



### CONFERENCE CENTRE

The Willows Conference Centre offers two informal venues for groups ranging from 20 to 250 delegates. Our 3-star facilities and services include: secure parking, 3-star accommodation, an on-site shop, and a fully licensed bar. Our Conference Centre is also completely wheelchair accessible with a disabled ablution facility.

### INCLUDED IN THE CONFERENCE FACILITY PRICES

- Standard conference equipment: Data Projector, White Screen, Flipchart with Paper & Coloured Pens.

### EQUIPMENT HIRE (OPTIONAL)

PA System & Microphones (1 x cord, 2 x cordless): R 1 000 for the first day & R 500 for each additional day


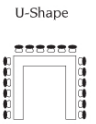

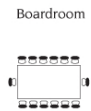
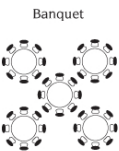
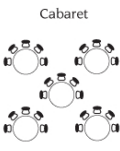
### PLEASE NOTE

- The Resort & Conference Centre DOES NOT have Wi-Fi facilities (Internet access is only available via your own Vodacom 3G connection)
- We do not supply or hire laptops - please supply your own
- There is a surcharge of R 1 500 on Sundays and Public Holiday

### CONFERENCE PACKAGES

	FULL DAY R430 pp	MORNING HALF DAY R300 pp	AFTERNOON HALF DAY R284 pp
Breakfast	Add R55 - R107	Add R55 - R107	
Arrival Tea/Coffee	✓	✓	
Arrival Snacks	Add R40	Add R40	
Conference Session 1	✓ Notepad, Pen, Bottled Water, Mints	✓ Notepad, Pen, Bottled Water, Mints	
Mid-morning Break	✓ Tea/Coffee with Confectionery	✓ Tea/Coffee with Confectionery	
Conference Session 2	✓	✓	
Lunch & Soft Drink	✓	✓	✓
Conference Session 3	✓ Bottled Water, Mints		✓ Notepad, Pen, Bottled Water, Mints
Mid-afternoon Break	✓ Tea/Coffee with Confectionery		✓ Tea/Coffee with Confectionery
Conference Session 4	✓		✓
Dinner	Add R115 - R225		Add R115 - R225
Dessert	Add R40 - R50		Add R40 - R50
Drink with Dinner	Add R17 - R30		Add R17 - R30
OR Bar Availability	P.O.A.		P.O.A.
Conference Session 5	Add R50 Bottled Water, Mints		Add R50 Bottled Water, Mints
Accommodation 2 or 3 Bedroom Units Tea & Coffee in Units	Add R380 pp 1 person per room ✓		Add R380 pp 1 person per room ✓
Accommodation Sharing 2 or 3 Bedroom Units Tea & Coffee in Units	Add R270 pp 1 person per bed ✓		Add R270 pp 1 person per bed ✓

### VENUE SEATING STYLES & CAPACITIES

			SEATING STYLE	MAXIMUM CAPACITY
			Theatre	400 PAX
			U-shape	45 PAX (15 three-seater conference tables)
			Classroom	120 PAX (40 three-seater conference tables)
			Boardroom	36 PAX (12 three-seater conference tables)
			Banquet	250 PAX (25 ten-seater round tables)
			Cabaret	125 PAX (25 ten-seater round tables seating 5 at each)



All conference sessions will take place in our large hall (Main Hall).  
All meals & tea breaks will take place in our smaller dining room (Function Room).

Groups of 12 delegates or less may use our boardroom which contains a 12-seater boardroom table and Flat Screen TV.

Groups of 120 delegates or more, will be required to seat banquet style for conferencing and for meals. Round tables will therefore be used for conferencing and meals in our large hall. The Tea/Coffee station and Buffet will remain in our dining room.

Groups of more than 250 delegates, will be accommodated in our large hall seated theatre style. Extra chairs will need to be hired, which will incur an additional cost. Since we will then not have sufficient tables and chairs for a sit down meal, only finger snacks can be served in our dining room. Please contact us to discuss this option.

You are more than welcome to come and view our venues. However, it is very important that you phone us and make an appointment first. If we have functions taking place, we might not be able to show you around. To make an appointment, please call the Events Office on Tel: 041 396 2006.

### ACCOMMODATION

The Willows is all about convenience and variety for our guests. Our accommodation units are fully equipped and within walking distance of our venues. We offer different types of accommodation, ranging from our smallest unit for 2 people to an 8-sleeper rondavel. Please note that every unit in our resorts consist of a double bed in the main bedroom and either single or single and slide-out beds in the other bedrooms. You may request that the units be serviced each day, but an additional fee (per service) is payable. If you would like to enquire about our accommodation, would like to make a reservation, or would like to arrange that the units are serviced daily, you can contact our reservations team on Tel: 041 396 2000. Please note that our check in time is after 2:00pm and check out time is before 10:00am.

You are more than welcome to come and view our various units, however, it is very important that you phone us and make an appointment first to ensure that the particular type of unit is vacant and available to view on the day.

### DEPOSITS & PAYMENTS

PLEASE NOTE: The Willows reserves the right to change prices without notice should there be any unforeseen increases. Accepted payment methods include: Cash, E.F.T., and Debit/Credit Cards (We DO NOT accept American Express or Diners Club).

DEPOSIT/PAYMENT	%	WHEN
First Deposit: (Non-refundable)	10%	Within 7 days of receiving first quote
Second Deposit	40%	30 days before your arrival
Final Payment	50%	7 days before your arrival

The 10% holding (first) deposit is non-refundable. The deposit dates and amounts will appear on your quotation.

Changes to the number of delegates must be communicated in writing, and the quotation can then be adjusted accordingly. **However NO changes can be made within one week of the conference start date.**

A refundable damage deposit of R 2 000 is charged, and is used to recover the costs of any breakages or last minute extras. The difference will be paid back into your bank account via E.F.T within 7 days after the conference.

### BAR FACILITY

- The bar facility is only made available upon request and must be booked in advance.
- The Willows has a fully licensed bar and reserves the right to confiscate any alcohol not purchased at the venue.
- The consumption of alcohol in the parking area or inside of vehicles is strictly prohibited.
- Last round will be called at 23:30 and the bar will close at midnight.
- The bar is available on a cash or tab basis. Please contact the bar concession holder to discuss any applicable bar tab restrictions (which drinks will be available to purchase on the bar tab).
- Barman wages are payable at a rate of **R 90 per hour (R 135 per hour on Sundays and R 180 per hour on public holidays)**.
- One barman is required per ±35 people.
- The bar is well stocked, but should you have any special requests, arrangements can be made with the bar concession holder.
- You may bring your own Champagne or Wine into the venues, but only with the prior permission of the bar concession holder.
  - However, a **corkage fee of R 60 per 750ml bottle will be charged**. Please note that in this case, any bottles brought into the venues will not be stored in the bar or kitchen fridges (no cooler boxes, or ice buckets will be supplied). The onus is on the person supplying the bottles to ensure that they are kept cold and distributed within the venue at the appropriate times.
- The total cost of the barman wages, any corkage fee, any bar tab, table wine and/or champagne can be included on your quotation, but a **R 50** levy will apply. Alternatively all bar requirements can be quoted by and paid directly to the bar concession holder.

### BAR CONCESSION HOLDER DETAILS:

Name: Sampie Marais  
Email: [lizalex70@yahoo.com](mailto:lizalex70@yahoo.com)  
Tel: 041 396 2014  
Cell: 082 594 4278



**CATERING & MENUS**

- All menu prices below are per person.
- The Willows reserves the right to change prices without notice should there be any unforeseen increases.
- One menu must be chosen for the entire group since we serve our meals buffet style.
- All menus can be re-designed and costed to meet your specific requirements.
- **NO self-catering or external caterers will be permitted** – only in-house catering or sourced from our trusted suppliers.
- NO food or drinks may be brought onto the premises & **NO take-aways** will be permitted.
- The kitchen closes at 21:30. Dinner must be served by no later than 20:00 and the buffet will be open for a maximum of 1 hours only.
- **Special dietary requirements** (e.g.: Halaal, Vegetarian, Vegan, Diabetic and Gluten Free meals) can be accommodated, but **must be arranged well in advance and a surcharge may apply per meal**. If you have any other requirements, please discuss them with us, as you may be required to supply your own meals.

**MENUS**

<p><b>BREAKFAST</b> Served with Fruit Juice Breakfast - 1 Meat Dish; Scrambled Egg; Tomato &amp; Onion Relish; Bread, Spreads &amp; Cheese</p>	R 55
<p><b>Add:</b> - Another Meat Dish - Cereals &amp; Milk - Yoghurt, Fruit Salad &amp; Muesli</p>	+ R 15 + R 12 + R 25
<p><b>ARRIVAL SNACKS</b> - Confectionery - A variety of Sandwiches (4 wedges per person)</p>	R 40 R 40
<p><b>PACKED MEAL</b> (Breakfast, Lunch or Dinner) - Large Bread Roll with a choice of filling; a Sweet Muffin; a Fresh Fruit; a Packet of Crisps; a 350ml Juice</p>	R 85
<p><b>Bread Roll Filling Options:</b> - Ham, Cheese &amp; Lettuce - Smoked Chicken &amp; Mayonnaise</p>	
<p><b>LUNCH (included in Conference Package) / DINNER</b> <b>Chicken Dishes</b> - Chicken Pie, with mash potato &amp; a vegetable dish - Chicken Curry, with basmati rice, sambals &amp; a vegetable dish - Chicken Schnitzel, with potato bake &amp; a vegetable dish - Chicken Stew (with potatoes &amp; carrots), with rice &amp; a vegetable dish - Chicken A La King, with a vegetable dish &amp; a bread roll - Roast Chicken Quarter, with savoury rice, &amp; two vegetable dishes</p>	R 125
<p><b>Beef Dishes</b> - Lasagne, with a green salad &amp; bread roll - Spaghetti Bolognese topped with basil &amp; mozzarella cheese, with a green salad &amp; bread roll - Bobotie with Coconut Milk, with a vegetable dish &amp; a green salad - Beef Curry, with basmati rice, sambals &amp; a vegetable dish - Beef Stew (with potatoes &amp; carrots), with rice or samp &amp; a vegetable dish</p>	R 125
<p><b>Lamb Dishes</b> - Lamb Curry, with basmati rice, sambals &amp; a vegetable dish - Lamb Stew (with potatoes &amp; carrots), rice &amp; a vegetable dish - Lamb Cutlet, with mash potato &amp; peas</p>	R 140
<p><b>Fish Dishes</b> (Not available on Saturday or Sunday) - Battered Fried Hake, chips, peas &amp; coleslaw</p>	R 115
<p><b>Add:</b> - Greek Salad</p>	R 20
<p><b>DRINKS</b> (with Lunch or Dinner) - Fruit Juice - Soft Drink</p>	R 17 R 19



Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2

**BRAAI MENU**

*(Lunch or Dinner) A minimum of 20 people are required to order this menu.*

*Halaal Braai Meat is available and is braaied on a separate braai grid.*

*The braai meat is braaied by our staff on a large gas braai in the Lapa Area – No self braaing is permitted.*

**PRE-SPIT BRAAI SNACKS**

- Salted Peanuts & Raisins
- Biltong & Droëwors
- Crisps & Pretzels with Dips

R 60pp

**2 PIECE BRAAI**

- Lamb Chop
- Boerewors or Cheese Griller

R 190

**3 PIECE BRAAI**

- Lamb Chop
- Boerewors or Cheese Griller
- Chicken Kebab

R 215

**Side Dishes:**

- Bread Rolls or Roosterkoek or Homemade Bread

**+ Choice of 1:**

- Creamy Hot Potato Bake topped with Cheese & Fresh Herbs
- Cold Potato Salad with Mayonnaise

**+ Choice of 3:**

- Curried Noodle Salad
- Four Bean Salad
- Spicy Chakalaka Salad
- Greek Salad
- Carrot & Pineapple
- Beetroot Salad

**Extra Side Dishes**
**TEA/COFFEE STATION**

R 20

**SPIT BRAAI MENUS**

*(Lunch or Dinner) A minimum of 30 people are required to order this menu.*

*The Spit Braai is NOT done on site. Halaal Lamb and Chicken can be arranged*

**PRE-SPIT BRAAI SNACKS**

- Salted Peanuts & Raisins
- Biltong & Droëwors
- Crisps & Pretzels with Dips

R 60pp

**SPIT BRAAI MENU OPTIONS**

- 2 Meats, 4 Side Dishes
- 3 Meats, 4 Side Dishes

R 210

R 225

**Meat Dishes:**

- Spit Braai Lamb
- Spit Braai Pork
- Spit Braai Chicken
- Chicken Kebabs

**Side Dishes:**

- Bread Rolls or Roosterkoek or Homemade Bread

**+ Choice of 1:**

- Creamy Hot Potato Bake topped with Cheese & Fresh Herbs
- Garlic Baby Potatoes
- Roast Potatoes
- Cold Potato Salad with Mayonnaise

**+ Choice of 3:**

- Savoury Rice



<ul style="list-style-type: none"> <li>- Oven Roasted Vegetables</li> <li>- Roasted Butternut</li> <li>- Gem Squash filled with Creamed Sweetcorn and topped with Cheese</li> <li>- Curried Noodle Salad</li> <li>- Four Bean Salad</li> <li>- Spicy Chakalaka Salad</li> <li>- Greek Salad</li> <li>- Carrot &amp; Pineapple</li> <li>- Beetroot Salad</li> </ul>	R 20
<p><b>Extra Side Dishes</b> <b>TEA/COFFEE STATION</b></p>	
<p><b>DRINKS</b> <i>(with Lunch or Dinner)</i></p> <ul style="list-style-type: none"> <li>- Fruit Juice</li> <li>- Soft Drink</li> </ul>	R 17 R 19
<p><b>Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2</b></p>	
<p><b>CHEF'S BUFFET WITH DESSERT</b> <i>(Lunch or Dinner) A minimum of 20 people are required to order this menu.</i></p>	R 205
<p><b>Meat Dishes:</b> <b>+ Choice of 1:</b></p> <ul style="list-style-type: none"> <li>- Lamb Curry with Basmati Rice</li> <li>- Beef Goulash with White Rice</li> <li>- Chicken A La King with White Rice</li> </ul>	
<p><b>+ Choice of 1:</b></p> <ul style="list-style-type: none"> <li>- Roast Chicken Thigh</li> <li>- Roast Lamb &amp; Gravy</li> <li>- Roast Beef &amp; Gravy</li> <li>- Roast Gammon &amp; Gravy</li> </ul>	
<p><b>Side Dishes:</b></p> <ul style="list-style-type: none"> <li>- Chef's Choice Vegetable Dish</li> <li>- Chef's Choice Potato Dish</li> <li>- Greek Salad</li> <li>- Bread Rolls or Roosterkoek or Homemade Bread</li> </ul>	
<p><b>DESSERT:</b> - Chef's Choice Dessert <b>TEA/COFFEE STATION</b></p>	
<p><b>DRINKS</b> <i>(with Lunch or Dinner)</i></p> <ul style="list-style-type: none"> <li>- Fruit Juice</li> <li>- Soft Drink</li> </ul>	R 17 R 19
<p><b>Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2</b></p>	
<p><b>DESIGN-YOUR-OWN BUFFET</b> <i>(Dinner Only)</i></p> <ul style="list-style-type: none"> <li>- 2 Meat Dishes, 4 Side Dishes</li> <li>- 3 Meat Dishes, 4 Side Dishes</li> <li>- Extra Meat Dish</li> <li>- Extra Side Dish</li> </ul>	R 210 R 225 R 35 R 20
<p><b>Meat Dishes:</b> <b>Chicken Dishes</b></p> <ul style="list-style-type: none"> <li>- Creamy Chicken &amp; Mushroom Pie</li> <li>- Chicken Breast stuffed with Spinach &amp; Feta and wrapped in Bacon</li> <li>- Roast Lemon &amp; Thyme Chicken with Honey Mustard Glaze</li> </ul>	
<p><b>Beef Dishes</b></p> <ul style="list-style-type: none"> <li>- Roast Beef in gravy</li> <li>- Mild Beef Curry – Tomato Based with Baby Potatoes &amp; Coriander</li> <li>- Beef Goulash with Coriander &amp; Sour Cream</li> <li>- Bobotie with Coconut Milk</li> </ul>	


**Lamb Dishes**

- Roast Lamb with Garlic, Rosemary & Red Wine
- Lamb Stew with Fresh Herbs & Baby Potatoes

**Pork Dishes**

- Roast Gammon with Sticky Honey & Mustard Glaze
- Crumbed Pork Chops with Pepper Sauce

**Hot Side Dishes:**

- Savoury Rice with Mushrooms
- Yellow Rice with Peppers
- White Rice with Gravy
- Basmati Rice
- Roast Potatoes
- Baby Garlic Potatoes
- Potato Bake topped with Cheese
- Oven Roast Vegetable Medley
- Baby Carrots & Peas
- Green Beans with Peppers & Onion
- Creamed Spinach with Potato
- Roasted Butternut
- Sweet Pumpkin
- Gem Squash with Sweetcorn and Cheese
- Broccoli & Cauliflower with Cheese Sauce

**Cold Side Dishes:**

- Potato Salad
- Curried Noodle Salad
- Four Bean Salad
- Spicy Chakalaka Salad
- Greek Salad
- Beetroot Salad

**TEA/COFFEE STATION**
**DRINKS**

*(with Lunch or Dinner)*

- Fruit Juice
- Soft Drink

R 17  
R 19

Alternatively, the bar can be opened (by prior arrangement) on a cash or tab basis. See "BAR FACILITY" on page 2

**DESSERTS**
**Choice of 1**
**COLD**

- Ice Cream with Chocolate & Mint Sauce
- Black Forrest Gateaux with Cherries
- Mississippi Mud Pie
- Cheesecake (Strawberry or Lemon) with Berries in season
- Salted Caramel Individual Cheesecake

R 40  
R 50  
R 50  
R 50  
R 50

**WARM**

- Malva Pudding & Custard
- Apple Crumble & Cream
- Boston Brownie

R 50  
R 50  
R 50