

THE  
*Andros*

DELUXE BOUTIQUE HOTEL

★★★★★

Designed by Sir Herbert Baker and originally built in 1908, The Andros Deluxe Boutique Hotel is conveniently located in the lush, leafy southern suburb of Claremont, Cape Town. The hotel is set in 5,000m<sup>2</sup> of magnificent mature park-like gardens with breathtaking views of Table Mountain. Accommodation comprises of 4 Classic Single Rooms, 8 Deluxe Rooms, 2 Garden Suites and 1 Executive Suite with its own private swimming pool.

Our garden swimming pool area provides guests with the perfect space to relax and enjoy the magnificence of the Cape in Summer.

All bedrooms/suites offer typical 5 star guest comforts such as:

Airconditioning, underfloor heating, flatscreen televisions, DSTV television channels, complimentary WiFi, mini bar fridges, tea/coffee making facilities, magnificent en suite bathroom facilities, mini safes etc.etc.

Our incredibly well stocked Champagne bar with adjoining very extensive patio terrace provides guests with a wonderfully comfortable and relaxing retreat to indeed savour the magnificence of the property and surrounds.

Our Restaurant is open every night from 6pm.

The Hotel is a mere 18km from Cape Town International Airport, 10 km from the Cape Town City Centre and the V&A Waterfront and a 15 minute walk to Cavendish square, a large and prestigious shopping centre. Airport transfers are available by prior arrangement.

Our magnificently appointed **Baker Room** conference facility is comfortably equipped with air-conditioning and offers easily accessible cloakrooms and offers fully flexible, adaptable open layouts and is indeed ideally suited for:

- **Board Meetings**
- **Conferences**
- **Private Luncheons or Dinners**
- **Presentations**
- **Intimate Weddings**
- **Product Launches**

The facility comfortably accommodates up to 20 guests seated in cinema style and smaller numbers in other seating arrangements (school room 20, boardroom 20, U shape 18). The room is bathed in natural light with the doors of the facility opening onto the beautiful gardens, offering exceptional views of the forested slopes of Table Mountain and the world-renowned Kirstenbosch Gardens.

# The Baker Room Conference Facility

## Accommodation Packages

Accommodation rates are negotiable dependant on the number of delegates

Luncheon and freshly baked "Treat" menu options are attached hereto for your consideration:

### **FULL DAY CONFERENCING**

**(minimum of 5 pax)**

#### ***Rates include the following:***

Welcome tea/coffee on arrival served with home baked Andros rusks

2 tea/coffee breaks per day with freshly baked "Treats"

2 Course luncheon

Mineral water, mints, pencils, writing pads, the equipment available includes a ceiling /wall mounted "pull down" screen, flatscreen Smart TV, flipchart, data projector, Telkom telephone lines, multiple wall electrical connections and wireless internet connectivity.

#### ***Please note:***

The aforesaid rates **exclude** any additional beverages or drinks.

Breakfast is available on request and at additional cost.

**The rates exclude a 10% staff service fee which will be added to the final account**

### **HALF DAY CONFERENCING**

**(minimum of 5 pax)**

#### ***Rates include the following:***

Welcome tea/coffee on arrival served with home baked Andros rusks

1 Tea/Coffee break with freshly baked "Treats"

2 Course luncheon

Mineral water, mints, pencils, writing pads, standard equipment (proxima included)

#### ***Please note:***

Rates exclude any additional beverages or drinks.

Breakfast is available on request and at additional cost.

**The rates exclude a 10% staff service fee which will be added to the final account**

## **CONFERENCING AT THE ANDROS**

### **LUNCHEON MENU OPTIONS**

#### **Complimentary on the tables**

Bowls of marinated kalamata olives  
Bowls of crisps  
Freshly baked Andros breadsticks with caramelised onion dip

#### **STARTERS & SALADS**

#### **KINDLY SELECT ONE FROM THE FOLLOWING OPTIONS**

Wild Mushroom & feta soup  
or  
Curried butternut soup  
or  
Tomato Soup  
or  
Smoked Franschoek Salmon Trout, capers, cream cheese, lemon wedge  
or  
Baked Triangles pf Phyllo stuffed with feta & Andros Tomato Chutney on the side  
or  
Classic Prawn & Avo Cocktail, Marie rose sauce  
or  
Ham Croquettes-Dijon Mustard Dipping  
or  
Lightly cured springbok carpaccio with greens, parmesan shavings & wholegrain mustard  
or  
Beetroot carpaccio, feta cheese, rocket, balsamic reduction  
or  
Crispy salt and pepper squid with aioli  
or  
Andros Caesar salad, greens, croutons, grated parmesan, anchovy dressing, topped with a hardboiled egg  
or  
Classic Greek salad with feta, tomato, onion, cucumber & kalamata olives  
or  
Warm chorizo & feta on baby spinach with cherry tomatoes and beetroot vinaigrette  
or  
Roasted flower vegetables, wild rocket, dried cranberries, almonds with balsamic vinaigrette  
or  
Grilled ratatouille salad, egg plant, zucchini, peppers, baby spinach, mozzarella cheese with a herb dressing  
or  
Cobb Salad with bacon bits, blue cheese, croutons, avocado & New Orleans Ranch dressing  
or  
Asian Prawn Salad  
or  
Avo, peas, spinach, broccoli florets, toasted almonds with a plain yoghurt dressing

## **MAIN COURSES**

### **KINDLY SELECT ONE FROM THE FOLLOWING OPTIONS**

Braised short rib served with a cauliflower mash

or

Beef & Mushroom Pot Pie

or

Thai green chicken curry served with steamed basmati rice and coconut cream

or

Karoo lamb chops with garlic smashed potatoes and vegetable dejour

or

Cape Malay prawn curry with basmati rice

or

Pork bangers with a horseradish mashed potato and a pineapple slaw

or

Slow roasted pork belly, garlic smashed new potatoes topped with pork thyme jus, grilled pineapple chutney

or

Chicken Parmigiana, chicken breast coated in a parmesan and herb crust with a classic pomodoro sauce

or

Grilled chicken breast with roasted corn and avocado relish with sweet potato fries

or

Grilled 250g 21 day matured sirloin steak served with a mushroom sauce & herb scented fries

or

Rigatoni tossed with cherry tomatoes, garlic, Calamata olives & basil pesto. Shaved Parmigiano-Reggiano

or

Pan seared kingklip served with garlic smashed new potatoes, salsa verde, green beans, chive cream sauce

or

250g prime grilled beef fillet topped with sauce béarnaise, fries on the side

***(additional R35 per person)***

or

Vegetarian Curry with steamed basmati rice

## DESSERTS

**Please choose one from of the following selection**

Vanilla Gelato with Belgian chocolate shavings  
or  
Traditional Cape malva pudding with vanilla gelato  
or  
Fresh fruit salad with vanilla gelato  
or  
White & dark Belgian chocolate mousse  
or  
Vanilla panacotta with seasonal berries

### **FRESHLY BAKED "TREAT" OPTIONS (*served during conference tea/coffee breaks*)**

**Full day conferencing = 2 Tea/coffee breaks (with a "Treat")**

**Half day conferencing = 1 Tea/coffee break (with a "Treat")**

In addition to Earl Grey , Rooibos & Ceylon teas & our exclusive Miko Baccara coffee, please choose one "treat" from the following selection from our pastry kitchen:

- Banana & pecan muffins
- Blueberry muffins
- Freshly baked scones with strawberry jam & cream
- An assortment of homemade biscuits - coconut, melting moments & crunchies
- Chocolate cupcakes
- French vanilla cupcakes
- Red velvet cupcakes
- Mini chocolate brownies
- Paste de Nata
- Fresh seasonal fruit platter
- An assortment of artisanal sandwiches (including a meat option: beef / chicken / ham as well as a vegetarian option: tomato / cheese)
- Spinach & Feta Quiche
- Creamy mushroom phyllo bites
- Chicken Caesar phyllo bite

### **PLEASE NOTE:**

- We require confirmation of final delegate numbers **1 week** prior to the function – we will prepare and cater for that number and charge accordingly.
- All prices are inclusive of VAT and are subject to change without notice
- **Kindly note that our kitchens are neither Kosher nor Halaal.** (Can with pleasure be provided at an additional cost).
- **Conferencing Equipment**

The equipment available includes a ceiling/wall mounted "pull down" screen, flatscreen Smart TV with Skype capability, flipchart, data projector, Telkom telephone lines, multiple wall electrical connections and wireless internet connectivity.

### **Ginkgo Petite Spa, Gymnasium & Sauna**

The Spa offers two treatment rooms with two highly qualified beauticians and therapists on duty daily. They all of the traditional "pamperings" expected from a 5 star spa facility.

### **Terms & Conditions**

- The prices quoted are based on estimates, including 15% VAT and may be revised, should the expected numbers or circumstances change.
- Prices quoted are valid for 48 hours.
- Final numbers to be confirmed in writing, 1 week prior to the function/conference and will be charged accordingly.
- The client shall be responsible for any damage caused to the facilities, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of said client.
- The booking will remain provisional, until a signed copy of this agreement is received along with the deposit. In the event of this not occurring within 2 days of verbal confirmation, the booking will be released.
- A deposit of 50% of the quotation and a signed copy of the contract is required to secure the booking. The banking details will be forwarded on receipt of the signed booking form.
- In the event of the function/conference being cancelled, a full refund will only be granted if written notification was given within 45 days of said function/conference. Thereafter any deposits will be forfeited and cancellation charges are to be applied.
- Free and secure parking is available on a 'first come first served' basis and is not guaranteed when the Conference Centre is full.

Please confirm that you have read and accept the aforesaid terms and conditions by signing and forwarding this document per telefax to reservations/bookings on +27 21 797 0300 or email: info@andros.co.za

**KINDLY PRINT CLEARLY**

Full Name \_\_\_\_\_

Company name \_\_\_\_\_

Postal Address \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Mobile No \_\_\_\_\_

E-mail \_\_\_\_\_

VAT Number \_\_\_\_\_

Date of Function \_\_\_\_\_ Signature \_\_\_\_\_

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

**CONFERENCE / FUNCTION RESERVATION REQUIREMENTS**

**Managing exceptionally successful corporate conferences/lunches or dinners is largely about meticulous attention to every single possible detail relevant to every aspect of the “event”. Timing of service is critical so as to ensure the highest possible standards of both cuisine and table service.**

**COMPANY OR GUEST NAME:**

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**DATE OF FUNCTION:**

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**NUMBER OF GUESTS ATTENDING:**

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**CONTACT PERSON/EVENT ORGANISER**

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TEL \_\_\_\_\_  
FAX \_\_\_\_\_  
CELL \_\_\_\_\_  
EMAIL \_\_\_\_\_

**NATURE OF FUNCTION:** CONFERENCE/ CORPORATE LUNCH/DINNER \_\_\_\_\_

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GENERAL NOTES

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1. **Breakfast / Lunches / Dinners**

a) **Times:**

- a) Expected arrival time at hotel? \_\_\_\_\_
- b) Expected time to be seated? \_\_\_\_\_ (Speeches? \_\_\_\_\_)
- c) Starters served at what time? \_\_\_\_\_
- d) Main course served at what time? \_\_\_\_\_
- e) Desserts served at what time? \_\_\_\_\_

b) **Bottled Water: (Chilled on table prior to guests being seated)**

- \_\_\_\_\_ x Still water @ R per bottle
- \_\_\_\_\_ x Sparkling water @ R per bottle

c) **Table Wines:**

**Again, careful planning will ensure flawless service without any delays whatsoever.**

**Please pre-select your preferred table wines so as to enable us to ensure that same are suitably chilled / temperature controlled prior to service. A copy of our Platinum Award winning selection is attached hereto:**

- Sparkling wine / Champagne : \_\_\_\_\_ x \_\_\_\_\_
- White wine option : \_\_\_\_\_ x \_\_\_\_\_
- White wine option : \_\_\_\_\_ x \_\_\_\_\_
- Red wine option : \_\_\_\_\_ x \_\_\_\_\_
- Red wine option : \_\_\_\_\_ x \_\_\_\_\_

**Bar Service:**

Please note that we are unable to offer individual bar 'tabs' and we also do not offer a cash bar service. One 'tab' including all drinks/wines will be added to your account at the conclusion of the function.

Please specify any products that you might not wish us to offer guests (such as single malts/cognacs etc etc).

Please also specify the monetary value limit that you might wish to impose on bar service.

## 2. CONFERENCING

Arrival Time: \_\_\_\_\_

### TIMING OF TEA/COFFEE/LUNCH SERVICE FOR CONFERENCE DELEGATES

NO OF TEA BREAKS: \_\_\_\_\_

#### 1ST Tea Break

Time: \_\_\_\_\_

Treats: \_\_\_\_\_

#### 2nd Tea Break

Time: \_\_\_\_\_

Treats: \_\_\_\_\_

#### Lunch service

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

### CONFERENCE ROOM TABLE REQUIREMENTS

Please tick which items will be required:

NOTE PADS

PENCILS

WATER

SOFT DRINKS

MINTS

### We can accommodate the following seating styles and numbers

Cinema Style: 20

School Room: 20

Boardroom: 20

U-shape: 18

**Corporate luncheons in our Dine Restaurant x 32**

**TO BE COMPLETED BY ANDROS MANAGEMENT**

**CHARGES (DEFINE FULLY)**

Venue Hire: R \_\_\_\_\_

Breakfast: \_\_\_\_\_ pax @ R \_\_\_\_\_ per person

Lunch: \_\_\_\_\_ pax @ R \_\_\_\_\_ per person

Dinner: \_\_\_\_\_ pax @ R \_\_\_\_\_ per person

Half day conference \_\_\_\_\_ pax @ R \_\_\_\_\_ per person

Full day conference \_\_\_\_\_ pax @ R \_\_\_\_\_ per person

**Venue:**

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**MANAGEMENT NOTES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_