R130.00	5 x Cold	6 x Hot	6 x Dessert
Option 4	R165.00	6 x Cold	6 x Hot	6 x Dessert

SANDWICH BAR

Open Sandwich Platter

Served on French Baquettes

1. Smoked salmon and horseradish
2. Springbok Carpaccio with rocket and mozzarella
3. Smoked Chicken and avocado with basil pesto
4. Mushroom, spinach and feta
5. Sardine, onion and tomato with coriander
6. Bacon and savoury egg with tomato salsa
7. Beef sausage, humus and deep fried onion rings

A choice of four – R80.00 per person

Sandwich Platter

1. Smoked salmon and cream cheese
2. Cheese and tomato with basil pesto
3. Tuna and mayonnaise on brown bread
4. Chicken and mayonnaise
5. Ham, Cheese and tomato
6. Ham and cheese
7. Salami and gherkin with mustard
8. Savoury egg and ham

A choice of four from above – R70.00 per person.

(Please note that the cocktail menus are designed as snacks and are not intended as a full meal)

ADDITIONAL EXTRAS CHARGES - on request

Sherry (arrival drinks)	R 15.00 per person
Juice (arrival drinks)	R 10.00 per person
Sparkling Wine (J.C. Le Roux or Monis Non-alcoholic)	R 15.00 per glass
Jugs of Juice (for the tables in the venue)	R 40.00 each
Corkage	R 25.00 per bottle
Waiters (Additional requested):	R 12.50 per waiter per /hr
Gratuity	At own discretion (not included in prices)

ADDITIONAL EQUIPMENT HIRE – SEE BOOKING SHEET

ADDITIONAL DÉCOR

We have a number of local contacts on our reference sheets that can assist with any additional décor needed.

Flower Fantasy

For all flower arrangements

Diane

Tel: 0824508271

Ansie

For all additional décor

Tel: 041-3650213

Operative Hire

Hiring of all additional hiring e.g Cocktail tables and chairs

Tel: 041-5855649

Bloons

Hiring of table centres, balloons, Arches, bouquets

Tel: 041 363 4244

Lea Draping

For all draping requirements

Tel: 041-9924311

Papermaster

For all invitations and printing

Tel: 041-363 2588

Paperklip

For all invitations and printing

Tel: 041-5813522

FUNCTION BOOKING FORM

BOOKING DETAILS									
FUNCTION NAME			FUNCTION DATE						
VENUE DETAILS									
TIME			VENUE						
VENUE HIRE									
INCLUDED IN PACKAGE		YES	NO	VENUE HIRE RATE			R		
GUEST NUMBERS									
TOTAL NO OF GUESTS			ADULTS		CHILDREN U/12				
SEATING / VENUE DETAILS									
DANCE FLOOR REQUIRED		YES	NO	MUSIC			BAND	DISCO	
USE OF OUR STD LINEN		YES	NO	COLOUR THEME					
HIRING IN OF ADDITIONAL DÉCOR BY YOURSELF (TICK APPLICABLE BOX)									
OVERLAYS		SERVIETTES		CHAIR BACKS		FAIRY LIGHTS		DRAPERY	
WE MUST PRINT		MENUS		WINE LIST		TABLE ALLOCATIONS		TABLE NUMBERS	
ADDITIONAL WAITERS REQUIRED			YES	NO	QTY		R		
WAITER GRATUITY			YES	NO	%		R		
QUOTES TO BE OBTAINED ON YOUR BEHALF									
							SENT		
							SENT		
							SENT		
ACCOMMODATION									
ROOMS TO BE BOOKED (INDICATE NO OF PERSONS PER ROOM)									
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			
R550.00 PER ROOM	TOTAL R	R600.00 PER ROOM	TOTAL R	R650.00 PER ROOM	TOTAL R	R700.00 PER ROOM	TOTAL R		
DATE IN			TOTAL NIGHTS						
DATE OUT			TOTAL CHARGE			R			
BAR									
BAR TYPE		OPEN BAR		CASH BAR		ACCOUNT LIMIT		R	
JUG JUICE		QTY		R	WELCOME DRINKS				
SPARKLING WINE		QTY		R	JUICE	QTY		R	
CORKAGE		QTY		R	SHERRY	QTY		R	
TABLE WINE		RED				QTY		R	

TABLE WINE	WHITE			QTY		R
TABLE WINE	SEMI			QTY		R
MENU						
SET MENU		OPTION		QTY		R
STARTER		SOUP	MAIN		DESSERT	AFTER DINNER
No		No	No		No	
BUFFET		OPTION		QTY		R
STARTER		ROAST	BUFFET		DESSERT	
No		No	No		No	
No		No	No		No	
No		No	No		No	
No		No	No		No	
No		No	No		No	
No		No	No		No	
BREAKFAST				QTY		R
CONTINENTAL	YES	HOT/COLD	YES	CONTINENTAL&HOT/COLD		YES
COCKTAIL MENU		OPTION		QTY		R
COLD		HOT		DESSERT		
No		No		No		
No		No		No		
No		No		No		
No		No		No		
No		No		No		
No		No		No		
PERSONAL SELECTION				QTY		R
SURCHARGE - LESS THAN 45 PAX				YES	NO	R
OTHER INSTRUCTIONS/REQUESTS						

EQUIPMENT HIRE				
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 250 WATTS	R478.80			R
PA SYSTEM 500 WATTS	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	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
TV / VIDEO COMBO 54 CM	R91.20			R
DUAL CD, DVD STERO VCR	R182.40			R
12 CHANNEL MIXER	R68.40			R
TECHNICAN (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
				R

TOTAL EQUIPMENT CHARGE					R
ADMIN DETAILS					
TOTAL					R
DEPOSIT DUE	R	DATE		PAID	
BALANCE DUE	R	DATE		PAID	
ENQUIRY DATE			INFO PACK / QUOTE SENT		
HOLD PROV BOOKING TILL			SEATING PLAN SENT		
COMPANY NAME					
VAT NUMBER					
CONTACT PERSON					
PHONE			CELL		
FAX			EMAIL		
ADDRESS					

FUNCTION TERMS & CONDITIONS

GENERAL:

1. Rates are valid from 1 January 2009 – 31 December 2009 with a maximum of 15 % increase yearly.
2. The above quote is subject to availability. Guests wishing to avoid disappointment should confirm their bookings as soon as possible. Bookings will be confirmed on deposit payable.
3. Food on the buffet will be displayed for 3 hours only from the confirmed time of the main course.
4. Music to stop at 22H30 and the bar to close @ 23H00.
5. Children under 12 years will be charged 50 % of the agreed adult menu price and children under 4 years will not be charged.
6. No food or beverage may be brought onto the premises for consumptions without written consent from The Kelway Hotel Management.
7. No staplers to be used for attaching any decorations to the walls or partitions.
8. Free secure parking is available.
9. Gratuities are optional and at the discretion of the client
10. Any additional items requested to be supplied or hired by the client, at the client's cost.
11. All prices are inclusive of 14 % VAT.

MENU

1. Certain dishes served are subject to seasonal availability.
2. All prices quoted include VAT and all prices are subject to change without prior notification.
3. Specialized dietary requirements such as Halaal and Kosher meals are subject to a surcharge. – NO CHARGE , SAME PRICE if having prepared off premises
4. Should actual numbers fall below that of the guaranteed minimum, charges would be based on the guaranteed number.
5. Should the actual number of persons exceed that of the guaranteed number given, billing will then be based on the actual number.
6. Any changes must be given in writing 48 hours prior of function date.
7. All entertainers' meals should be included in the guaranteed number.

DAMAGE

1. 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.
2. Should any damages occur to the building gardens, décor, carpets or linen during the function the client shall be held responsible and billed accordingly at replacement value.
3. Candle burns/wax damage will be charged back to the client at replacement value.
4. The Kelway Hotel will not be held liable for interruptions of services (water, electricity, sanitation).

BAR SERVICE:

1. No spirits, beer, soft drinks or food is to be brought and consumed on the premises.
2. A corkage fee will apply to bottles of wine & sparkling wine brought onto the premises.

BOOKINGS & PAYMENT PROCEDURES:

1. For function booking to be confirmed, full pre payment needs 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. The client must make all changes or cancellations in writing.
4. Any additional outstanding amounts must be settled within 7 days after function date.
5. Should bookings be made within 7 days of arrival, 100% full pre payment to be received.
6. 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.**
7. Final numbers are required 48 hours prior to the function.
8. All No Shows will be charged the full amount due.
9. An acceptance letter confirming the booking and indicating what the company will be paying for is required when the payment has been made.
10. Upon paying by electronic deposit, the deposit slip must be forwarded to The Kelway Hotel.

CANCELLATION POLICY

1. A cancellation fee of 50% will be charged for cancellations 15 – 21 days before the event
2. A cancellation fee of 75% will be charged for cancellations 8 – 14 days before the event.
3. A cancellation fee of 100% will be charged for cancellations 0 – 7 days before the event

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**

I hereby agree to abide by the above terms and conditions set out by The Kelway Hotel and hereto bind myself in my personal capacity as surety for all monies owing, from this agreement. All damages to the allocated buildings and surroundings, venue, furniture, utensils carpet and equipment therein will be charged to the client. Prices are subject to change due to yearly increases.

Function Date: _____ Date Signed: _____

Name (Printed)_____ Signature_____

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