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Conference Portfolio 2022



THE FAIRWAY HOTEL, SPA & GOLF RESORT. MEMBER OF THE GUVON HOTELS & SPAS PORTFOLIO:
ACCREDITED WITH THE AMERICAN EXPRESS PLATINUM FINE DINING RESTAURANT AWARD
2013, 2014, 2015, 2016, 2017, 2018 AND 2019





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Tariffs

Half Day Conference Package

R 595.00 per person per day

Includes:

- Arrival tea, coffee, juice and chef's selection of 3 snacks
- Mid morning tea, coffee and chef's selection of 3 snacks
- Lunch
- Conference venue hire and standard equipment
- Half day: 08h00 – 12h30 or 12h30 – 17h00

Full Day Conference Package

R 625.00 per person per day

Includes:

- Arrival tea, coffee, juice and chef's selection of 3 snacks
- Mid morning tea, coffee and chef's selection of 3 snacks
- Lunch
- Mid afternoon tea, coffee, biscuits and chef's selection of 2 snacks
- Conference venue hire and standard equipment
- Full day: 08h00 – 17h00

24-Hour Conference Package

Includes:

- Arrival tea, coffee, juice and chef's selection of 3 snacks
- Mid morning tea, coffee and chef's selection of 3 snacks
- Lunch
- Mid afternoon tea, coffee, biscuits and chef's selection of 2 snacks
- Dinner
- Accommodation
- Breakfast
- Conference venue hire and standard equipment
- Full day: 08h00 – 17h00

24-Hour Conference Package

Luxury Suites	R 4000.00 per night
Luxury Rooms	R 2 500.00 per night
Leisure Rooms	R 2 300.00 per night
Premier Rooms	R 2 300.00 per night
Golf Villa Rooms (7 x 4 bedroom units)	R 1 900.00 per night
Garden Villa Rooms (6 x 4 bedroom units, 1 x 2 bedroom unit)	R 1 900.00 per night

Single

Please note conference rates exclude breakaway room venue hire.

Please note that there will be an additional surcharge for Kosher and Halaal meals.

All rates are per person per night, inclusive of 15% VAT.

Accommodation rates effective from January 2022 until December 2022.

Rates are subject to change without prior notice.



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Venue Capacities

Seating Style	Windsor Ballroom	Windsor 1	Windsor 2	Randpark 1, 2,3	Randpark 4	Randpark	Garden Sanctuary
Cinema	210pax	130pax	80pax	24pax	56pax	72pax	120pax
School Room	160pax	100pax	60pax	15pax	30pax	45pax	60pax
U-Shape	50pax	40pax	35pax	12pax	21pax	36pax	30pax
Double-U-shape	60pax	63pax	50pax	N/A	N/A	N/A	35pax
Herringbone	160pax	100pax	60pax	N/A	18pax	40pax	60pax
Boardroom	N/A	N/A	N/A	10pax	22pax	40pax	20pax
Cocktail	220pax	140pax	40pax	18pax	20pax	50pax	40pax
Cabaret	160pax	100pax	40pax	N/A	15pax	56pax	40pax
Banquet	180pax	110pax	60pax	20pax	3pax	80pax	40pax

Windsor Ballroom = Windsor 1 + 2

Randpark = Randpark 1 +2 +3

The Garden Sanctuary = 200m from hotel's main entrance

*** The above capacities reflect the guest seating (excl. stage etc.).*

Venue capacity not based on covid 1.5m



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Standard Conference Equipment

Conference tables and chairs

Screen

1 x Data Projector (Kindly note Randpark 1, 2 and 3 will have a Plasma screen available)

Wifi access

1 x Flipchart, paper and markers

Conference stationery

Conference waters and mints

Complimentary fruit infused water

Complimentary chocolate bar

Complimentary ice coffee in summer and soup in winter

General Info

- The Fairway Hotel is the perfect conference venue for adding a “Touch of Class and Style” to your conference. The city hotel is a unique luxury development overlooking the famous Randpark Golf Course, situated just north east of the clubhouse and offers unequalled views over the course.
- 2 x Luxury Suites, 8 x Leisure Rooms, 35 Luxury Rooms, 1 x Paraplegic Room, 16 x Premier Rooms,
7 x 4 bedroom Golf Villas, 6 x 4 bedroom Garden Villas and 1 x 2 bedroom Garden Villa.
- 6 x Conference Rooms.
- Highly trained and experienced staff to provide personal care and attention to all your details to ensure a stress-free conference.
- Fine dining and hand selected wines.
- Sunday lunches.
- The service and cuisine are of a superior standard and strive for a relaxed yet professional atmosphere.
- Up-market banqueting and function facilities with caring staff and a flexible attitude ensuring impeccable attention to detail and top class service.
- Ample safe and free parking.
- On-site activities include: golf, spa, tennis courts, swimming pools, driving range.
- Local places of interest: please enquire with reception.
- Transfers by arrangement.
 - **In case of power or water outages:**
 - **The hotel is 100% powered by our own 630 KVA “Silent Pack” generator and the water supply is secured by a 120,000 liter reservoir.**



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Accommodation



Luxury Suites (2) overlooking the golf course. The room consists of the following:

- King size bed
- Oval bath
- Separate shower area
- Double vanity basin
- Under floor heating in bathroom
- Fireplace
- Separate lounge
- Coffee making facility

Leisure Rooms (8) overlooking the courtyard pool (heated in Winter). The rooms consist of the following:

- King size bed and two single beds
- Built-in bath
- Separate shower area
- Double vanity basin
- Under floor heating in bathroom
- Coffee making facility



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Luxury Rooms (35) & Paraplegic Rooms (1) overlooking the golf course. The rooms consist of the following:

- King size bed
- Built-in bath
- Separate shower area
- Double vanity basin
- Under floor heating in bathroom
- Coffee making facility

Premier Rooms (16) overlooking the garden. The rooms consist of the following:

- King size bed
- Built in bath
- Separate shower area
- Double vanity basin
- Under floor heating in bathroom
- Coffee making facility

Golf Villas (7) overlooking the golf course and river. The Villas consist of the following:

- Built in bath
- Separate shower area
- Single vanity basin
- Kitchen for limited self catering:
 - Coffee making facility
 - Fridge
 - Microwave and 2 Plate gas stove
- Undercover braai area on ground floor patio and Fireplace

Garden Villas (9) overlooking the garden. The Villas consist of the following:

- Built in bath
- Separate shower area
- Single vanity basin
- Kitchen for limited self catering:
 - Coffee making facility
 - Fridge
 - Microwave and 2 Plate gas stove
- Undercover braai area on ground floor patio and Fireplace

All rooms include the following standard items:

Rooms lead out to a small patio

Amenities

Telephone

Cupboard with hangers

Full length mirror

Digital safe (large enough to fit a laptop)

Air Conditioning

Hairdryer

Flat screen TV with SABC and DSTV Bouquet

International adaptors available on request from reception



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Main Hotel



- Balata Restaurant
- Roundabout Bar – outdoors,undercover
- Bar Verve
- Wine Cellar
- Courtyard Pool/ Villa Pool
- Vista Deck
- High Ball Craft Bar

Conference Facilities



- 7 x Conference Rooms (Windsor I, Windsor II, The Garden Sanctuary and Randpark Conference rooms)
- Two of the rooms can be opened to create one larger conference room
- (Randpark I, Randpark II, Randpark III, Randparks1V)



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Attendance Figures

The final attendance numbers and venue allocation must be made 30 days prior to the confirmed event date. The following allowances will be permitted:

1. 10% allowance is permitted to number changes from 48 hours to 7 days prior to event.
2. No changes will be accepted to number changes less than 48 hours.

The Fairway Hotel endeavors to cater for extra numbers but this cannot be guaranteed. Additional covers will be charged for at the agreed rate. The Event Owner and/or the Event Organiser are responsible for ensuring that the maximum capacity of the venue is not exceeded.

Terms and Conditions

- All rates are subject to change.
- A signed contract and 50% deposit is required to secure the booking with the balance payable 14 days prior to the conference.
- The accounts for all outstanding amounts (eg additional beverage consumption) are strictly nett and are payable within 7 days after presentation.
- Dinner, bed and breakfast rates available on request.
- Venue hire fee will apply for any private breakfast, lunch or dinner booked in a private venue. A surcharge will apply for catering for all in-house guests and full menu price will apply for outside guests.
- The number of delegates confirmed by the client when signing the service agreement will be the number of delegates charged for on the client's account. Should the numbers increase, the client will be charged accordingly.
- Confirmed details are required at least 14 days prior to the conference.
- The hotel may, for practical reasons, be required to change the location of the client's conference room.
- The conference room will be available for re-let from the finish time stated.
- Articles of display, equipment, client property or personal property brought on to the premises are not covered by The Fairway Hotel's Insurance policy and are brought on to the premises at the sole risk of the client and/or the delegates of the client. Although The Fairway Hotel endeavours to take the utmost care at all times, it does not accept liability for loss of and/or damage to such items and/or property.
- Kindly note that the entire hotel is **NON SMOKING**.
- Delegates are permitted to smoke on the outside Vista Deck (terrace). The non-smoking policy is applicable to any functions that may be held in the Conference Centre.
- Smoke machines may not be used in the hotel.
- **The venue is available from the starting conference time, but not beyond 17h00. Should you wish to keep the venue open after 17h00, you will be charged an overrun fee of R 1, 700.00 per hour.**



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Contact Details

Contact Details:

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Email: banqueting@thefairway.co.za

Physical Address:

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Randpark
Randburg 2125

Postal Address:

The Fairway Hotel, Spa & Golf Resort
PO Box 6
Randburg 2125

Directions

GPS Coordinates: S 26 06' 86" E 27 58' 00"



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