



Glenburn
LODGE & SPA

Conference Portfolio



WHERE BUSINESS MEETS SERENITY – GLENBURN LODGE & SPA

Host impactful and productive meetings in a tranquil environment designed to inspire. With versatile venues, tailored packages, and seamless service, Glenburn Lodge & Spa is truly The Better Place To Be for all your corporate events.

2026



At Glenburn Lodge & Spa, our Conference Centre boasts 11 versatile venues, perfectly suited for a wide range of meetings and events. From intimate gatherings to larger corporate functions, our spaces accommodate groups of 6 to 300 delegates.

OUR VENUES INCLUDE:

The Coachman, Boardroom, Greenwell's Glory, Mallard 1, Mallard 2, Marabou, Minnow, Pheasant's Tail, Royal Clansman 1, Royal Clansman 2, and Williams Favourite.

In addition, our Glenkyle, Glencove, and Glenwillow venues are ideal for banquets and conferences, available on request.

Each venue name is inspired by either Glenburn's rich fly-fishing heritage or Scottish influences, reflecting the charm of our scenic surroundings.

We offer a variety of conference packages tailored to your needs and budget.

Delegates can enjoy:

Delicious tea and coffee break snacks

A wide selection of hot beverages

Soup and hot chocolate served during winter months

The signature scent of fresh popcorn, a long-standing favourite

Contact us today on conference@glenburn.co.za or 011 668 1600 for a custom quotation





Conference Rates

Rates valid from 1 January - 31 December 2026

HALF DAY CONFERENCE PACKAGE

R630
PER PERSON

INCLUDES:

Welcome: Tea, Coffee and Refreshments on arrival

Mid-Morning Break: Tea, Coffee & Juice served with Refreshments & Fruit

Buffet Lunch: 12h30 – 14h00: Selection of Starters, Main Courses and Desserts

FULL DAY CONFERENCE PACKAGE

R685
PER PERSON

INCLUDES:

Welcome: Tea, Coffee Refreshments on arrival

Mid-Morning Break: Tea, Coffee & Juice served with Refreshments & Fruit

Buffet Lunch: 12h30 – 14h00: Selection of Starters, Main Courses and Desserts

Mid-Afternoon Break: Tea, Coffee & Juice served with Chef's Sweet Treats

24 HOUR CONFERENCE PACKAGE

INCLUDES:

Welcome: Morning Tea, Coffee and refreshments

Mid-Morning Break: Tea, Coffee & Juice served with Refreshments & Fruit

Buffet Lunch: 12h30 – 14h00: Selection of Starters, Main Courses and Desserts

Mid-Afternoon Break: Tea, Coffee & Juice served with Chef's Sweet Treats

Buffet dinner: 19h00 – 21h00 - Served in appointed dining room. Dinner includes a variety of starters, main courses and desserts as well as tea & coffee. Breakfast the next morning.

24 HOUR CONFERENCE PACKAGE RATES

GARDEN OR HOTEL SUITE

(Includes accommodation, breakfast, conference package and dinner)

Single - R3015 p.p. Sharing - R2230p.p.

HOTEL AND CHALET

(Includes accommodation, breakfast, conference package and dinner)

Single - R2665 p.p. Sharing - R2055 p.p.

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

ALL RATES INCLUSIVE OF 15% VAT



Standard Conference Equipment Provided

- Screen
- One flip chart with one ream of paper & two whiteboard markers
- Note pad with a complimentary Glenburn Lodge & Spa pen
- Individually wrapped sweets and bottled mineral water placed on the tables
- Data projector for main room
- All other specialized or additional equipment required, will be charged accordingly this includes: Data projectors for Breakaway rooms, PA systems, Recording equipment, Streaming Equipment, Presentation Tools etc.

General Conference Information

- Half day conferences are either from 08:00 to 13:00 or from 12:00 to 17:00
- Use of conference facilities for full day and 24-hour conferences is from 08:00 to 17:00
- After closure of the Conference Center at 18h00 an overtime fee of R900.00 per hour or part thereof will be charged for the use of the conference facilities and to cover operational costs
- Check-in for accommodation is after 14:00 and check-out is by no later than 10:00 on day of departure.
- All rates are per person per day 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 three days to confirm your booking.
(At least 50% deposit) Full payment is required 14 days prior to arrival.
- Halaal and Kosher delegates will be quoted on separately
- A Completed Conference Checklist must be forwarded to our coordinator no less than 7 days prior to the conference.
- Please ensure that you have read and understand our full Terms and Conditions document.



Conference Room	Seating Capacity					Floor Dimensions			Area	Power	Doors		Screens	
	U Shape (Single/ Double)	Board Room	School Room	Cinema	Half Moon Ovals	Length m	Width m	Height m	m2	No of Sockets	H	W	H	W
Boardroom	n/a	16	n/a	n/a	n/a	10	5.4	4	54.4	6	2.06	1.47	Smart TV	
Greenwell's Glory	U - 40	40	60	120	42	20	8	3.6	160	5	2.06	1.47	2.04	3.04
	UU - 50													
Mallard 1 & 2	U - 28	36	50	100	36	12.5	8	3.6	100	15	2.06	1.47	2.04	3.04
	UU - 44													
Mallard 1	14	12	24	25	12	8	8		48	7	2.06	1.47	2	2
Mallard 2	14	12	18	25	12	8	8	3.6	48	8	2.06	1.47	2.04	3.04
Minnow & Marabou	U - 60	60	120	180	72	24.5	9	3.2	220	18	2.06	1.47	2	3.6
	UU - 100													
Minnow	24	20	30	50	24	9	9	3.2	81	6	2.06	1.47	1.9	2
Marabou	U - 33	36	80	120	36	15	9	3.2	135	12	2.06	1.47	2	3.6
	UU - 50													
William's Favourit E	14	12	20	30	12	8.8	5	3.2	44	3	2.06	1.47	1.8	1.8
Pheasant's Tail	6	8	10	12	6	5.5	3.8	3.2	19.2	4	2.02	0.76	1.8	1.8
Royal Clansman 1 & 2	U - 60	n/a	170	300	120	20	15	4.4	300	22	2.06	1.47	3	4
	UU - 100													
Royal Clansman 1	U - 30	n/a	70	140	42	11.5	15	4.4	170	12	2.06	1.47	3	4
	UU - 50													
Royal Clansman 2	U - 30	n/a	52	100	48	8.5	15	4.4	130	10	2.06	1.47	2	2
	UU - 48													
Coachman 1, 2 & 3	U - 40	40	70	120	48	18	9	3.6	162	8	2.06	1.47	2.04	3.04
	UU - 50													
Coachman 2 & 3	U - 28	36	50	80	36	12	9	3.6	108	5	2.06	1.47	2.04	3.04
	UU - 44													

Accommodation Options

Glenburn Lodge and Spa can accommodate up to 200 guests in a total of 100 bedrooms made up of chalets, standard hotel rooms, garden suites and hotel suites.

26 STANDARD HOTEL ROOMS



20 CLASSIC HOTEL ROOMS



3 HOTEL SUITES



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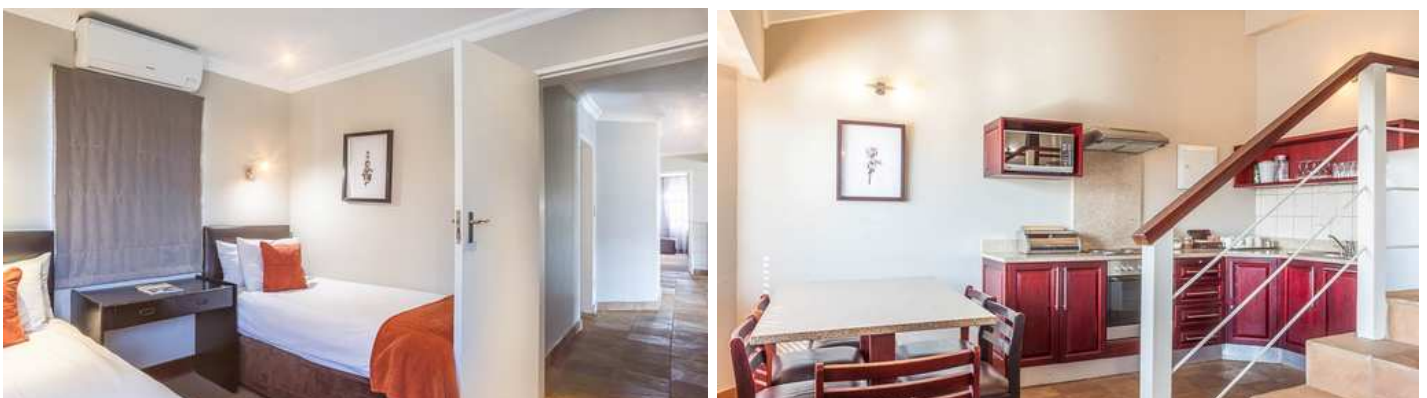
18 GARDEN SUITES



3 FAMILY HOTEL ROOMS



13 SELF CATERING CHALETs (2/3 BEDROOM UNITS)



Accommodation Options

BUSHWILLOW TENTED CAMP - SLEEPS 60 PEOPLE

Rustic tented accommodation comprises ten large comfortable walk-in tents, sleeping up to six people each. The tented accommodation includes a hot indoor shower, toilet and a small kitchenette. The Boma provides a fun-filled African safari experience for guests, be it for weddings, functions or just a simple weekend getaway. The tented camp can be booked exclusively by a group in conjunction with the full take-up of all the tents, accommodating up to 60 people. There are 4 x open plan tents and 6 x partitioned tents, of equal size and offer the same facilities. The only difference is the layout of the sleeping area. Make use of the Boma for your rehearsal dinner or after party.

6 PARTITIONED TENTS



4 OPEN PLAN TENTS



Private Functions

- 1 **GLENCOVE - R20 500 VENUE HIRE**
Minimum 50 pax Maximum 100 pax
5 Hour Function
- 2 **GLENKYLE - R27 000 VENUE HIRE**
Minimum 100 pax Maximum 250 pax
5 Hour Function
- 3 **RIVERLAPA - R8 500 VENUE HIRE**
Minimum 30 pax Maximum 50 pax
5 Hour Function
- 4 **GLENPALMS - R8 500 VENUE HIRE**
Minimum 30 pax Maximum 50 pax
Venue with Pool
5 Hour Function (Not available over weekends)
- 5 **WINECELLAR - R3 200 VENUE HIRE**
Maximum 14 pax
5 Hour Function
- 6 **MINNOW - R4 000 VENUE HIRE**
Minimum 20 pax Maximum 40 pax
5 Hour Function
- 7 **MARABOU - R7 700 VENUE HIRE**
Minimum 30 pax Maximum 60 pax
5 Hour Function



Private Functions

MINNOW & MARABOU - R11 000 HIRE

Minimum 30 pax Maximum 80 pax
5 Hour Function

8 COACHMAN - R8 500 VENUE HIRE

Minimum 30 pax Maximum 60 pax
5 Hour Function

9 CONSERVATORY - R8 500 VENUE HIRE

Minimum 30 pax Maximum 80 pax
5 Hour Function (Semi-private)

10 GALLERY - R4 100 VENUE HIRE

Minimum 20 pax Maximum 40 pax
5 Hour Function (Semi-Private)

CONSERVATORY & GALLERY - R10 400 HIRE

Minimum 40 pax Maximum 100 pax
5 Hour Function

11 GLENWILLOW/BOMA - P.O.R.

Minimum 30 pax Maximum 60 pax
5 Hour Function
Exclusive Use option including 10 x six-sleeper tents,
excludes bed linen, Weekend rates apply.
Discount applicable to a 2-night weekend stay.



Included in our Venue Hire

- Venue Hire for 5 hours from the scheduled start of your event as agreed on your function sheet. (Please note – if you are running late then the time due will not be adjusted) – Strictly 5 hours from the scheduled start time of the event).
- Standard crockery and cutlery, Standard glassware: wine and champagne glasses.
- GlenKyle Venue: Standard ceiling draping and fairy lights, Wooden 10-seater rectangular tables with tiffany/phoenix chairs. GlenCove Venue: Standard ceiling fairy lights, Wooden 10-seater rectangular tables with tiffany/phoenix chairs. GlenWillow (Tented Camp)- Oval tables (seating 8-10 guests per table) with white table cloths and burgundy banqueting chairs (no chair covers). Venues have with oval/Rounds tables (seating 8-10 guests per table) include: Riverlapa, Coachman, Minnow, Marabou, Conservatory - Standard set with white linen and Burgundy Banquet Chairs (No chair cover included) Picture below.
- Red carpet, DJ table & podium.
- Venue manager, Kitchen service, bar staff and waitering staff. Waiter Guideline: Plated Menus: 1 waiter to 10 guests/ Buffet menus: 1 waiter to 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.
- GlenPalms - Glass plastic whicker tables and chairs.
- Wooden rectangular table in the WineCellar.
- Gallery - wooden tables with chairs.
- Generator in the case of an unexpected power failure.

Table décor not included





Excluded from our Venue Hire

- Menu choice and Welcome drinks
- Bar arrangements
- Accommodation
- Audio and Visual Equipment
- DJ
- Photographer/Videographer
- Venue and Table décor - Please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Additional draping and flowers - Please contact our Inhouse Décor Supplier - Belle Ame Décor Specialists
- Data projector - can be hired at an additional cost
- Printing, stationary and supplies
- Drinks are charged at the rates current at the time of the event.
- As a licensed establishment, we regrettably cannot allow drinks of any nature to be brought onto the premises.
- The following charges will apply should you wish to keep the venue and bar open after the 5 hours. No overtime option at Glencove venue, unless all the Garden suites are booked out by your guest.
- Venue Overtime P/H After 5 Hrs – 1st hour R2000.00
- Venue Overtime P/H After 5 Hrs – 2nd hour R3500.00
- Venue Overtime P/H After 5 Hrs – 3rd hour R5000.00
- 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.



Menu Options

STANDARD CHOICE

3 COURSE BUFFET
Minimum 30 pax

R435 per person

OUTDOOR BRAAI

3 COURSE BUFFET
Minimum 30 pax

R435 per person

GALA

5 COURSE MENU
Minimum 50 pax

R535 per person

TRADITIONAL BRAAI

3 COURSE BUFFET
Minimum 50 pax

R555 per person

DELUXE

5 COURSE BUFFET
Minimum 100 pax

R635 per person

BURGER, PIZZA & SALAD BAR

Minimum 20 pax
Maximum 50 pax
11h00 - 16h00

R345 per person

POTJIEKOS

3 COURSE BUFFET
Minimum 30 pax

R365 per person

TABLE D'HOTE

INDIVIDUALLY PRICED
Minimum 20 pax
Only available at Minnow,
Marabou, Gallery &
Conservatory





Onsite Inhouse Decor Specialist

BELLE ÂME EVENT & DECOR SPECIALISTS

Welcome to Belle-Âme Wedding & Events, our on-site preferred supplier, where your dreams become a reality and where your wedding day perfection is our passion. Belle-Âme Weddings & Events provides a one-stop direct link to third party suppliers of décor, flowers, draping, linen and more, to assist in making the planning of your big day as memorable as possible. Creativity, commitment, professionalism and integrity is what you will find at Belle-Âme Weddings & Events.



Contact the Belle-Âme for pricing and to design your perfect event

Adele - 060 887 2800

info@mybelle-ame.co.za



Glenburn Spa

PRE OR POST CONFERENCE PAMPERING FOR THE DELEGATES

Glenburn Lodge Spa offers individual treatments, half day and full day packages. Aside from ten beautifully decorated treatment rooms, its hydro facilities include a private Jacuzzi, indoor heated swimming pool with built in Jacuzzi, Rasul chamber and steam room. For hungry tummies, buffet lunches / A la Carte Menu are served outside on the terrace or in the dining area, in quiet surroundings. The Spa also offers a selection of fine wines that can be enjoyed during lunch or while relaxing outside and taking in the restful scenery. Spa treatments: individual treatments, half day and full day packages can be booked. Or why not host a pamper party or bridal showers? Looking for a treat for the little ones, contact us for a tailor-made quote on hosting her very own spa-party? Spa gift vouchers are available and makes for the perfect gift. Glenburn Spa is a proud member of the South African Spa Association and strives to align itself with the principles and guidelines set by the association.



SCAN TO VIEW OUR TREATMENT MENU





Onsite, Offsite Activities and Teambuilding

Glenburn Lodge & Spa lends itself to family fun, group excursions and outdoor activities due to the two rivers on the property, a beautiful mountain and stretches of grass lands all within a private game reserve.

RECREATIONAL FACILITIES (ON-SITE)

No charge to in-house guests

Mountain Hiking Trails (Between 45 min – 2 hours)

Bird Watching at the River meander

Universal Sports Field

Giant Chess Set

GLENPALMS

Swimming pool & light meals (weekends and selected holidays)

Kiddies' games room, kiddies pool, jungle gym, volleyball

Mini Tennis Court

Putt-Putt Course

ALIDA'S SNACKS & CURIOS – CONVENIENCE STORE

Located near main Reception. Selling: Cold drinks, snacks, sweets, Ice cream, curio items

Operational hours: Please consult with Reception

GROUP GUIDED HIKES

Groups Guided hike of 10 – 20 pax - Rate available on request

Larger groups will have to be split into smaller group and each group will be charged

CROCODILE GROVE HORSE STABLES

Horse rides available - Please enquire from the coordinator.





Outsourced Onsite Teambuilding Activities

You can choose from a variety of indoor and outdoor teambuilding activities, from blood-pumping activities (Amazing race, Gold Rush, etc.) to brain-pickers (Murder by Numbers, CSI, etc).

Please book directly with the following contacts (Groups only)

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

iMotiv8 TEAM BUILDING - 082 492 6877 info@imotiv8.co.za www.imotiv8.co.za

LASER ADVENTURES - 082 782 0469 info@laseradventures.co.za www.laseradventures.co.za

XCENTRIC EVENTS - 082 323 8524 info@xcentricevents.co.za www.xcentricevents.co.za

Outsourced Offsite Teambuilding Activities

AIR-VENTURES AFRICA (HOT AIR BALLOONING) - 083 356 2435 / info@air-ventures.co.za /
www.air-ventures.co.za

RHINO & LION NATURE RESERVE - Game Drives & Wonder Caves 011 957 0349 / 0106 /
bookings@rhinolion.co.za / info@rhinolion.co.za / www.rhinolion.co.za

Motivational/Keynote Speakers

KEYNOTE SPEAKER

Barrie Bramley - www.barriebramley.com

INSPIRATIONAL SPEAKER | ALCHEMIST | LIFE COACH

Simo Mxolisi Mpungose - 064 026 5375 | 076 537 1106 (WhatsApp)
simo@sgelaconnectcoaching.com