



LOMBARDY

BOUTIQUE HOTEL & CONFERENCE VENUE

An oasis of peace & beauty

CONFERENCE INFORMATION GUIDE 2015



Dear Valued Client

Your willingness in considering Lombardy as an option when it comes to the hosting your next conference is appreciated.

In an attempt to give you an overview of what Lombardy Boutique Hotel and Conference Venue has to offer you we have prepared this guide for your perusal and consideration.

About Us

Completely private and secluded from the outside world, close enough to a game farm to hear the lions at night, Lombardy Boutique Hotel and Conference Venue, is like a little piece of Tuscany only a ten-minute drive from the N1.

If you are tired of commercial hotels, Lombardy may just be what you need. This special place provides excellent cuisine and luxurious accommodation. Lombardy puts great emphasis on detail and places a high premium on value for money and unsurpassed service standards. Lombardy offers 20 individually decorated luxuries suites which reflect a cozy, understated, but stylish atmosphere.

Whether you necessitate a corporate breakaway or conference facilities, Lombardy is sure to answer to your precise requirements. It boasts a convention centre, which not only accommodates 150 delegates, but also has the potential to play host to banquets, receptions as well as product launches, making this the ideal venue to break from the norm in true innovative style.

The hotel's restaurant has achieved legendary status as the home of fine cooking in Pretoria East. The fact that we were recently rated under the top 10 Gala Dinner Venues in Gauteng and received a Diners Club Diamond Award for our wine list 2 years running, says it all when it comes to quality dining and wining.

Venues

We have several venues, namely the Casa Milano Convention Centre, Casa Milano Petite, the Stanza Room and Formal Lounge that have the capacity to accommodate, depending on your seating plan and type of function, between 10 and 150 delegates.

A breakdown of our venues entail:

VENUE	PAX (MIN – MAX)
Milano Conference Centre	40 – 150
Casa Milano Petite	20 – 50
Stanza Room	10 – 45
Formal Lounge	10 – 45

Venue Seating Styles

Our venues offer you as client numerous seating style options when it comes to the conference you intend hosting.

To give you a better understanding, as too each specific venues dynamics, without having to attend a site inspection, hereto the following specifications:

The Casa Milano Convention Centre

U-Shape (Single)	U-Shape (Double)	School Room	Board Room	Round Tables	Cinema Style	Cocktails
50	100	135	50	130	150	200

Note the following features:

The Casa Milano is a unique venue, with a stunning view over the meadows.

Dimensions are – Length 21.4m and Width 10.8m

Ceiling mounted electronic screen

Air-Conditioned

Dimmer controlled lights

Wireless Internet

Acoustic partition – dividing the room to create a breakaway facility

The Casa Milano Petite

U-Shape (Single)	U-Shape (Double)	School Room	Board Room	Round Tables	Cinema Style	Cocktails
28	n/a	24	30	40	40	50

Note the following features:

The Casa Milano Petite offers total privacy for smaller meetings or breakaway sessions.

Dimensions are - Length 7.4m and Width 10.8

Air-Conditioned

Dimmer controlled lights

Wireless Internet

Ceiling mounted screen

The Stanza Room

U-Shape (Single)	U-Shape (Double)	School Room	Board Room	Round Tables	Cinema Style	Cocktails
25	n/a	30	20	40	45	40

Note the following features:

The Stanza Room is perfect for smaller meetings or breakaway sessions.

Dimensions are Length 10.15m and Width 4.9m

Air-Conditioned

Dimmer controlled lights

Wireless Internet

Fast fold screen

The Formal Lounge

U-Shape (Single)	U-Shape (Double)	School Room	Board Room	Round Tables	Cinema Style	Cocktails
25	n/a	30	20	40	60	40

Note the following features:

The Formal Lounge is perfect for smaller meetings or breakaway sessions.

Dimensions are Length 9.15m and Width 5.4m

Air-Conditioned

Wireless Internet

Fast fold screen

Conference Packages

Making Lombardy accessible to most corporate and business entities, so that they have the opportunity to enjoy our offering, has been one of our key objectives. To achieve this we have structured several conference packages that give clients options, when it comes to their available budget without having to sacrifice quality.

The Lombardy Conference Packages we have available can be summarized as follows:

GOLD LEAF FULL DAY @ R380 per delegate

It includes the following:

- ✓ Use of the venue for full day
- ✓ Use of the standard conference equipment (Flipchart, Whiteboard, Marker Pens & Screen)
- ✓ Refreshments on arrival: Tea, Coffee, Juice and Biscuits
- ✓ Mid-morning: Tea, Coffee, Juice and Snack
- ✓ Lunch: Chef's choice (TWO course lunch menu)
- ✓ Mid-afternoon: Tea, Coffee, Juice and Snack
- ✓ Notepads and pencil for each delegate
- ✓ Cordials & Mints
- ✓ 2 x Still mineral water refreshed at lunch meal interval

GOLD LEAF HALF DAY @ R300 per delegate

(This package you could opt to have breakfast or lunch)

It includes the following:

- ✓ Use of venue for half day
- ✓ Use of the standard conference equipment (Flipchart, Whiteboard, Marker Pens & Screen)
- ✓ Refreshments on arrival: Tea, Coffee, Juice and Biscuits
- ✓ Mid-morning: Tea, Coffee, Juice and Snack
- ✓ Lunch or Breakfast: Chef's choice (Two course menu)
- ✓ Notepads and pencil for each delegate
- ✓ Cordials & Mints
- ✓ 2 x Still mineral water refreshed at lunch meal interval

24 Hour Conference Package – All Inclusive

Single @ R1 570.00 per delegate

Sharing @ R1 270.00 per delegate

It includes the following:

- ✓ Dinner, accommodation and breakfast
- ✓ Use of venue
- ✓ Use of the standard conference equipment (Flipchart, Whiteboard, Marker Pens & Screen)
- ✓ Refreshments on arrival: Tea, Coffee, Juice and Biscuits
- ✓ Mid-morning: Tea, Coffee, Juice and Snack
- ✓ Lunch: Chef's Choice (Two course menu)
- ✓ Mid-afternoon: Tea, Coffee, Juice and Snack
- ✓ Dinner: 3-Course Meal
- ✓ Full Breakfast
- ✓ Notepads and pens for each delegate
- ✓ Cordials, Mints
- ✓ 2 x Still mineral water, refreshed at Lunch interval

Accommodation at Lombardy Hotel ensures peace and tranquility with an added touch of class. The Hotel Offers 20 luxurious suites which are individually decorated and reflect a cozy, understated, but stylish atmosphere.

Extra's

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|--------------------------------|-------------------------------------|
| ● Venue Hire Only | R1500.00 (4 Hours maximum) |
| ● Breakaway Room | R 800.00 (Excluding Data Projector) |
| ● Additional Coffee/Tea | R 45.00 per person |
| ● Additional Snack | R 20.00 per person |
| ● Data Projector | R 1300.00 per day |
| ● PA System | R 1800.00 per day |
| ● Additional Breakfast Buffet | R 150.00 per person |
| ● Additional Two Course Lunch | R 230.00 per person |
| ● Additional Two Course Dinner | R 250.00 per person |

Spa Packages

Spa packages from our in-house Soulstice Spa are available for guests or delegates wanting to breakaway for an hour or two prior, after or during a conference or function. The spa offers hydrotherapy, massage, skin care, body, hand and foot treatments, as well as some beautifying extras.

Bookings

Upon receipt of your conference enquiry (via email or telephonically) our banqueting department will be prepare a quotation for you.

The above quotation is subject to availability.

Upon acceptance of the quotation our banqueting department will then provide you with a completed BOOKING FORM and TERMS AND CONDITIONS that needs to be signed off by an authorized person. Clients wishing to avoid disappointment should confirm their quotation with a deposit without delay.

This quote is valid for 7 (seven) days from date of the quote.

A 50% (Fifty Percent) deposit is required to confirm a provisional reservation.

Should bookings be made within 7 (seven) days of the conference, a 100% (One Hundred Percent) deposit is required immediately.

If the deposit is not paid on or before within 7 (seven) days of quotation or on another date as agreed upon, in writing by Lombardy, the provisional booking will be automatically released without further notice or liability to the client.

Payments

A deposit of 50 % (Fifty Percent) is required within 7 (seven) days upon receipt of our quotation.

The total amount outstanding as per the quotation will be required 7 (seven) days before the start of the conference.

Methods of payment include cash, credit/debit cards, approved Government Purchase Order Forms and vouchers from travel agents require approved credit facilities. Cheques are accepted by prior arrangement only.

Cancellations can only be done by way of written notice.

Due to the limited space available we have adapted a strict cancellation policy.

A cancellation fee of 50% will be charged for cancellations 15 – 21 days before the conference.

A cancellation fee of 75% will be charged for cancellations 8 – 14 days before the conference.

A cancellation fee of 100% will be charged for cancellations 0 – 7 days before the conference.

We hope that the information supplied has provided you with enough insight into what we at Lombardy can offer to ensure that you have a stress free and memorable conference. For any enquiries or site meetings feel free to contact us at:

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Fax: 012 809 2351

Email: banqueting@lombardy.co.za

Email: banqueting1@lombardy.co.za