



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	Cabaret
Milner 1	5.6 x 6.8 m	40	15	12	12	16	8
Milner 2	6 x 14.5 m	100	60	30	30	60	30
Milner 3	6.7 x 13.3 m	80	50	24	30	40	20
Milner 4	8 x 5.6 m	40	15	12	12	16	8

STANDARD CONFERENCE EQUIPMENT AVAILABLE

- Cape Milner note pads and pens placed on tables
- Water on tables
- Popcorn and sweet station
- Retractable screen
- Flip chart and paper
- Whiteboard and markers
- Podium available on request

ADDITIONAL EQUIPMENT

- Data projector
- Hand held / lapel microphone and PA System (R1770 per day)
- Laser pointer (additional charge)
- Technician fee (R500 per hour)
- Photocopies Black & White (R2.00 per page)
- Photocopies Black & White (R3.50 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: 45 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: 30 guests (depending on seating arrangements)
 Suitable venue for cocktail events



FACILITIES, SERVICES AND ACTIVITIES AT THE HOTEL AND NEARBY

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

Low Season Fully Inclusive Conference Package	High Season Fully Inclusive Conference Package
01 April – 30 September 2020	01 October – 20 December 2020
Standard single room per night – R 1'992.00	Standard single room per night – R 2'991.00
Standard sharing per person per night – R 1'430.00	Standard sharing per person per night – R 1'995.00

The above packages includes the following:

- Non-alcoholic welcome juice on arrival
- Accommodation and breakfast
- Lunch and dinner
- One conference venue and two tea / coffee breaks per day
- VAT at 15%

Please note that gratuity is not included in the packages.

Rates are valid from 14h00 on the day of arrival until 11h00 on the day of departure

DAY CONFERENCE PACKAGES

FULL DAY CONFERENCE PACKAGES:

- Corporate Conference package R 510 per person
- Express package R 480 per person (Inclusive of lunch. Excludes arrival tea/coffee and snack)

HALF DAY CONFERENCE PACKAGES:

- Half Day Conference package including lunch R 465 per person
- Half Day Conference package excluding lunch R 350 per person

INCLUDES:

Notepads, pens, bottled water, sweet and popcorn station

Use of standard conference equipment

Arrival tea, coffee, freshly baked pastries and 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 & 3 different coloured markers

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 and accommodation rates please contact The Cape Milner

PRIVATE FUNCTION SURCHARGES

Venue	Half Day Venue Hire	Full Day Venue Hire
Milner 1	R 1'485.00 per day	R 2'365.00 per day
Milner 2	R 2'310.00 per day	R 3'900.00 per day
Milner 3	R 2'310.00 per day	R 3'900.00 per day
Milner 4	R 1'485.00 per day	R 2'365.00 per day



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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 R165.00 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 R275.00 each and a buffet or registration table arrangement costs approximately R440.00 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.

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.

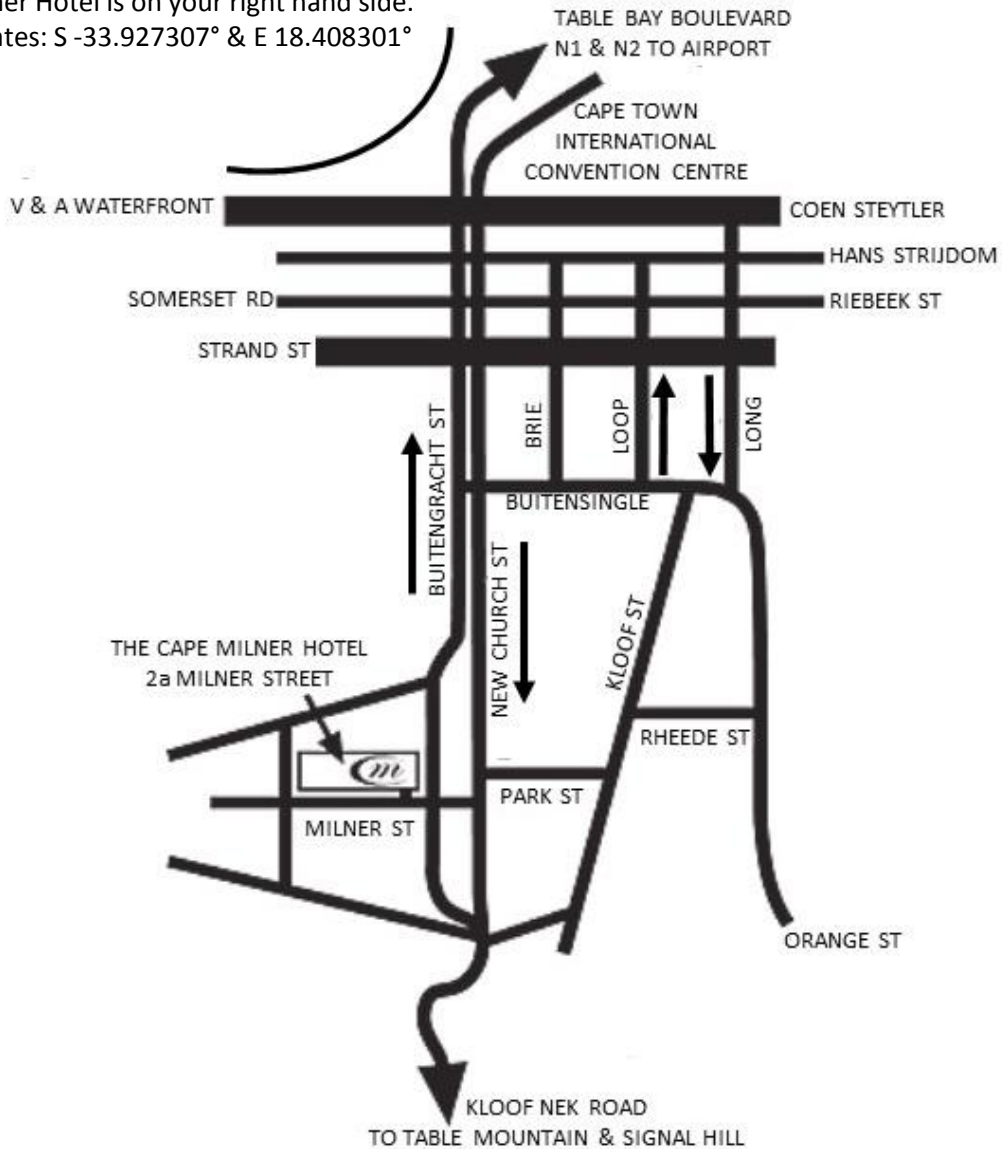
You will be on Buitengracht Road heading towards Table Mountain.

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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