



BANQUETING & CONFERENCING 2025

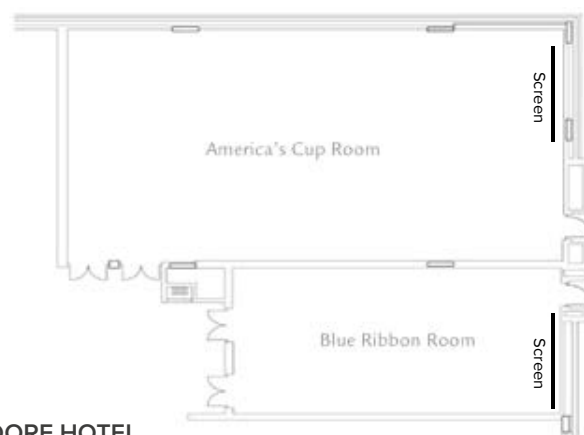
Cape Town, arguably one of the most beautiful cities in the world, hosts the Commodore and Portswood Hotels, situated in the cosmopolitan Victoria & Alfred Waterfront where stylish living, excellent service and a tranquil setting come standard.

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.

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	21.4 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.

- Wireless internet
- Wall-mounted screens
- Cabled microphone
- Photocopying & printing ***
- Podium
- Flipcharts
- Secure underground parking ***

EQUIPMENT HIRE

- | | |
|-----------------------------|--------------------|
| • Laptop | R 1 500.00 per day |
| • Roving / lapel microphone | R 1 200.00 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



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 1..... R 695 PER PERSON

- On arrival: Tea / coffee / juice and muffins
- Mid-morning tea / coffee served with fresh fruit smoothie
- Lunch: Cocktail Lunch in Clipper Restaurant
- Mid afternoon tea / coffee / biscuits and crunchies
- Arrival from 08h00 for morning package, or from 13h00 for afternoon package

HALF-DAY CONFERENCE PACKAGE 1..... R 595 PER PERSON

- On arrival: Tea / coffee / juice and muffins
- Mid-morning tea / coffee served with fresh fruit smoothie
- Lunch: Cocktail Lunch in Clipper Restaurant
- Max 7 items
- Arrival from 08h00

Please note:

Minimum number of 10 guests apply to our Day Conference package.

Half day refers to less than 4 hours of venue hire/ Full day refers to more than 4 hours venue hire.

The above rates are based per person.

Lunch beverages are not included in the above rates and will be charged for consumption.



OTHER INFORMATION

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. Parking is included only in the Conferencing packages

Parking is charged at an hourly rate of R12.00

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 at an additional cost.


INTERNET

The hotel does have complimentary WIFI internet facility and is based on our fair usage policy.

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




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