



## CONFERENCE INFORMATION

Shelanti Function and Conference Venue in Centurion provides a conference and function facility with a beautiful garden atmosphere. Our rooms are air conditioned to keep you cool and relaxed the whole day long. During winter times our fireplaces will add to your comfort.

Once you walk through the Shelanti gates you are immediately transported "far from the maddening crowd!"

WEDDINGS ▪ CONFERENCES ▪ CORPORATE FUNCTIONS ▪ YEAR-END  
FUNCTIONS ▪ BIRTHDAYS ▪ ANNIVERSARIES ▪ STORK TEAS

Half day conference	Package A	Rate per person
		R165.00

**This package includes the following:**

- Coffee / Tea and Rusks on arrival
- Mid-morning **OR** Afternoon Coffee/Tea served with Scones, Muffins or Sandwiches.
- The use of the conference room from 08h00 – 12h00 / 13h00 to 17h00
- Mineral Water and Mints in the conference facility.
- Standard equipment (1 x Flip Chart & 1 x White Board with pens)

Should the conference room be required after 12h00 / 17h00, an additional surcharge of R200.00 per hour will be levied.

Half day conference	Package B	Rate per person
		R220.00

**This package includes the following:**

- Coffee / Tea and Rusks on arrival
- Mid-morning **OR** Afternoon Coffee/Tea served with Scones, Muffins or Sandwiches
- Light Luncheon (Menu varies daily) with fruit juice and dessert of the day.
- The use of the conference room from 08h00 – 12h00 / 13h00 to 17h00
- Mineral Water and Mints in the conference facility.
- Standard equipment (1 x Flip Chart & 1 x White Board with pens)

Should the conference room be required after 12h00 / 17h00, an additional surcharge of R200.00 per hour will be levied.

Full day conference		Rate per person
		R240.00

**This package includes the following:**

- Coffee / Tea and Rusks on arrival
- Mid-morning Coffee/Tea served with Scones, Muffins or Sandwiches
- Light Luncheon (Menu varies daily) with fruit juice and dessert of the day
- Mid afternoon Coffee/Tea served with Savoury **OR** Sweet Snack
- The use of the conference room from 08h00 until 17h00
- Mineral Water and Mints in the conference facility.
- Standard equipment (1 x Flip Chart & 1 x White Board with pens)

Should the conference room be required after 17h00, an additional surcharge of R200.00 per hour will be levied.

**Additional costs:** (Please arrange 48 hours prior to the function)

- Proxima (Data projector for Laptops) (Half Day = R300.00, Full Day = R600.00)
- TV/VHS (R150.00 per item)
- Overhead Projector (R150.00)
- Sound & Recording (Prices to be confirmed)
- Microphone (Price to be confirmed)
- Cordless Microphone (Price to be confirmed)
- Fax facility (R3.00 per page)
- Photocopies (R1.00 per page)
- File with writing paper & pen per delegate (R10.00 per person)
- Name Card Holders (R5.00 per person)

**Hiring of Facility only (Weekdays: 08h00 – 17h00):**

Shelanti Committee Room - R 1 000.00 per day  
Shelanti Hall - R2 000.00 per day

**Conference facility lay out:**

Venue	Banquet	Schoolroom	Cinema	U-shape	Cocktail Reception
Shelanti Committee Room	20	20	30	20	30
Shelanti Hall	120	90	150	47 (U shape) 70 (Double U)	120

**General Information:**

- A minimum of 5 delegates required.
- Number of delegates must be confirmed 48 hours prior to the conference. No changes in figures will be accepted after such time.
- Non-arrivals cannot be credited.
- A 50 % non-refundable deposit is required to secure any booking made.
- All Halaal and Kosher meals will be quoted separately.
- Use of “prestic” is not allowed in our conference facilities.
- Our prices are **VAT Exclusive**.
- Please ensure your booking by faxing / mailing the completed reservation form and proof of payment back to us, and please phone us to ensure that it was received in good order.
- 14 Days will be allowed for payment where after 15% interest will be charged.
- **Banking details:**  
**Interplay Trading T/A Shelanti Garden**  
**ABSA BANK – Centurion (Branch Code 634 256)**  
**Cheque Account no: 405 699 2322**

**Different menu’s to choose from:**

Conference Breakfast		

Bread Basket served with Butter & Preserves  
Seasonal Fresh Fruit  
Scrambled Egg with Cheese  
Grilled Bacon  
Beef Sausage with fried Onion  
Sauté Mushrooms  
Grilled Tomato  
Fruit Juice

Light Lunch		

Consisting of Bread rolls, Vegetables, Salad and Starch of the day, and **ONE** of the following hot dishes:  
Beef/Pork/Lamb Curry, Beef Lasagna, Beef Goulash, Beef Stroganoff, Traditional Bobotie, Penne Bolognese, Mediterranean Smoked Chicken Pasta, Chicken Schnitzel, Chicken A La King, Mediterranean Roast Chicken, Traditional Chicken Pie, Chicken Roullade, Chicken Casserole or Fried Fish.

Thank you for considering our services for your upcoming conference / function.

Best regards.

**SHELANTI MANAGEMENT**

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