



PROTEA HOTEL BALALAIKA SANDTON

EST. 1949

"A little bit of country in the heart of Sandton"

Room	Height [m]	Banquet	Board Room	Cinema	Cocktail	School Room	U-Shape
<u>Cambridge</u>	2.75	80	-	110	100	70	40
Cambridge North	2.75	40	-	50	30	35	20
Cambridge South	2.75	40	-	40	30	30	20
<u>Club Room</u>	2.55	50	-	50	50	30	30
Club West	2.55	20	-	20	20	15	15
Club East	2.55	20	-	20	20	15	15
Eton Room	3	-	16	-	-	-	-
<u>Oxford</u>	3.75	200	-	300	350	200	80
Oxford North	3.75	80	-	140	150	100	45
Oxford South	3.75	80	-	140	150	100	45
<u>The Village Manor</u>	5.8	100	-	200	200	130	50

Venue hires are charged per meal period. Please find below meal period times:

Breakfast:	07h00 – 10h30
Lunch:	12h00 – 15h00
Dinner:	19h00 – 23h00
DCP:	08h00 – 17h00
Half DCP:	08h00 – 13h00 / 13h00 – 17h00
Brunch:	10h00 – 14h00
Cocktail:	17h00 – 22h00

There will be after hour charge per hour which will be levied for usage of the venue after the allotted time. Please speak to the Banqueting department for details.

EQUIPMENT AVAILABLE FOR HIRE

3 Flipchart's
 Extra Flipchart
 Whiteboard
 Normal Screen (1.8m –1.8m)
 Podium
 Large Screen (1.8m –2.8m)
 Very Large Screen (2.4m –3.8m)
 TV & VCR
 Pa System (including one microphone)
 Lapel Microphone
 Roving Microphone
 Data Projector (laptop link)
 Tape or CD player
 Technician on Site
 Laptop
 DVD



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DAY CONFERENCE PACKAGES

2009

FULL DAY CONFERENCE PACKAGE RATE:

(08H00-17H00)

Package per person per day, which is inclusive of the following:

Tea/Coffee/ on arrival

Tea/Coffee/savoury refreshment mid morning

Lunch

Tea/Coffee/biscuits mid afternoon

Venue Hire

Parking

Standard equipment-Overhead projector, standard screen, flipchart, whiteboard, podium, writing pads and pens, mints

Data projector –minimum numbers 20 pax, less than 20 pax the charge will be levied

14%VAT

HALF DAY CONFERENCE PACKAGE (Including Lunch)

(07H00-12H00 OR 12H00-17H00)

Package per person per day, which is inclusive of the following:

Tea/Coffee on arrival

Tea/Coffee/pastries mid morning or afternoon

Lunch

Venue Hire

Parking

Standard equipment-(As above)

14%VAT

HALF DAY CONFERENCE PACKAGE RATE (Excluding Lunch):

(07H00-12H00 OR 12H00-17H00)

Package per person per day, which is inclusive of the following:

Tea/Coffee on arrival

Tea/Coffee/pastries mid morning or afternoon

Venue Hire

Parking

Standard equipment-(As above)

14%VAT

Executive Day Conference Package

Package per person per day inclusive of the following –

Tea/coffee/orange juice with cocktail croissants with various fillings, mini fruit kebabs with yogurt dip

Tea/coffee/cocktail quiches and sausage rolls

Lunch

Tea/coffee and deluxe refreshments

Venue Hire

Parking

Standard equipment-Overhead projector, standard screen, flipchart, whiteboard, podium and Data Projector

14% VAT

On Conference Tables: (Applicable to Executive conference package only)

Mineral water

Selection of Sweets in the morning and afternoon

Biltong in the afternoon



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VVIP Day Conference Package – Eton Boardroom only
Package per person per day inclusive of the above as well as a mini bar stocked on request

Colony Restaurant Dinners

Venue Hire

Maximum number of pax = 100

Terrace may not be used

Background music permitted, but no dance floor

Until 23h00 Only

Contact Information

Tel: 011 322 5000

banqueting@balalaika.co.za