



BANQUETING AND CONFERENCING

2020



ABOUT *Us*

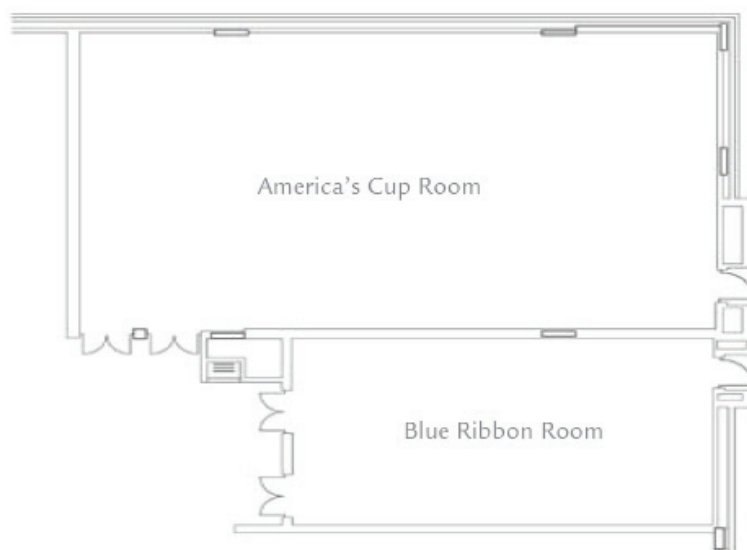
Cape Town, arguably one of the most beautiful cities in the world, hosts the Commodore & Portswood Hotels, situated in the cosmopolitan Victoria & Alfred Waterfront where stylish living, excellent service and a tranquil setting come standard.

The Commodore & Portswood Hotels offer the most up-to-date conference rooms and facilities for groups of up to 150 delegates. Our equipment and services ensure that every conference or function held is run smoothly and successfully, satisfying even the most fastidious convention planner.

Our conferencing department will assist you in planning, arranging and hosting a professional and successful event. Our aim is to ensure that each conference or event is tailor-made to suit your requirements from start to end.



The Commodore Hotel boasts 3 conference rooms, The America's Cup, Blue Ribbon & The Legacy Boardroom while The Portswood Hotel boasts a single Executive Boardroom.



THE COMMODORE HOTEL

	SCHOOL ROOM	CINEMA STYLE	U-SHAPE	BOARDROOM	COCKTAIL	BANQUET	BUFFET
AMERICA'S CUP	70	150	40	40	120	80	60
BLUE RIBBON	30	60	20	20	60	30	20
LEGACY BOARDROOM				12			
CLIPPER RESTAURANT					150	120	120

	LENGTH	WIDTH	HEIGHT	AREA
AMERICA'S CUP	14.50m	8.3m	3.3m	120m ²
BLUE RIBBON	8.5m	3.6m	3.3m	30.6m ²
LEGACY BOARDROOM	7m	4m	3m	28m ²
CLIPPER RESTAURANT	23m	17m	3m	390m ²

THE PORTSWOOD HOTEL

	BOARDROOM	COCKTAIL	BANQUET	BUFFET
PORTSWOOD BOARDROOM	10			
QUARTER KITCHEN RESTAURANT		70	70	70

	LENGTH	WIDTH	HEIGHT	AREA
PORTSWOOD BOARDROOM	6.2m	3.41m	3.8m	21.14 m ²
QUARTER KITCHEN RESTAURANT	10.72m	6.31m	3.8m	67.64 m ²

STANDARD EQUIPMENT

Below are the standard equipment included in all Day Conference Packages, but items marked with an asterix (***) carry a charge on non DCP conferences.

- Wireless internet
- DVD player
- Podium
- Flipcharts
- Secure underground parking ***
- Roof-mounted data projector ***
- Wall mounted screens
- Cabled microphone
- Photocopying & printing ***

EQUIPMENT HIRE

- | | |
|-------------------------------|--------------------|
| • Roof-mounted data projector | R 1 300.00 per day |
| • Laptop | R 1 500.00 per day |
| • Roving / lapel microphone | R 900.00 per day |

In the event that additional equipment is required, the hotel will be able to source it through our AV company on your behalf.

SPECIAL CATERING REQUIREMENTS

The hotels are able to cater for Halaal-friendly delegates, however strict Halaal and Kosher meals will need to be ordered in. The hotel requires 72 hours notice. Please note that all the conference tea/coffee/refreshment breaks will be outsourced only on request by the client and an additional charge will be levied for the clients account.

DAY CONFERENCE *Packages*

The hotels offer fully inclusive Day Conference Packages that includes all standard conferencing equipment and refreshment breaks. For those who do not wish to make use of the hotels' full day conference package we have incorporated half-day conference packages, also inclusive of all standard conferencing equipment and one refreshment break.

FULL DAY CONFERENCE PACKAGE R 520 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee / juice and homemade biscuits
- Light cocktail lunch
- Afternoon tea / coffee / juice and homemade biscuits

FULL DAY CONFERENCE PACKAGE R 565 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee / juice and fresh pastries
- 2 Course set lunch served in the restaurant
- Afternoon tea / coffee / juice and homemade biscuits

FULL DAY CONFERENCE PACKAGE R 640 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee / juice and a light snack
- 3 Course set lunch or buffet served in the restaurant
- Afternoon tea / coffee / juice and energy bars

DAY CONFERENCE *Packages*

HALF-DAY CONFERENCE PACKAGE..... R 440 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee Juice and homemade biscuits
- Light cocktail lunch

HALF-DAY CONFERENCE PACKAGE..... R 495 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee / juice and fresh pastries
- 2 Course set lunch served in the restaurant

HALF-DAY CONFERENCE PACKAGE..... R 530 PER PERSON

- Tea / coffee / juice & rusks on arrival
- Mid-morning tea / coffee / juice and a light snack
- 3 Course set lunch or buffet served in the restaurant



INDIVIDUAL *Catering*

For those who do not wish to make use of the Day Conference Packages we are able to offer individual catering requests

Tea / coffee	R 45.00 per person
Tea / coffee and fresh juice	R 50.00 per person
Tea / coffee / juice and biscuits	R 65.00 per person
Tea / coffee / juice and snacks	R 80.00 per person
Tea / coffee / juice / hot chocolate	R 70.00 per person
Tea / coffee / juice / hot chocolate and snacks	R 100.00 per person
Light cocktail lunch	from R 285.00 to R 350.00 per person
2 Course set menu	R 350.00 per person
3 Course set menu	R 375.00 per person
Buffet menu.....	from R 330.00 to R400.00 per person



VENUE *Hire*

FULL DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 9 hours

The America's Cup.....	R 4 800
The Blue Ribbon Room	R 3 200
The Legacy Boardroom.....	R 2 750
The Portswood Boardroom	R 2 750

HALF-DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 4 hours

The America's Cup.....	R 2 600
The Blue Ribbon Room	R 1 850
The Legacy Boardroom.....	R 1 550
The Portswood Boardroom	R 1 550

THE ABOVE VENUE HIRE RATES INCLUDE THE FOLLOWING:

- Tables, chairs and standard table linen
- Standard cutlery, crockery and glassware
- Mineral water and conference sweets
- Notepads & pencils
- Complimentary internet access

FINGER MENUS *The Commodore*

Please compile your selection from the below menu for your Finger Lunch

HOT SELECTION *(Please select 5 Items)*

- Chicken curried roti
- Tempura prawns with sweet chilli dipping sauce
- Guinness beer-battered linefish
- Cajun deep-fried calamari
- Vegetarian springroll with cashew nut & pineapple dipping sauce
- Thai chicken satay
- Biltong, peppadew & goats cheese quiche
- Garlic & honey chicken wings
- Chorizo & mustard cheese quiche
- Sticky garlic & honey pork ribs
- Harissa lamb kebabs with mint yoghurt
- Beef springrolls
- Chinese mix vegetable springrolls
- Bulgogi beef skewers
- Mini beef burgers



FINGER MENUS *The Commodore*

Please compile your selection from the below menu for your Finger Lunch

COLD SELECTION *(Please select 5 Items)*

Rare roast beef on focaccia with onion marmalade

Crudités

Bacon & camembert quiche

Smoked salmon & cream cheese on rye toast

Classic B.L.T

Cape Malay chicken samosas

Biltong pate with cheese sticks

Parma ham with melon on rye

Tikka chicken roti with tomato relish

Chermoula lamb pita with julienne iceberg

Paprika chicken Caesar flour baps

Goat's cheese & caramelised onion vol au vents

Lamb & raisin samosas with sweet chilli sauce

Prawn springroll with sweet & sour dipping sauce

SET MENU *The Commodore*

Please select 1 item from each of the following courses. In the case of a 2 course Set Menu, please select either a starter and main or a main and dessert

STARTERS

Smoked salmon on fresh crisp lettuce served with caper & lemon dressing

Or

Goat's cheese & biltong salad with honey mustard dressing

Or

Peri-peri chicken breasts with cos lettuce & a Caesar dressing

Or

Butternut soup with chive cream

Or

Roast vegetable salad served with parmesan & olive tapenade

MAIN COURSE

Grilled line fish served with braised fennel, potato fondant & fennel butter sauce

Or

Grilled sirloin served with rosemary potato wedges, roast vegetables, watercress & pepper sauce

Or

Chicken & prawn curry served with cumin rice & crisp poppadum

Or

Stuffed chicken breast with peppadew & goats cheese, garlic & basil mash, butternut wedges

Or

Roasted butternut pasta served with wild rocket & parmesan

DESSERTS

Vanilla panna cotta with strawberry coulis

Or

Pear crumble with kiwi coulis & vanilla anglaise

Or

Duo of chocolate & vanilla mousse with blueberry coulis

Or

Fruit salad with vanilla ice cream

Or

Cake of the day



BUFFET MENU *The Commodore*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 1

STARTERS

Garlic & parsley mussels
Asian vegetable springroll
with sweet chilli sauce
Smoked salmon & chive quiche
New potato salad with chipotle mayonnaise
Ratatouille salad with tomato vinaigrette
Classic Waldorf salad

MAIN COURSE

Lemon peppered linefish
with capers butter sauce
Chicken & broccoli bake
Roast sirloin of beef
served with whole grain jus
Butternut & caramelised onion
baked in phyllo pastry

DESSERTS

Warm apple pie
served with vanilla custard
Lemon meringues
Vanilla panna cotta with strawberry coulis

BUFFET MENU 2

STARTERS

Tempura prawns
with a sweet chilli dipping sauce
BBQ pork ribs with chipotle aioli
Camembert & fig spring rolls
Garden green salad with balsamic vinegar
Asian coleslaw
Tandoori chicken salad

MAIN COURSE

Harissa spiced linefish
with lemon parsley sauce
Grilled lamb chops with onion gravy
Lemon & herb chicken breast
Cannelloni stuffed with ratatouille served
with béchamel sauce

DESSERTS

Malva pudding
served with vanilla custard
Apple tarts
Fresh fruit salad



BUFFET MENU *The Commodore*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 3

STARTERS

Smoked salmon pasta with chive aioli
Chorizo & mozzarella quiche
Apple, celery,
mint & walnut and honey dressing
Chicken & citrus salad
Butternut, feta salad
with toasted pumpkin seeds
Beetroot salad & goats cheese
with wild rocket

MAIN COURSE

Coconut & mango seafood curry
Beef goulash & brown onion stew
Whole roasted chicken with chilli garlic sauce
Roasted Mediterranean vegetable bake

DESSERTS

Apricot & croissant pudding
served with vanilla custard
Mini fruit tartlets
Custard slices

BUFFET MENU 4

STARTERS

Selection of seafood parfaits:
snoek, salmon & taramasalata
Parma ham & melon salsa
Beef carpaccio with bulgogi vinaigrette
Honey roasted bacon & potato salad
Mezze platter
Fresh tuna Niçoise with garlic aioli

MAIN COURSE

Cajun spiced linefish
served with garlic sauce
Steak & kidney pie
Honey roasted duck
with orange & thyme sauce
Roasted vegetable lasagne

DESSERTS

Upside down peach pudding
served with vanilla custard
Strawberry cheesecake
Milk tartlets

BUFFET MENU *The Commodore*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 5

STARTERS

Deep fried calamari with garlic & paprika aioli
Honey & soya chicken wings
Beef spring rolls with local chutney
Coleslaw salad
Potato salad with pickles & onion
Mixed salad with cherry tomato, red onion,
peppers, olives, cucumber & feta

MAIN COURSE

Grilled linefish served with garlic butter sauce
Roast leg of lamb with mustard sauce
Thai green curry with chicken
Curried lentil lasagne

DESSERTS

Cape brandy pudding with vanilla custard
Rich chocolate mousse
Peppermint crisp tartlets

FINGER MENUS *The Portswood*

Please compile your selection from the below menu for your Finger Lunch

HOT SELECTION *(Please select 5 Items)*

Cape Malay chicken samosa
Teriyaki beef pita with raita
BBQ buffalo wings with crispy fried onions
Thai chicken satay skewers
Fish cakes with wasabi mayonnaise
Mini vetkoek with curry mince
Tempura & coriander fish goujons
Salt 'n pepper calamari bites
Vegetable frittata
Mini chicken pizza
Cheese & mushroom empanada
Roast vegetable tarts



FINGER MENUS *The Portswood*

Please compile your selection from the below menu for your Finger Lunch

COLD SELECTION *(Please select 5 Items)*

Cream cheese and smoked salmon tart
Smoked springbok with fig and blue cheese
Spinach & feta quiche
Rare roast beef on rye bread
Tikka chicken pita
BBQ meatballs
Chicken caesar wraps
Nachos with beans, guacamole, cheese and salsa
Vegetable crudités
Cheese skewers



SET MENU *The Portswood*

*Please select 1 item from each of the following courses. In the case of a 2 course set menu,
please select either a starter and main or a main and dessert*

STARTER

Smoked salmon salad with honey & mustard dressing
Chicken & corn soup with herb croutons
Vegetarian quiche with basil pesto sauce

MAIN COURSE

Grilled beef sirloin with roasted vegetables & mustard mash potato with pepper sauce
Grilled linefish with baby vegetables, garlic new potato and lemon butter sauce
Chicken roulade stuffed with cream cheese and pepper dew
with mushroom risotto and parmesan foam
Beef/Chicken burger with side salad and french fries with pepper or mushroom sauce
Beef/Chicken/ Vegetable wrap with side salad and french fries

DESSERT

Malva pudding with custard
Passionfruit cheesecake with cream chantilly
Ice cream/Sorbet Trio with fruit coulis or chocolate sauce



BUFFET MENUS *The Portswood*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 1

STARTERS

Greek salad
Cajun chicken caesar salad
Sweet & sour beef skewers
Cape Malay butternut soup
Crumbed prawns
Balsamic tomato & basil pesto tarts
Asian vegetable springroll

MAIN COURSE

Roasted pork leg with apple sauce
Cape Malay butter chicken curry with coriander & tzatziki
Baked linefish & lemon butter sauce
Vegetable ratatouille
Baked potato with cream cheese & chives
Savoury rice

DESSERTS

Malva pudding with vanilla custard
Fresh seasonal fruit salad
Black forest gateaux
South African cheese board

BUFFET MENUS *The Portswood*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 2

STARTERS

Prawn bisque
Basted chicken wings
Spinach & feta quiches
Smoked salmon & caper salad
Pear and brie salad with walnut dressing
Rare roast beef and horseradish canapés
Vegetable spring rolls

MAIN COURSE

Roasted beef sirloin with red wine jus
Grilled chicken supreme with pepper sauce
Harissa spiced linefish
Rosemary & garlic new potato
Seasonal vegetables
Cardamom steamed basmati rice

DESSERTS

Chocolate mousse
Bread & butter pudding
Strawberry cheesecake
Sliced fruit platter



BUFFET MENUS *The Portswood*

The buffet selection is applicable to conferences of 20 persons and more.

BUFFET MENU 3

STARTERS

Mediterranean vegetable salad with goat's cheese
Seafood cocktail salad
Roasted butternut coriander and feta salad
Chicken sate' skewers
Greek meatballs with tzatziki
Peppadew & cream cheese blini
Rocket blue cheese & biltong salad

MAIN COURSE

Roasted leg of lamb with mint jelly
Chicken à la King
Garlic & lemon herb crusted linefish
Fried chateau potato
Baby vegetables steamed and tossed in butter & mixed herb
Coriander & red pepper couscous

DESSERTS

Apple crumble
Sticky toffee pudding
Kiwi fruit cheesecake
South African cheese board



CONFERENCE *Checklist*

The following checklist is intended to provide assistance in ensuring that all the necessary items, concerns and requirements are addressed prior to the start of your conference

HOTEL / VENUE REQUIREMENTS

- Ensure conference venue and accommodation are available
- Arrange with the conference co-ordinator for a site inspection of the venue
- Provisionally book the conference room and accommodation. Remember it is easier to decrease numbers than to increase numbers
- Ensure that the venue suits your requirements and makes the statement you intend it to make
- Make the conference co-ordinator aware of your needs and the desired outcome of the conference
- Request a quote so that you are able to prepare a budget
- Confirm provisional booking and request contract
- Verify the regulations regarding deposits and payments

DELEGATES

- Prepare invitations well in advance to ensure you get the desired turnout you require
- Ensure that the invitations are specific in the details of dates, times, costs and RSVP responses
- Determine delegate requirements with regards to travel and accommodation, bearing in mind international travellers may require VISAS or special clearance through Home Affairs
- Directions or map to the conference venue
- Dietary requirements

CONFERENCE *Checklist*

SPEAKERS AND PRESENTERS

- Brief presenters on requirements and deadlines and the desired result
- Enquire about their needs with regards to equipment to present a professional conference
- Do they require accommodation or travel arrangements to the conference venue?

HOTEL / VENUE REQUIREMENTS

- Confirm numbers with conference co-ordinator
- Finalize equipment, room layout and menu
- Define the conference daily plan
- Arrange for a pre-inspection of the venue prior to the conference
- Ensure that you are given a contact person on the day of the conference
- Do you require an information desk?

POST CONFERENCE

- Post conference - thank you mails to delegates and follow-up on material
- Post conference - final invoices and payments

