



CONFERENCE FACT SHEET



the cape milner

Conference and Meeting Facilities at The Cape Milner

We are pleased to present our Conference and Meeting Facilities at The Cape Milner.

We value the importance of any meeting or event, and the necessity in adhering to attention to detail. Timing, service, and quality of culinary items, as well as the need to have an efficient conference coordinator readily available, are all hallmarks of the successful conference with us.

We pride ourselves on being able to tailor-make any event to your requirements and invite you to meet with us to discuss the many options available to you.

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A Collection of Luxury Lodges and Hotels in Southern Africa

Contact The Cape Milner to book your conference
Tel +27 (0) 21 426 1101 | Fax +27 (0) 21 426 1109
confer@capemilner.com
www.capemilner.com

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CONFERENCE FACILITIES

The Cape Milner has four air-conditioned conference rooms.

Depending on seating requirements, each conference room can seat:

Venue	Dimensions	Cinema	School room	U-shape	Boardroom	Round tables
Milner 1	5.6 x 6.8 m	40	15	12	12	14
Milner 2	6 x 14.5 m	120	65	30	30	60
Milner 3	6.7 x 13.3 m	90	60	24	30	40
Milner 4	8 x 5.6 m	40	15	12	12	14

STANDARD CONFERENCE EQUIPMENT AVAILABLE

- Cape Milner note pads and pens places on tables
- Lime cordial, water and mints placed on tables
- Retractable screen
- Flip chart and paper
- Whiteboard and markers
- Podium available on request

ADDITIONAL EQUIPMENT

- Data projector
- Hand held / lapel microphone (R650 per day)
- PA system
- Laser pointer (R250 per day)
- Delivery fee (R350 per trip)
- Technician fee (R300 per hour)
- Photocopies (R2.00 per page)

MEAL VENUES AND PRIVATE VENUE SURCHARGES

2 On Milner Restaurant

Breakfast, lunch and dinner is served daily in the restaurant
Closed air-conditioned venue
Capacity: 48 Guests

The Glass Lounge

Our recently renovated bar/lounge with superb views of Table Mountain
Ideal as a tea break venue, luncheon and pre dinner cocktail
Suitable venue for cocktail events
Air-conditioned as well as heated for maximum comfort

Pergola

Breakfast, lunch and dinner is served daily on the pergola
Covered outside venue
Capacity: 40 guests (depending on seating arrangements)
Suitable venue for cocktail events



FACILITIES, SERVICES AND ACTIVITIES AT THE HOTEL AND NEARBY

24 hour security	Grandwest Casino
24 hour reception services	Helicopter flips (Table Mountain and Cape Point)
Bar area	Mountain walks
Currency exchange services	Wineland tours and Cape Point Tours
Credit cards accepted are VISA and MasterCard	Tours to Waterfront and local shopping malls
In-house gym	Sunset cruises off Clifton Beach
Laundry service	Museums and culture trips within the CBD
Undercover parking at an extra charge	Shark diving
Parking complimentary for conferencing	Robben Island
Swimming pool and deck area	Trips to Table Mountain
Complimentary wireless internet connectivity (terms apply)	Township tours

Check out time 11h00 / Check in time 14h00.

Please advise the hotel of your arrival time if you require collection.

Complimentary courtesy shuttle service (in 8km radius from the hotel) Monday to Friday 08h00 – 17h00.

Airport transfers can be arranged at an additional charge.

ACCOMMODATION

Room Type	Amount	Doubles	Twins
Standard	45	Y	Y
Luxury	10	y	Y
Executive	2	Y	N

All rooms have air-conditioning, complimentary tea and coffee making facilities, television (selected satellite channels), direct dial telephones, mini bar fridge - stocked on request only, safes and hairdryers.



Luxury Room



Executive Suite



Standard Room



CONFERENCE RATES

FULLY INCLUSIVE CONFERENCE PACKAGE

High Season Fully Inclusive Conference Package	Low Season Fully Inclusive Conference Package
07 January – 31 March 2016 01 October – 20 December 2016	01 April – 30 September 2016
Standard single room per night – R 2,100	Standard single room per night – R 1,800
Standard double room per night – R 2,500	Standard double room per night – R 2,160

The above packages includes the following:

- Non-alcoholic welcome juice on arrival
- Accommodation and breakfast
- Lunch and dinner
- One conference venue
- Two themed tea / coffee breaks per day

Please note that gratuity is not included in the packages.

Rates are valid from 14h00 on the day of arrival until 12h00 on the day of departure and includes the following:

DAY CONFERENCE PACKAGES

FULL DAY CONFERENCE PACKAGES:

- Corporate Conference package R 395 per person
- Express package R 370 per person (lunch and mid afternoon tea / coffee break not included)

HALF DAY CONFERENCE PACKAGES:

- Half Day Conference package including lunch R 345 per person
- Half Day Conference package excluding lunch R 225 per person

INCLUDES:

Notepads, pens, mineral waters, lime cordial and sweets on the tables

Use of standard conference equipment

Arrival tea, coffee, healthy breakfast

Mid morning tea / coffee break

Lunch – three course menu

Mid afternoon tea / coffee break

STANDARD EQUIPMENT INCLUDES THE FOLLOWING:

Retractable screen

Flip chart and paper

White board & 4 different coloured markers (red, black, blue and green)

ADDITIONAL EXPENSES

All beverages, telephone calls, faxes, special dietary requirements and any other extras not included in the above package are charged on consumption and must be settled upon departure.

For more specifications on packages please contact The Cape Milner

OTHER INFORMATION

Halaal

Please inform us if you should require any special dietary requirements for your guests. Please note that the Cape Milner Hotel is Halaal friendly but not strict in tradition. Should you require strictly Halaal catering, this will need to be sourced in at the cost of menu per person with an additional surcharge of R150.00 per person.

Beverage Requirements

Please state all beverage requirements. Kindly inform us if you require all charges to be posted to the master account of the client or cash option is alternatively available. Please advise if there is a limit to the beverages both item wise as well as bar limit.

Master Signature / Contact

Please supply the master signature for the event and which contact person will be available on the day of the event.

Parking

Should bays be available then you are welcome to make use of them. There is however sufficient parking available in the roads around the hotel. All in house guests are invited to make use of this facility.

Notice Board

Please supply wording requests for the notice board upon arrival of your guests

Branding and Signage

All branding, signage and exhibition material on the outside of the conference facility is subject to approval by the hotel management.

Flowers

We can arrange flowers for your function. A table arrangement is estimated at R250.00 each and a buffet or registration table arrangement costs approximately R400.00 each.

Smoking Legislation

Please note that our conference venues are non-smoking. Guests are welcome to smoke on the pergola.

Internet

The hotel does have a complimentary wireless internet facility available to in-house guests. Day conference delegates receive 500MB complimentary data. Additional data is available at reception at an additional charge.

Transfers

We can arrange transfers for clients. This is not reflected in the quotation. Should you wish to book transfers kindly supply the names, flight details, airlines and times for the people that require transfers. This will be added to the account. Transfers not cancelled will be charged accordingly.

PRIVATE FUNCTION SURCHARGES

Venue	Half Day Venue Hire	Full Day Venue Hire
Milner 1	R1300.00 per day	R2100.00 per day
Milner 2	R2050.00 per day	R3600.00 per day
Milner 3	R2050.00 per day	R3600.00 per day
Milner 4	R1300.00 per day	R2100.00 per day



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LOCATION, DIRECTIONS AND CONTACT DETAILS

2A Milner Road, Tamboerskloof, Cape Town
1km from Cape Town CBD
7km from Cape Town International Airport

BY ROAD:

Directions from Cape Town International Airport.

Traveling from the airport you need to take the N2 Highway to Cape Town.

Just before entering Cape Town the road becomes Table Bay Boulevard, continue in the direction of the Waterfront.

There will be a set of traffic lights, continue straight.

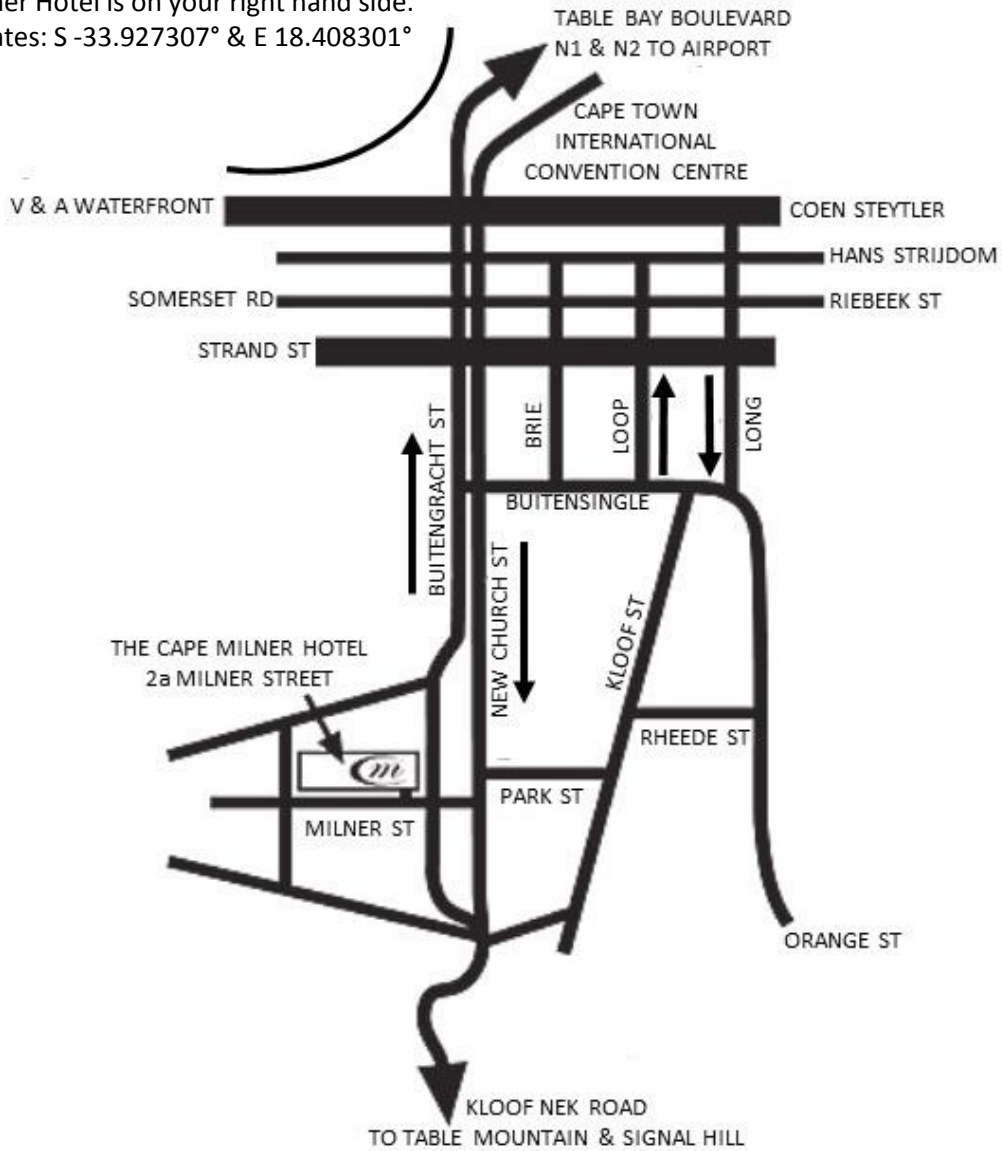
You will be on Buitengracht Road heading towards Table Mountain.

The road will split, keep on the right lane you will now be in New Church Road.

Turn right into Milner Road.

The Cape Milner Hotel is on your right hand side.

GPS Co-ordinates: S -33.927307° & E 18.408301°



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