



GLENBURN LODGE & SPA
Conference Portfolio
2022



WHY NOT BECOME friends with benefits with **GUVON HOTELS & SPAS** { social weapons of mass distraction includes } 
www.glenburnlodge.co.za conference@glenburn.co.za 011 668 1600



Conference packages & tariffs

The scenic beauty of Glenburn Lodge makes it the ideal setting for conferences, product launches, think tanks and team building exercises. The conference centre can seat up to 600 delegates across nine conference rooms and an Executive Boardroom. From this, alternative breakaway rooms can be utilized in and around the conference centre. All rooms are equipped with standard equipment which includes white boards, flip charts and screens. Specialised equipment such as televisions, data projectors and PA systems are available at an additional charge. Fax, photo copying and email/internet services are also available.

CONFERENCE PACKAGES <i>Valid 2022</i>	HALF DAY R435pp	FULL DAY R505pp	24 HR Package From R1530 sharing
Welcome refreshments: Early morning tea, coffee and rusks on arrival	yes	yes	yes
Mid-morning break: Tea and coffee, served with sandwiches & fruit	yes	yes	yes
Buffet Lunch * : 12h30 – 14h00: Selection of starters, main courses and desserts	yes	yes	yes
Mid-afternoon break: Tea and coffee, served with home-made biscuits		yes	yes
Buffet dinner *: 19h00 – 21h00: Served in appointed dining room. Dinner includes a variety of starters, main courses and desserts as well as tea & coffee			yes

* Buffet meals are subject to minimum numbers. Alternative meal option will be served for 10 pax and less.

STANDARD EQUIPMENT

- Screen
- One flip chart with one ream of paper & two markers
- One whiteboard and two markers
- Note pad with a complimentary Glenburn Lodge & spa pen
- Mints and mineral water placed on the tables

(All other specialised or additional equipment required, will be charged accordingly.)

OVERNIGHT ACCOMMODATION INCLUDES:

- In total there are a 100 rooms consisting of Chalet rooms, hotel rooms and suite (please ask your coordinator for a detailed quotation)
- Early morning wake-up call on request from reception
- Breakfast the following day, served in appointed dining room
- Full English or Continental breakfast (*Buffet served from 15 or more guests*)
- Selection of fruit juices
- Filter coffee & Tea selection

PLEASE NOTE

- All rates are per person per and include 15% VAT.
- All rates are subject to change without notification.
- The Service agreement must be signed to secure your booking. Payment must be done in the next two days to confirm your booking. (At least 50% deposit) Full payment is required 14 days prior to arrival.
- Please enquire about more information with regards to the Tented Camp package rates inclusive of conferencing from our Conference Department.
- **The Conference Centre is open between 06h00 & 19h00 - overtime fee of R900 per hour will be charged after 19h00.**



Alternative Conferencing

If you are looking at a more relaxed conference meeting why not try out our **Casual conference option or Spa Conference** option.

Enquire with your coordinator for further information

CASUAL CONFERENCE PACKAGE

Why be so formal and sit inside while you can enjoy the refreshing outdoors with several scenic areas? Under the professional guidance of our conference co-ordinators, corporates can look forward to conferences with excellent attention to detail, creative *snacks* and relaxing breaks.

Drink on Arrival:	Ice tea – Summer OR Hot Chocolate – Winter
Conference Snacks:	Pancakes, Cupcakes, Popcorn, Light lunch (picnic style)
Fun Elements:	Take a swim during lunch, play putt putt or tennis
Min / Max Pax:	4 - 20
Conference Set-Up:	Bean bags, Picnic blankets, scattered chairs, (depending on weather)



Venue dimensions

CONFERENCE	SEATING CAPACITY				FLOOR DIMENSIONS			AREA M2	POWER NO OF SOCKETS	DOORS		SCREENS	
	U SHAPE	SCHOOL ROOM	CINEMA	HALF MOON	LENGTH M	WIDTH M	HEIGHT M			H	W	H	W
BOARDROOM	16	N/A	N/A	N/A	10.0	5.4	4	54.4	6	2.06	1.47	2.4	2.1
GREENWELL'S GLORY	S/U 26	50	80	48	12.5	8	3.0	100	15	2.06	1.47	2.0	2.0
	D/U 42												
MALLARD	S/U 28	50	80	48	12.5	8	3.6	100	15	2.06	1.47	2.0	2.0
	D/U 44												
MALLARD 1	14	24	40		8	8	3.6	48	7	2.06	1.47	2.0	2.0
MALLARD 2	14	18	40		8	8	3.6	48	8	2.06	1.47	2.0	1.8
MARABOU	S/U 33	80	120	72	15	9	3.2	135	12	2.06	1.47	2.0	3.6
	D/U 50												
MARABOU/ MINNOW	S/U 60	120	180	120	24.5	9	3.2	220	18	2.06	1.47	2.0	3.6
	D/U 100												
MINNOW	24	30	50	32	9	9	3.2	81	6	2.06	1.47	1.9	2.0
PHEASANTS TAIL	8	n/a	12	n/a	5.5	3.8	3.2	19.2	4	2.02	7.6	1.8	1.8
ROYAL CLANSMAN	S/U 60	130	230	150	20	15	4.4	300	22	2.06	1.47	3.0	4.0
	D/U 100												
ROYAL CLANSMAN 1	S/U 30	80	150	56	11	15	4.4	170	12	2.06	1.47	3.0	4.0
	D/U 50												
ROYAL CLANSMAN 2	S/U 30	56	100	48	18	8.5	4.4	130	10	2.06	1.47	2.0	2.0
	D/U 48												
COACHMAN	S/U 32	80	120	64	18	9	3.2	162	10	2.06	4.76	2.75	3.75
	D/U 50												
COACHMAN 2	20	30	50		6	9	3.2		2	2.06	1.47	2.04	3.04
COACHMAN 3	20	30	50		6	9	3.2		4	2.06	1.47	2.04	3.04
WILLIAM'S FAVOURITE	14	20	30		8.8	5	3.2	44	3	2.06	1.47	1.8	1.8



Private Banquet Functions

Valid 1 January 2022 until 31 December 2022

FUNCTION VENUES (5hr hire)	VENUE HIRE	MIN – MAX GUESTS CHARGED PER VENUE FOR FRIDAYS, SATURDAYS, PUBLIC HOLIDAYS (Day before Public Holiday is treated as a Friday)
Glenkyle	R 18 000	Min 100 – Max 250
Glencove	R 12 000	Min 80 – Max 100
River Lapa	R 6 350	Min 30 – Max 50
Wine Cellar	R 2 650	Max 14
Gallery	R3 150	Min 30 – Max 40
Glenwillow / Boma	Rates on request	Min 30 - Max 60 Exclusive use option - including 10 x six sleeper tents, excl bed linen Weekend rates applies Discount apply for a 2 night weekend stay

MENU	DESCRIPTION	PRICE PER PERSON
Standard Buffet	3 course buffet	R 300.00
Standard Braai	3 course buffet	R 310.00
Gala Buffet	Plated starter, Salads & Mains buffet, Plated dessert <i>Not available at Glenwillow and Riverlapa</i>	R 370.00
Deluxe Buffet	4 course buffet	R 460.00
Chef's Plated Menu	Fully plated menu <i>Not available at Glenwillow and Riverlapa</i>	Menu will be charged per person per item selected T&C's
Traditional Braai	3 course buffet	R 420.00
Spit Braai	3 course buffet	R 470.00
Please note: Children 0 - 5 years – no charge Children 6 -12 years – half price Children 13+ years – Adults price Terms and conditions apply		

All the above rates **include 15% VAT**

- Private Venue hire (5 hours)
- Please ask for our menu selections
- Full private bar
- Designated manager, with supervisor & watering staff
- Waiter Guideline:
 - Plated Menu's: 1 waiter for 10 guests
 - Buffet menu's: 1 waiter for 20 guests
- *Should the menu requirements or the nature of service differ and require more service staff, please note a surcharge will be applied for additional. Please consult with your coordinator*
- Excludes décor and AV equipment
- Should you wish to extend your party after midnight, R2000.00 per hour is required in order to keep the bar & venue open
- Ask about our Year End function packages

PLEASE NOTE:

- Guests sleeping over will be charged the difference between the above menu price and the package meal price.
- All non-resident guests will be charged according to the above menu prices.
- Minimum number charge applies.



Teambuilding & Fun Activities

RECREATIONAL FACILITIES (ON-SITE)

No charge to in-house guest

Mountain Hiking Trails (between 45 min – 2 hours)

Bird watching at Glenburn's Wetlands and River meander

River Fishing (Trout, Bass and Carp)

Universal Sports Field

SWIMMING POOLS

Rock pool - Complete with Jacuzzi

Glenpalms Swimming pool with..

Floodlit Tennis Court

Putt Putt course

GUIDED WALKS - book in advance

GAME DRIVES at Rhino & Lion Park – Book in advance

Please enquiry with your coordinator for more information.

Terms & Conditions apply, Subject to availability and Maximum numbers.

THE TRADING POST - Convenience Store

Located near main Reception

Selling: Cold drinks, snacks, sweets, Ice cream, curio items

Operational hours: Please check with reception

GLENBURN SPA - Essential to pre-book direct with the Spa

011 668 1615 | Internal ext 2362 | www.glenburnspa.co.za

MOUNTAIN BIKE - Two cycling routes - Less than 5km.

The beginners route (Green) is for cyclists of all ages and levels, while the advanced route (Red) is a technical ride with several up - and downhills with rocky stretches.

Bike hire fees applicable - please contact reception for further information.



TEAMBUILDING ACTIVITIES

You can choose from a variety of indoor and outdoor teambuilding activities, from something that gets the blood pumping (Amazing race, High ropes, Crazy games, Gold rush, etc) to something that picks your brain (Murder by Numbers, CSI, etc) (Please book directly with these contacts) (Groups only)

ARISE TEAM BUILDING

011 783 1502 | enquiries@ariseteambuilding.co.za | www.ariseteambuilding.co.za

BEACH & BUSH TEAM BUILDING

011 100 7248 | info@beachandbush.co.za | www.teambuilding.co.za

BEYOND TEAM BUILDING

011 803 9775 | info@teambuild.co.za | www.teambuild.co.za

DREAM TEAM CATALYST

011 805 4261 | cherine@dreamteam.co.za | lanea@dreamteam.co.za | www.dreamteam.co.za

DRUM TRIBE

082 853 2451 | shaun@drumtribe.co.za | www.drumtribe.co.za

DRUM CAFE

011 493 0809 | info@drumcafe.com | www.drumcafe.co.za

EVENTS INSPIRATIONS (AFFORDABLE ADVENTURES)

011 465 9168 | team@eventinspirations.co.za | www.eventinspirations.co.za/teambuilding/

JUICED EVENTS

072 429 7571 | juiced@telkomsa.net | www.teambuildingsouthafrica.juicedevents.co.za

SERIOUS FUN FACTORY

083 303 1434 | mike@seriousfunfactory.co.za | www.seriousfunfactory.co.za

TBAE

021 856 0648 | info@tbae.co.za | www.tbae.co.za

TEAM BUILDING ALLIANCE

079 995 2871 | farai@teambuildalliance.co.za | www.teambuildalliance.co.za

XCENTRIC EVENTS

082 323 8524 | info@xcentricevents.co.za | www.xcentricevents.co.za

ZESTY EVENTS

012 993 1872 | info@zestyevents.co.za | www.zestyevents.co.za

iMotiv8 TEAM BUILDING

082 805 8709 | 081 527 4888 | info@imotiv8.co.za | www.imotiv8.co.za