



BANQUETING, CONFERENCING & EVENTS

2022

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ABOUT *Us*

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

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

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

If you're planning an event, be it a launch, auction, seminar, breakfast presentation, birthday party or baby shower, please do not hesitate to give us a call so that we may assist you in making your event memorable.

Please refer to social distance numbers during COVID period.

The Commodore Hotel boasts 3 conference rooms, The America's Cup, Blue Ribbon and 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		80	70	70
QUARTER KITCHEN TERRACE		30	30	30

	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 |
| • Wall-mounted screens | • Podium |
| • Cabled microphone | • Flipcharts |
| • Photocopying & printing *** | • Secure underground parking *** |

EQUIPMENT HIRE

- | | |
|-----------------------------|--------------------|
| • 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 on your behalf from an independent supplier

SPECIAL CATERING REQUIREMENTS

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

VENUE *Hire*

FULL DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 9 hours

The America's Cup.....	R 4 950
The Blue Ribbon Room	R 3 550
The Legacy Boardroom.....	R 2 950
The Portswood Boardroom	R 2 950

HALF-DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 4 hours

The America's Cup.....	R 2 850
The Blue Ribbon Room	R 2 000
The Legacy Boardroom.....	R 1 700
The Portswood Boardroom	R 1 700

THE ABOVE VENUE HIRE RATES INCLUDE THE FOLLOWING:

- Tables, chairs and standard table linen
- Standard cutlery, crockery and glassware
- Mineral water with flavoured cordials and conference sweets
- Notepads and pens
- Complimentary internet access
- Roof-mounted data projector and screen
- Only TV screen for boardrooms

FULL DAY CONFERENCE *Packages*

The hotels offer fully inclusive Day Conference Packages that include 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 570 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Cocktail lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

FULL DAY CONFERENCE PACKAGE R 620 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 2 course set lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

FULL DAY CONFERENCE PACKAGE R 700 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 3 course set lunch or buffet in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

HALF DAY CONFERENCE *Packages*

HALF-DAY MORNING PACKAGE (ARRIVAL 08H00) R 480 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee juice & snacks
- Plated breakfast

HALF-DAY MORNING PACKAGE R 540 PER PERSON

- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Conference breakfast

HALF-DAY AFTERNOON PACKAGE (ARRIVAL 12H30) R 580 PER PERSON

- Tea / coffee / juice & snacks
- 3 Course set lunch or buffet in the Clipper Restaurant
- Mid-afternoon tea / coffee / juice & snacks

Any of the above options can be tailor-made to your needs, please do not hesitate to enquiry



Actual product may vary from photographs & illustrations.

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 50 per person
Tea / coffee & fresh juice.....	R 55 per person
Tea / coffee / juice & biscuits.....	R 70 per person
Tea / coffee / juice & snacks	R 90 per person
(Mid-Morning or Mid-Afternoon)	
Tea / coffee / juice / hot chocolate	R 80 per person
2 Course set menu	R 385 per person
3 Course set menu.....	R 410 per person
Cocktail Menu 5 items.....	R 220 per person
Cocktail Menu 7 items.....	R 300 per person
Cocktail Menu 9 items.....	R 390 per person



THE COMMODORE HOTEL

Buffet Menu 1	R 420.00 per person
Buffet Menu 2	R 400.00 per person
Buffet Menu 3	R 380.00 per person
Set menu 2 course	R 385.00 per person
Set menu 3 course	R 440.00 per person
Plated Breakfast	R 250.00 per person
Conference Breakfast Menu	R 290.00 per person
Cocktail Menu	R 220.00 per person 5 items
	R 300.00 per person 7 items
	R 390.00 per person 9 items

THE PORTSWOOD HOTEL

Buffet Menu 1	R 320.00 per person
Buffet Menu 2	R 350.00 per person
Buffet Menu 3	R 380.00 per person
Chef Feast Menu	R 325.00 per person
Set Menu	R 385.00 per person - 2 course
	R 440.00 per person - 3 course
Plated Breakfast	R 250.00 per person
Cocktail Menu	R 220.00 per person - 5 items
	R 300.00 per person - 7 items
	R 390.00 per person - 9 items



BUFFET MENU *The Commodore*

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

Tea and coffee included in all.

BUFFET MENU 1 - R420.00

STARTERS

Vegetarian Pesto Pasta Salad
Pineapple & Carrot Salad
Zucchini Panzanella Salad
Beef Spring Rolls with Local Chutney
Buffalo Wings With BBQ Basting
Cajun Crumbed Calamari with Tartar

MAIN COURSE

Harissa Spiced Line Fish with Lemon
Parsley Sauce
Cannelloni Stuffed With Ratatouille
Served With Béchamel Sauce (V)
Pork Loin Ribs With Honey
& Mustard Sauce
Thai Green Curry with Chicken
Herb & Garlic Cauliflower Rice
Oven Roasted Seasonal Vegetables (V)
Fried Chateau Potato (V)

DESSERTS

Peppermint Crisp Tartlets
Sticky Toffee Pudding
Cinnamon Sugar Dusted Churros With
Chocolate Sauce
Fresh Fruit Salad

BUFFET MENU 2 - R400.00

STARTERS

Honey Roasted Bacon & Potato Salad
Butternut & Feta Salad (V)
Deep Fried Calamari with Garlic &
Paprika Aioli
BBQ Chicken Wings
Jalapeno Cheese Rissoles (V)

MAIN COURSE

Lemon Peppered Line Fish with
Caper Butter Sauce
Roasted Beef Sirloin with Whole
Grain Jus
Lemon & Herb Chicken Breast
Rosemary & Garlic New Potato (V)
Oven Roasted Honey & Cinnamon
Butternut
Wok Spinach with Oyster Sauce &
Sesame

DESSERTS

Vanilla Panna Cotta
Rich Chocolate Mousse
Chocolate Brownies with Vanilla
Ice-Cream (N)

(V) - Vegetarian

(N) - Nuts/Seeds

BUFFET MENU *The Commodore*

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

Tea and coffee included in all.

BUFFET MENU 3 - R380.00

STARTERS

Potato Salad with Chive Mayonnaise

Garden Green Salad with Balsamic Vinaigrette (V)

Ratatouille Salad with Tomato Vinaigrette (V)

Chicken Samosa with Chutney

Vegetable Spring Roll With Sweet Chilli Sauce

MAIN COURSE

Tempura Battered Hake with Tartar Sauce

Butter Chicken Curry

Beef & Pepper Skewers

Cardamom Steamed Basmati Rice

Broccoli & Almond Gratin (N)

Balsamic Glazed Carrots

DESSERTS

Fresh Fruit Salad

Ice Cream Selection

Chocolate Eclairs



(N) - Nuts/Seeds

(V) - Vegetarian



SET MENU *The Commodore*

Prices: R 385 - 2 course | R 440 - 3 course

*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.
Tea and coffee included in all.*

STARTERS

West Coast Black Mussels

White Wine | Garlic | Cream | Parsley | Baguette

Roasted Peppers & Tomato Soup (V)

Oven Roasted Green Peppers | Oven Roasted Tomato | Onion

Fresh Knysna Oysters

Three Oysters Served On Ice | Tabasco | Lemon | Cracked Pepper

Greek Salad (V)

Creamy Danish Feta | Calamata Olives | Cucumber | Red Onion | Capers | Baby Tomatoes | Olive Oil

Butternut & Feta Salad (V)

Roasted Butternut | Pumpkin & Sunflower Seeds | Feta Cheese | Honey & Mustard Dressing

Buffalo Wings

Basted Chicken Wings | Onion Rings | Blue Cheese Sauce

MAIN COURSES

Saucy Beef Burger

Homemade Burger Bun | Grilled Beef Sirloin Patty | Lettuce | Tomato | Gherkin | Hand-Cut Chips
Choice Of Sauces - Mushroom | Pepper | Cheese

Fish & Chips

Battered Local Hake Fish | Hand-Cut Chips | Tartar Sauce | Garlic Aioli

Calamari & Chips

Crumbed Calamari Steak | Hand-Cut Chips | Tartar Sauce | Garlic Aioli

Prime Cut Beef Sirloin

Char-Grilled | Hand-Cut Potato Chips | Broccoli | Honey Glazed Butternut
Choice Of Sauces - Mushroom | Pepper | Cheese | Prego

Chicken & Leek Pot Pie

Chicken Fillet | Creamy Leek & Onion Sauce | Cajun Spinach | Coriander Butternut

Wild Mushroom Risotto (V)

Wild Mushrooms | Arborio Rice | Garlic | Thyme | Truffle Oil | Parmesan Shavings

Dhal Curry (V)

Yellow Toordahl Lentil Cooked With Mustard Seeds, Turmeric & Leaf Masala
Served With Basmati Rice | Poppadom | Roti | Vegetables Atchar | Chutney | Tomato & Onion Salsa

DESSERTS

Espresso Crème Brûlée

Oreo Cheesecake

Brownie Extraordinaire

Spiced Apple Crumble

(V) - Vegetarian

(N) - Nuts/Seeds

PLATED *Breakfast*

R250.00

Choice of local fresh fruit juices

Fruit Salad with yoghurt, muesli & honey (N)

Assorted muffins & pastries

Scrambled eggs, bacon, grilled tomato, baked beans, hash brown
& beef sausage

Selection of specialty coffee & tea



Actual product may vary from photographs & illustrations.

(V) - Vegetarian

(N) - Nuts/Seeds



CONFERENCE *Breakfast Menu*

R290.00

COLD SELECTION

Choice of local fresh fruit juices Selection of yoghurts

Sliced Fresh Fruit

Selection of Danish pastries

Selection of Muffins and Croissants

Selection of international & local cured meats

Assortment of South African cheeses

Served with assorted breads & cheese biscuits

HOT SELECTION

Scrambled Eggs

Savoury Quiche

Bacon

Beef/Chicken Sausage

Baked Beans

Hash Browns

Grilled Tomato

Selection of specialty coffee/tea



COCKTAIL MENU *The Commodore*

*Select 5 Items - R 220.00 per person,
7 Items - R 300.00 per person or 9 Items - R 390.00 per person*

HOT SELECTION

Sweet & Sour Bobotie Tarts with
Cucumber Chutney
Tomato & Caramelized Onion Tarts
Moroccan Lamb Kebabs with Mint Riata
Peppered Steak Vol Au Vent
Chicken Satay Skewers
West Coast Fish Cakes
Crumbed Prawn Tails with Sweet Chilli Sauce
Tempura Crunch Sushi Vegetarian
Ham & Pepper Frittata
Jalapeno Cheese Poppers
Masala Steak Roti
Chilli Cheese Beef Burger
Vegetable Spring Rolls
Chicken & Corn Quiches

COLD SELECTION

Caprese Skewers with Basil Pesto Dressing
BBQ Pulled Pork and Red Cabbage
Cole Slaw on Rye Bread
Chilli Squid with Lemon Paprika Aioli
Spinach & Feta Quiche
Bacon & Pineapple Rolls
Parma Ham & Fig Crostini
Deep Fried Goat's Cheese, Biltong and Pepper Dew
Roasted Vegetable and Red Pepper Humus Tarts
Smoked Salmon Mousse with Cucumber Discs
Stuffed Eggs with Salmon Roe
Chicken & Vegetable Terrine



Actual product may vary from photographs & illustrations.

(V) - Vegetarian

(N) - Nuts/Seeds

COCKTAIL MENU *The Commodore*

SWEET SELECTION

Fruit Skewers

Pavlova with Cream & Fruit

Blue Berry Cheese Cake

Custard Pasties De Nata

Chocolate Duo Mousse

Peppermint Tart

Strawberry Yoghurt Mousse Glass

Caramel Crème Brûlée

Red Velvet & Raspberry Cupcakes

Lemon Tarts



Actual product may vary from photographs & illustrations.

(V) - Vegetarian

(N) - Nuts/Seeds

BUFFET MENU *The Portswood*

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

Tea and coffee included in all.

BUFFET MENU 1 - R320.00

STARTERS

Honey Roasted Bacon & Potato Salad
Butternut & Feta Salad (V)
Greek Salad
Deep Fried Calamari with Garlic &
Paprika Aioli
Honey & Soya Chicken Wings
Jalapeno Cheese Rissoles (V)

MAIN COURSE

Lemon Peppered Line Fish with
Caper Butter Sauce
Roasted Beef Sirloin with Whole
Grain Jus
Lemon & Herb Chicken Breast
Rosemary & Garlic New Potato (V)
Oven Roasted Honey & Cinnamon
Butternut
Wok Spinach with Oyster Sauce &
Sesame

DESSERTS

Warm Apple Pie Served With
Vanilla Custard
Rich Chocolate Mousse
Chocolate Brownies With Vanilla
Ice-Cream (N)

BUFFET MENU 2 - R350.00

STARTERS

Potato Salad with Chive Mayonnaise
Garden Green Salad with Balsamic Vinaigrette (V)
Ratatouille Salad with Tomato Vinaigrette (V)
Chicken Samosa with Chutney
Vegetable Spring Roll With Sweet Chilli Sauce
Tempura Prawns with a Sweet Chilli Dipping Sauce

MAIN COURSE

Tempura Battered Hake with Tartar Sauce
Butter Chicken Curry
Beef & Pepper Skewers
Cardamom Steamed Basmati Rice
Broccoli & Almond Gratin (N)
Balsamic Glazed Carrots

DESSERTS

Pecan Nut Tart (N)
Fresh Fruit Salad
Malva Pudding Served With Vanilla Custard



BUFFET MENU *The Portswood*

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

Tea and coffee included in all.

BUFFET MENU 3 - R380.00

STARTERS

Vegetarian Pesto Pasta Salad
Pineapple & Carrot Salad
Zucchini Panzanella Salad
Beef Spring Rolls with Local Chutney
Buffalo Wings With BBQ Thyme Basting
Cajun Crumbed Calamari with Tartar Sauce

MAIN COURSE

Harissa Spiced Line Fish with Lemon Parsley Sauce
Cannelloni Stuffed With Ratatouille Served With Béchamel Sauce (V)
Pork Loin Ribs With Honey & Mustard Sauce
Thai Green Curry with Chicken
Herb & Garlic Cauliflower Rice
Oven Roasted Seasonal Vegetables (V)
Fried Chateau Potato (V)

DESSERTS

Peppermint Crisp Tartlets
Sticky Toffee Pudding With Vanilla Custard
Cinnamon Sugar Dusted Churros With
Chocolate Sauce
Fresh Fruit Salad

(V) - Vegetarian (N) - Nuts/Seeds

Actual product may vary from photographs & illustrations.

Buffet Menu 4

CHEF'S FEAST - R325

STARTER

(Select One)

Cape Malay Platter

Butter Chicken Samosas, Bobotie Meatballs, Daltjies, Spinach & Feta Halfmoons, Apricot Chutney, Mint Yoghurt, Tomato & Onion Salsa

or

Butternut Soup

Roasted butternut simmered in vegetable stock & blended to perfection, served with fresh bread

MAIN COURSE

(Select Three)

Cape Malay Seafood Curry

Lamb Curry

Butter Chicken Curry

Pumpkin & Beef Bredie

Dahl Curry

DESSERTS

(Select One)

Warm Apple Pie Served With Vanilla Custard

Fresh Fruit Salad

Chocolate Brownies With Vanilla Ice-Cream (N)

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
Tea and coffee included in all.*

STARTER

Smoked salmon salad with honey & mustard dressing
Chicken & corn soup with herb croutons
Vegetarian quiche with basil pesto sauce (V)
Springbok Carpaccio with arugula salad and truffle oil
Savoury cape malay platter with sambals

MAIN COURSE

Grilled beef sirloin with roasted vegetables & mustard mash potato with pepper sauce
Grilled linefish with baby vegetables, garlic new potato & lemon butter sauce
Roasted chicken supreme with creamed spinach
Honey roasted butternut & mushroom sauce
Veg/Beef/Chicken burger with side salad & french fries with pepper or mushroom sauce (V)
Beef/Chicken/ Vegetable wrap with side salad & french fries (V)

DESSERT

Malva pudding with custard
Passionfruit cheesecake with cream chantilly
Ice cream/Sorbet Trio with fruit coulis or chocolate sauce
Chocolate volcano with vanilla ice cream
Cape Malay koeksisters

2 COURSE SET MENU - R 385

3 COURSE SET MENU - R 410

(V) - Vegetarian (N) - Nuts/Seeds

PLATED *Breakfast*

R250

Choice of local fresh fruit juices

Fruit Salad with yoghurt, muesli & honey (N)

Assorted muffins & pastries

Scrambled eggs, bacon, grilled tomato, baked beans, hash brown & beef sausage

Selection of specialty coffee & tea



Actual product may vary from photographs & illustrations.

(V) - Vegetarian

(N) - Nuts/Seeds

COCKTAIL MENU *The Portswood*

*Select 5 Items - R 200.00 per person,
7 Items - R 280.00 per person or 9 Items - R 360.00 per person*

HOT SELECTION

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 (V)
Mini chicken pizza
Cheese & mushroom empanada (V)
Roast vegetable tarts (V)

COLD SELECTION

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

(N) - Contains Nuts/Seeds

(V) - Vegetarian



Actual product may vary from photographs & illustrations.

COCKTAIL MENU *The Portswood*

SWEET SELECTION

Chocolate eclairs
Lemon tarts
Milk tarts
Fruit tarts
Chocolate mousse
Blueberry cheese cake
Koeksisters
Strawberry sorbet



Actual product may vary from photographs & illustrations.

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

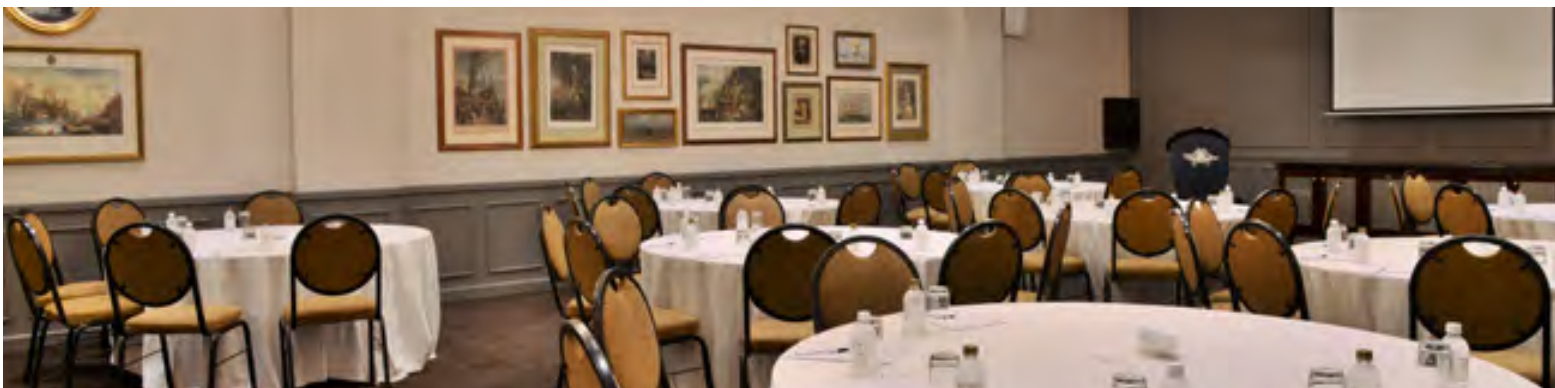
- Brief presenters on requirements and deadlines and the desired result
- Enquire about their needs with regards to equipment to present a professional conference
- Do they require accommodation or travel arrangements to the conference venue?

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



Actual product may vary from photographs & illustrations.