



*Accommodation | Conference Centre | Function Venue*

### *Conference Venue*

#### *Venue*

Conference Centre			
U-shape	Boardroom	Classroom	Cinema
10 to 12 pax	10 to 16 pax	10 to 18 pax	10 to 20 pax
U-shape	Boardroom	Classroom	Cinema
10 to 18 pax	10 to 24 pax	10 to 36 pax	10 to pax

#### *Timeslots*

Half day – 07h00 am to 13h00 pm	Full day – 07h00 pm to 16h00 pm	Full day extended – 07h00 pm to 20h00 pm
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#### *Inclusive*

PA System (speakers & microphones)	Stationary	Secure Parking (20 vehicles)	Fibre-optic Wi-Fi
Projector / LCD Screen	Coffee & tea station	Fully airconditioned	Desktop computer

15 Firwood Avenue • Hazelwood • Pretoria • 0081 • Gauteng • South Africa

Vat Registration Number: 4620 2680 88 • Company Registration Number: 2011/096672/23

Telephone: +27 12 346 1526 • Mobile: +27 82 882 9326 • Email: [events@firwoodlodge.com](mailto:events@firwoodlodge.com) • Website: [www.firwoodlodge.com](http://www.firwoodlodge.com)



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### ***Packages***

#### ***Half Day***

<b><i>Venue only</i></b>	<b><i>R245.00</i></b>	<i>per delegate</i>
Includes bottled water, coffee and tea.		
<b><i>Platter Package</i></b>	<b><i>R295.00</i></b>	<i>per delegate</i>
Includes one tea break with pastries, bottled water, coffee, tea and a platter lunch.		
<b><i>Basic Package</i></b>	<b><i>R345.00</i></b>	<i>per delegate</i>
Includes one tea break with pastries, bottled water, coffee, tea and a buffet lunch.		
<b><i>Standard Package</i></b>	<b><i>R395.00</i></b>	<i>per delegate</i>
Includes one tea break with pasties, bottled water, coffee, tea and a buffet lunch.		

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### ***Packages***

#### ***Full Day***

<b><i>Venue only</i></b>	<b><i>R295.00</i></b>	<i>per delegate</i>
Includes bottled water, coffee and tea.		
<b><i>Platter Package</i></b>	<b><i>R345.00</i></b>	<i>per delegate</i>
Includes two tea breaks with pastries, bottled water, coffee, tea and a platter lunch.		
<b><i>Basic Package</i></b>	<b><i>R395.00</i></b>	<i>per delegate</i>
Includes two tea breaks with pastries, bottled water, coffee, tea and a buffet lunch.		
<b><i>Standard Package</i></b>	<b><i>R445.00</i></b>	<i>per delegate</i>
Includes two tea breaks with pasties, bottled water, coffee, tea and a buffet lunch.		

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### *Packages*

#### *Full Day Extended*

<i>Venue only</i>	<b><i>R395.00</i></b>	<i>per delegate</i>
Includes bottled water, coffee and tea.		
<i>Platter Package</i>	<b><i>R445.00</i></b>	<i>per delegate</i>
Includes three tea breaks with pastries, bottled water, coffee, tea and a platter lunch.		
<i>Basic Package</i>	<b><i>R495.00</i></b>	<i>per delegate</i>
Includes three tea breaks with pastries, bottled water, coffee, tea and a buffet lunch.		
<i>Standard Package</i>	<b><i>R545.00</i></b>	<i>per delegate</i>
Includes three tea breaks with pasties, bottled water, coffee, tea and a buffet lunch.		

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### ***Packages***

#### ***Platter Package***

All furniture, linen, glassware, overlays, tiebacks & artificial flowers		
All crockery and cutlery		Jugs of juice & lemon water and one soft drink per guest
Choice of four platters for 10 to 15 pax	Choice of six platters for 16 to 25 pax	Choice of twelve platters for 26 to 36 pax

#### Platter options

Mini croissant platter	Cocktail platter	Breakfast platter	Sandwich platter	Chicken platter
Toasted sandwich platter	Fruit platter	Cocktail platter	Cold meat platter	Cheese and biscuit platter
Rib and chicken platter	Pastry platter	Vegetarian platter	Pita platter	Cheese platter

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**FIRWOOD LODGE**



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### ***Packages***

#### ***Basic Package***

All furniture, linen, glassware, overlays, tiebacks & artificial flowers

All crockery and cutlery | Jugs of juice & lemon water and one soft drink per guest

Choice of one sauce or salad or desert | Choice of two vegetables | Choice of two starches | Choice of two meats

#### Buffet options

##### Sauces

Chakalaka sauce | Cheese sauce | Mushroom sauce

##### Salads

Garden salad | Greek salad | Potato salad

Beetroot salad | Coleslaw | Carrot salad

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Buffet options

Vegetables

Sweet carrots	Fried spinach	Creamed spinach
Vegetable stir fry	Oven roasted vegetables	Sweet butternut with baby marrow

Starch

Creamy samp	Pap	Creamy mash potato
Roasted potato wedges	White jasmine rice	Savoury basmati rice

Meat

Traditional beef stew	Grilled brisket	Barbeque chicken drumsticks	Traditional chicken stew
Deep fried battered hake	Crispy fish fillets	Grilled pork chops	Flame grilled boerewors

Desert

Fruit salad	Variety of cakes	Ice cream served with chocolate sauce
Sticky chocolate pudding	Malva pudding served with custard	Chocolate brownies served with vanilla ice cream

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**FIRWOOD LODGE**



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***Packages***

***Standard Package***

All furniture, linen, glassware, overlays, tiebacks & artificial flowers		All crockery and cutlery						
Jugs of juice & lemon water and two soft drink per guest		Bottled still and sparkling water						
Choice of one sauce and desert		Choice of two salads		Choice of two vegetables		Choice of two starches		Choice of two meats

Buffet options

Sauces

Chakalaka sauce		Cheese sauce		
Mushroom sauce		Pesto sauce		Pepper sauce

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Buffet options

Salads

Garden salad		Greek salad		Potato salad		Chicken salad
Beetroot salad		Coleslaw		Carrot salad		Cabbage salad

Vegetables

Sweet carrots		Fried spinach		Creamed spinach
Vegetable stir fry		Oven roasted vegetables		Sweet butternut with baby marrow

Starch

Creamy samp		Pap		Spaghetti bolognese
Roasted potato wedges		Golden crisp roast potatoes		Creamy mash potato
White jasmine rice		Savoury basmati rice		Yellow Thai rice

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## FIRWOOD LODGE



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### Buffet options

#### Meat

Traditional beef stew		Grilled brisket		Barbeque chicken drumsticks		Traditional chicken stew
Deep fried battered hake		Crispy fish fillets		Grilled pork chops		Flame grilled boerewors
Vegetable lamb stew		Grilled lamb chops		Chicken pie		Cottage pie

#### Desert

Fruit salad		Variety of cakes		Ice cream served with chocolate sauce
Sticky chocolate pudding		Malva pudding served with custard		Chocolate brownies served with vanilla ice cream

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**FIRWOOD LODGE**



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***Additional Options (extra charges apply)***

**Vegetarian meals**

Vegetarian biriyani		Pasta with creamy greens and lemon		Caponata pasta
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**Halaal meals**

Choose from a menu containing a variety of popular certified Halaal restaurants
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**Beverages**

Bottled still	500ml	R10.00		Sparkling water	500ml	R15.00
Glass of Juice	400ml	R10.00		Soft drinks	330ml	R15.00

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***Conference Details***

Company name	
Company address	
Company contact details (Telephone and email address)	
Company VAT number	
Name of conference organiser	
Organiser contact details (Telephone and email address)	
Dates of arrival and departure	
Time slot, package and the number of delegates	
Seating style (u-shape, boardroom, classroom or cinema)	
Tea breaks (times)	
Special instructions	

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***Menu Selection***

Sauces			
Salads			
Vegetables			
Starch			
Meats			
Deserts			
Platters			
Platters			
Platters			
Beverages			
Special dietary requirements			

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## **TERMS AND CONDITIONS**

### **Deposit:**

Upon making a reservation / booking the guest, the company or representative is required to follow the steps below:

- Make a payment or deposit of 50% of the total cost of the reservation / booking.
- Issue and send a purchase order or a voucher from an affiliated company or travel agent.
- All reservations / bookings are provisional until a payment, purchase order or a voucher is received.

### **Payment Options:**

Upon making a reservation / booking and receiving an invoice the guest, the company or representative is required to make a payment or deposit with the banking details located at the bottom of the invoice.

The payment options are listed below:

- Bank Transfer, Cash Deposit or Credit Card Payment (we accept Visa, Mastercard and Diners Club)
- The invoice number should be used as the reference for all payments.
- Proof of the payment / transaction should be emailed to [bookings@firwoodlodge.com](mailto:bookings@firwoodlodge.com)

### **Cancellation Policy:**

Upon cancellation of a booking / reservation, the guest, the company or a representative prior to the check-in / arrival date the following policy prevails:

- Cancellation 0 - 3 days forfeit 100% of the payment / deposit amount.
- Cancellation 7 - 14 days forfeit 75% of the payment / deposit amount.
- Cancellation 14 - 21 days forfeit 50% of the payment / deposit amount.
- Cancellation 21 - 30 days forfeit 25% of the payment / deposit amount.
- Cancellation 31 days or more forfeit 0% of the payment / deposit amount, an admin fee of R200.00 will be charged which will be deducted from the payment / deposit.
- No show / failure to check-in forfeit 100% of the payment / deposit amount.
- Firwood Lodge reserves the right to cancel a booking / reservation without notice when the deposit and payment terms / conditions are not honoured.

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## **TERMS AND CONDITIONS**

### **Refund Policy**

Upon requesting a refund for a booking / reservation, the guest, the company or a representative is subject to the following policy:

- An admin fee of R200.00 will be charged which will be deducted from the payment / deposit amount.
- The refund amount will only be paid into the account from which the payment / deposit was received.
- Refunds may take five (5) to seven (7) working days to be processed and are subject to banking institutions terms and conditions.
- The guest, the company or representative will be required to complete a refund authorization form or submit a letter from a bank confirming the banking details.

### **Indemnity Agreement**

**Firwood Lodge** is a private property and right of admission to the grounds and premises is reserved. Electronic surveillance is employed on the property. All persons who enter and remain on the premises do so entirely at their own risk and indemnify the owners, and/or their staff or employees and/or representatives against any loss of whatsoever nature, inclusive but not limited to: a) personal injury. b) damage to property and loss of property. c) any other incident, event or circumstance that may lead or result in loss. Please do not print this email unless it is necessary. Every unprinted email helps the environment.

### **Disclaimer Agreement**

**Disclaimer:** The information contained in this communication is confidential and may be legally privileged. It is intended solely for the person or entity to whom or which it is addressed. If you are not the intended recipient, you are not entitled to read, copy, use or disclose any information contained in this message to others. Disclosure and / or use may lead to civil liability. If you received this message in error, please notify the sender immediately by replying to this e-mail or by telephoning the sender and thereafter permanently deleting this message and any attachments to it.

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