



Conference packages 2026

Welcome to Zwartkop Catering (Pty) Ltd. We would like to thank you for the opportunity to host your conference.

HALF DAY CONFERENCE PACKAGE

R550.00 per person

Includes:

- o Venue Hire
- o Coffee, tea & refreshments on arrival
- o Midmorning coffee, tea & refreshments
- o Buffet Lunch (Please see menu attached)
- o Waiters
- o Pens
- o Note Pads
- o 1 x Still water per delegate
- o Mints
- o Projector/ screen
- o Flip chart with 3 different colour markers

FULL DAY CONFERENCE PACKAGE

R650.00 per person

Includes:

- o Venue Hire
- o Coffee, tea & refreshments on arrival
- o Midmorning coffee, tea & refreshments
- o Buffet Lunch(Please see menu attached)
- o Afternoon Tea, Coffee and Biscuits
- o Waiter Service
- o Pens
- o Note Pads
- o 2 x Still water per delegate
- o Mints
- o Projector/ screen
- o Flip Chart with 3 different colour markers

Conference Times

Half day 08h00 – 13h00

Full day 08h00 – 17h00

- 30 min extensions in the morning (by pre-arrangement) will be allowed at no extra charge.
- Additional after hour usage will be charged at R350.00 per hour. Please note that the extended hours are at the discretion of management and availability.

Break Away Room

A break away room is available on request, at additional cost.

Less than 10pax R500.00

Please check for availability before booking.

Catering:

Arrival: Tea, coffee & Sandwiches

Mid Morning: Tea, Coffee & Muffins

Lunch: (Please see menu options attached)

Afternoon Tea: Tea, Coffee & Biscuits

**Choose one in each category e.g. 1 x meat option, 1 x starch option, 1 x vegetable option,
1 x salad and 1 x dessert option**

All prices include vat

Menu and Prices are subject to change without prior notice

BAR SERVICE

Zwartkop Catering offers the option of either a cash bar or an open bar. When choosing an open bar, please let us know of your specifications, e.g. the limit on the bar, which items may be included or excluded and who the signatory for the bar account will be.

Whilst we prefer that guests order from our wine list, should you, however, wish to bring your own specialty wine or sparkling wines and should these wines not be available through Zwartkop Catering a corkage fee of **R65.00** per bottle (750ml) or **R150.00** (non-standard bottles) will be charged. Permission to bring such wines and sparkling wines must be obtained in writing from Zwartkop Catering. Please note that sherry, port and any other fortified wine, if required, must be ordered from Zwartkop Catering. If guests are caught bringing in alcohol

that was not purchased from Zwartkop Catering, the guest/s will be charged accordingly to Zwartkop Caterings selling price for the product and asked to leave the premises.

Please note that all personal wines and other drinks that are brought onto the premises must be collected within **3 days** of the conference date. No responsibility will be taken for drinks that are left at Zwartkop Country Club after this date.

Please note that as a licensed company and operating from a licensed premise Zwartkop Catering cannot allow any alcoholic or non-alcoholic beverages to be brought onto the premises for consumption, except where permission is received in writing from Zwartkop Catering.

SECURITY

We would require a final list of the delegates for the gate two days prior to your function. This speeds up the access at the gate.

SET UP

Setup should be arranged with the function co-ordinator

PAYMENTS

Please note we require a 50% deposit to secure the venue and full payment (except for the bar) a week before the function!

Kindly contact us should you require our further assistance.

Should you wish to confirm and secure your booking a deposit must be paid and proof thereof sent to us together with the signed function agreement within (7) seven days of the booking.

N.B. Bookings are not considered confirmed unless a deposit and a signed function agreement have been received.

The deposit will not be deemed redeemable due to cancellation at any time.

Contact Details:

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