The Oyster Box



2017 CONFERENCE PACKAGES

VALID TO 18 DECEMBER 2017

The Oyster Box Hotel has five state-of-the-art conference rooms for business meetings and events. All are fully air conditioned and equipped with every modern facility that today's executive could wish for. A dedicated team of professional event organisers are on standby to efficiently take care of every detail to ensure total success.

Breakfast Events	From R 290.00 per person
Lunch and Dinner Events	From R 540.00 per person
Cocktail Events	From R 390.00 per person
Year End Functions	Please Enquire
Weddings	Please Enquire

Full Day Conference	From R 590.00 per person
Full Day Eco Conference	From R 490.00 per person
Half Day Conference	From R 550.00 per person

Please be advised

- Prices are subject to change without prior notification
- Venue hire fee will also apply depending on venue, date and number of guests.

VENUE - SEATING STYLE, CAPACITIES AND DIMENSIONS:

	Colony Room	Durban July	Union Castle	Pearl Room	Shell Room	Cinema
Floor Level	Ground	1st	1st	1st	1st	1st
Banquet Style	30	50	20	120	40	0
School Room	15	40	12	100	25	0
Cinema Style	20	70	20	150	40	24
U-Shape	15	25	12	40	20	0
Cocktails Style	30	80	25	150	50	0
Cabaret Style	15	25	10	60	20	0
Boardroom Style	20	25	14	30	20	0
Length (m)	10.2m	10.4m	5.4m	16m	14.85m	5.9m
Width (m)	6.6m	10.3m	8.2m	13m	6.2m	6m
Height (m)	2.08m	3.4m	3.4m	3.05m	3.04m	Tiered
Screen Size		2.490m x 1.450m	2.490m x 1.450m	2.490m x 1.450m	2.490m x 1.450m	
Screen Quantity		2 x screens	1 x screen	3 x screens	1 x screen	

THE RED CARNATION HOTEL COLLECTION SOUTH AFRICA

2 Lighthouse Road, Umhlanga Rocks 4319, KwaZulu-Natal, South Africa
T: +27 (0) 31 514 5000 E: conferencemanager@oysterbox.co.za
OYSTERBOXHOTEL.COM

LEADING HOTELS®

THE OYSTER BOX FUNCTION ROOMS



The Durban July Room



The Colony Room



The Union Castle Room



The Pearl Room



The Shell Room



The Cinema



The Wine Cellar

THE WINE CELLAR:
Our unique wine cellar can be hired for special occasions and dinner functions. It seats a maximum of 10 people and costs R 590.00 per person.

TABLE VARIATIONS & SIZES:

Cocktail Tables (round)	Diameter	81cm
	Height	116cm
Trestle tables (rectangular)	Width	70.5cm
	Height	72cm
	Length	211.5cm
Banquet tables (round)	Diameter	180.5cm
	Height	72cm

VENUE MINIMUM NUMBERS:

Pearl Room	100
Shell Room	30
Durban July Room	50
Union Castle Room	20
Colony Room	30

THE OYSTER BOX FUNCTION ROOMS

CATERING:

Please see the section pertaining to your particular event for applicable costs. Please see our range of delectable menus attached.
Please be advised our menu prices are subject to change.
Please be advised that a 10% gratuity will be levied onto your total food cost.

DIETARY REQUIREMENTS:

Special meal requirements i.e. Halaal, Vegetarian or Kosher are to be indicated 5 (five) working days prior to your function. Unfortunately we do not cater strictly Halaal or Kosher, as we do not have the facilities. Our menus can be prepared Halaal friendly, which means that all pork and alcohol products will be eliminated from the menu. Alternatively, vegetarian options are available.

Strictly Halaal or Kosher meals can be purchased from the hotel's supplier at R300.00 per person for Halaal and R450.00 per person for Kosher.
As per hotel policy, we will outsource up to 10% of your final number of guests' special meal requirements and will be based on your menu selection.

INCLUDED IN YOUR MENU PACKAGE:

- High quality white linen tablecloths with white linen napkins (not applicable to our wine cellar)
- Wooden chairs with white cushioned seat (not applicable to our wine cellar)
- Crockery and cutlery
- Waitrons and bar staff
- Standard technical equipment (not applicable to our wine cellar)
- Undercover Parking

PARKING:

Parking is strictly subject to availability. The hotel has only 150 parking bays subject to hotel occupancy and conferences hosted at the hotel.
Overflow parking can be arranged at the Pick 'n Pay Centre across the road at no additional charge.

ACCREDITED SUPPLIERS:

DÉCOR

Designer Flowers	Kobus Niemann	084 737 3432		desflowers@hotmail.com	www.designer-flowers.co.za
Seating Plan	Cheryl Law	031 301 1297	083 286 2810	info@seatingplan.co.za	www.seatingplan.co.za
Lifestyle Bazaar	Laura Kidd	031 312 9125	083 777 6222		
Function Décor	Hazel Patrick	031 569 6165	083 234 9057	info@functiondecor.co.za	www.functiondecor.co.za
Functions For Africa	Paul Mann	031 205 2211	082 804 8126	paul@functionsforafrica.co.za	www.functionsforafrica.co.za
PMG Events	Melody Zalila	031 207 3026		info@pmgevents.co.za	www.pmgevents.co.za

ENTERTAINMENT

Top Jocks (DJ)		031 266 0878		office@topjocks.co.za	www.topjocks.co.za
DJ	Vivian Westergreen		082 454 7223	gabriella1@mweb.co.za	
Entertainer	Cat Simoni		072 224 2447	catsimoni@gmail.com	www.catsimoni.co.za
Jazz Musician	Daniel Sheldon		082 622 6902	jazz@beat-route.co.za	www.beat-route.co.za

SET UP TIME:

Please be advised that should the venue be required for additional décor or set up, a venue hire for set-up will be charged.
This is subject to the availability of the venue. Alternatively the venue will be accessible one hour prior to the start of the function.

VENUE HIRE & OVERTIME:

Venue hire cost may vary, depending on the venue, time and function. This will be confirmed in your customised contract.
Overtime costs R 4 000.00 per hour or part thereof after 23h00. (Breakfast events will be charged R 2 000.00 for overtime)
Please note this is subject to availability of the venue.

THE OYSTER BOX FUNCTION ROOMS

AUDIO VISUAL EQUIPMENT:

- Standard Audio Visual Equipment
- Screen
- Data Projector
- PA System (Suitable for Speeches and PC Sound only)
- Roving Microphone or Stand Microphone
- DVD Player
- Whiteboard and markers
- Lectern

Specific requirements to be confirmed by the client in writing
All additional technical equipment can be hired at an additional charge

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Please note - The above quotation excludes:

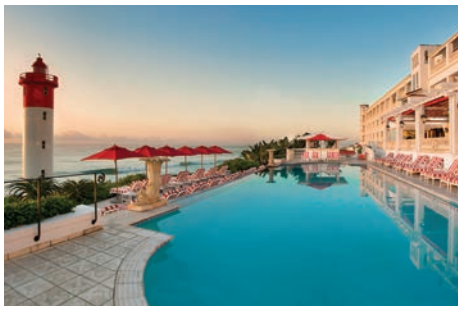
- 10% gratuity will be levied onto the final food and beverage bill.
- Bar bills and beverage costs (estimated costs will be invoiced on the deposit invoice)
- Entertainment and Decor
- Specialized sound and technical equipment
- Late staffing fee - the venue is included until 23h00, thereafter R 4 000.00 per hour will be charged.

PAYMENT TERMS:

The Oyster Box Hotel payment terms are strictly 50% deposit required to confirm the date and venue, the balance of 50% is due 14 business days prior to the start of the function. The function will not proceed without full payment up-front.

Please be advised no booking has been made at this point, a provisional booking can only be made once a signed contract has been received. Your booking is finalized when we receive proof of payment of your 50% deposit. Should the booking not be provisionally booked or confirmed the venue will automatically be released.







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