



ARABELLA HOTEL & SPA

Conference Guide 2012

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Introduction

Nestled deep in the heart of the Kogelberg Biosphere, a breathtaking one-hour drive from Cape Town, is the unique the Arabella Hotel & Spa. Located 30 minutes drive from the world-renowned whale watching haven of Hermanus, the region enjoys pure champagne air and quite possibly the most stunning scenery the picturesque Western Cape has to offer.

The hotel itself offers the ultimate in five-star luxury and a wealth of leisure and business options. The hotel staff will go out of their way to help you create a memorable and unique event and whether you're organizing a team building exercise, the launch of a new product or a conference, you can be sure that we have the facilities to carry it all off with style and panache.

Accommodation

The 145 rooms at the Arabella Hotel & Spa have majestic views of the Botrivier Lagoon and 18-hole award winning Arabella Golf Course or breathtaking views of the mountain and pool.

The bedroom configuration at the Arabella Hotel & Spa is as follows:

Deluxe Rooms	46
Grand Deluxe rooms	69
Accessible Deluxe Rooms	2
Deluxe Suites	26
Presidential Suites	2
Of which, we have:	
Twin Rooms	42
Inter-leading Rooms	45
Smoking Rooms	34

Please be advised:

- The rates are quoted in South African Rand and are per room, per night inclusive of breakfast.
- The rate is inclusive of 14% VAT.
- Rates include the Tourism Levy charged at a rate of 1% of the total accommodation revenue.
- Rates exclude any national or provincial tourism or other levies, which may be required by legislation to be collected from time to time. The quoted rate will increase automatically, without prior notification in the event that the prevailing rates of either Value Added Tax or other applicable levies are increased.
- The hotel is pleased to offer 1 complimentary room based on every 40 rooms reserved and taken up per night.
- The quoted rates are applicable for this particular group, for this particular period only.
- Check in time is from 15:00 on the day of arrival and check out time on the day of departure is before 12:00.
- The hotel participates in a "Arabella Community Trust" Programme, which is at the discretion of our guests.

FACILITIES

All rooms include:

- En Suite bathrooms with double washbasin, shower, toilet, bidet, bathtub and heater
- Make-up mirror, hairdryer, bathrobe and slippers
- Furnished balconies or terraces with breathtaking views
- Working office desk area
- Mini bar
- Tea and coffee making facilities
- Safe
- Cordless lines for computer and analogue lines for computer and fax machines
- Ports for fax and modem facilities
- Satellite television.
- Individually controlled air conditioning / heating
- International electrical plug sockets
- Fireplace (in 5th floor suites)
- TV in Bathroom (in suites only)
- Presidential Suites: Sauna and Jacuzzi

SPECIAL FEATURES

- Product Launches – a variety of unique venues and settings
- Teambuilding – extensive grounds and venues for activities and programmes
- Arabella SPA and Wellness Centre voted as one of the “100 Best Spas of the World” and winners of the 2010 World Travel Awards, Africa AND South Africa's Leading Spa Resort
 1. Body & Skincare Centre offering therapeutic, regenerative and luxurious facial and body treatments
 2. African Rainforest Experience
 3. Heated indoor hydro pool and outdoor lap pool
 4. Sauna and Steam room
 5. Candle Room
 6. Fitness center & personal trainer on request
- Hair Salon
- Fully equipped Business Centre
- Valet, Laundry and Dry Cleaning Service
- Concierge/Travel Desk
- 18 hole championship Arabella Golf Course
- Secure outdoor valet parking
- Easy access and parking for coaches
- Helipad
- Designer jewellery and African curios boutique
- Clothing boutique

GENERAL

- Average Day Temperatures

1.	December – March	25 – 26 Degrees
2.	April – May	21 Degrees
3.	June – September	18 - 19 Degrees
4.	October – November	22 Degrees

- Distances

1.	Cape Town	100 km	1hr 15 min drive
2.	Cape Town International Airport	70 km	1hr drive
3.	Kleinmond	8 km	10 min drive
4.	Hermanus	22 km	30 min drive

FOOD & BEVERAGE

Catering: Served Menu (minimum 10 guests)
Buffet Menu (minimum 40 guests)

Menu: Refer to menu section.

A surcharge will be charged for a group less than 40 guests that has a Buffet menu.

The minimum menu price for 2011 is R350 per person.

The hotel offers an à-la-carte menu in Jamani Restaurant, only to groups less than 10.

All dietary requirements must be specified well in advance for catering purposes. Kindly note that our kitchen is not Halaal or Kosher. These meals are purchased from the Hotel's preferred supplier, on demand, and subject to a surcharge and delivery charge – quotes are provided per request.

Bar: Lunch: An estimated cost of a full open bar to account is currently R60.00 per person.
Dinner: For a full bar to account, including Wines, Malts, Spirits and Soft drinks, a budget of R160.00 per person is suggested. For a Wine, Malt and a Soft drink bar only, a budget of R120.00 per person is suggested. Please note that the bar is charged on consumption.

Should you wish to bring in your own wine the corkage charge is currently R75.00 per bottle. **Corkage is limited to fund raising events and weddings only.**

Gratuity: Gratuity of 10% shall be added to the total food and beverage account. If you were not satisfied with the services rendered by the Hotel, you may request the Hotel to reconsider this charge.

OTHER

Linen: The Arabella Hotel & Spa uses oval white tablecloths and serviettes.
Should you wish to incorporate a colour scheme or any particular theme, the hotel will obtain a quote on your behalf.

Flowers: Should you wish to have centre flower arrangements, these may be ordered through the Hotel. Table arrangements range from R250.00 each, inclusive of VAT. Should you desire to bring in your own flowers, please advise the name of the company you will be using.

Printing: Should the client provide the menus, these must be proof read and approved by the Hotel before going to print.

Venue Hire: There is no venue hire for the use of the Kogelberg Centre from 19:00 to 23:59
Should you need the room before 19:00 for set up, a room hire fee will automatically be incorporated.
Early/ Late staffing charged at R2 500.00 per half hour after 24:00

CONFERENCE AND BANQUETING FACILITIES SUMMARY

- Kogelberg Conference Centre, sub-divisible into 3 sections
- 5 additional breakaway rooms to accommodate 6-18 delegates
- All venues are individually air-conditioned
- State of the art audio visual equipment & video conferencing
- Technical equipment including proxima, DVD player and laser pointer
- Business Centre
- PA system
- Variety of themed dinner set-up options

IDEAS FOR CONFERENCE & INCENTIVE ACTIVITIES

- Picnics at various wine estates, beaches or mountains
- Group Wine Route tours and tasting
- Guided Nature Trails and Hiking
- Whale Watching in Hermanus and Kleinmond
- Shark Cage Diving
- Quad biking
- Laughing Waters poolside barbecue
- Bird-watching in the Rooisand Nature Reserve with over 150 species of bird-life
- 18-hole championship Arabella Golf Course
- Estate jogging trails
- Horseback riding
- Mountain biking
- Fynbos and Harold Porter Botanical Garden Tours
- Beaches
- Penguin Colony at Betty's Bay
- Tennis Courts
- Informal Arts & Crafts markets in Hermanus
- Arabella SPA

All activities are to be planned and co-ordinated prior to the arrival of the group.

Conferencing

*K*ogelberg Conference Centre

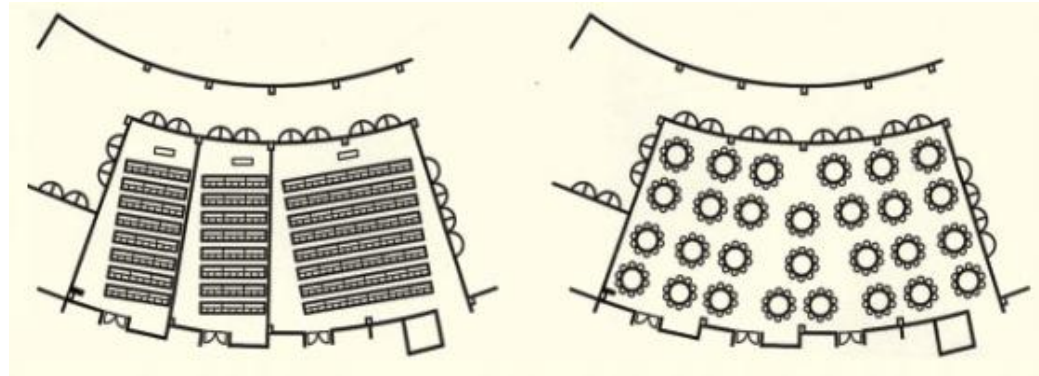
The Kogelberg Centre / Ballroom provides spectacular views over the 18-hole Peter Matkovich golf course, Botrivier Lagoon and Nature Reserve. With "state-of-the-art" Audio Visual equipment, technology and beautiful organic décor, this multi-functional room is equally appropriate for any type of occasion, presentation or conference.

This double-volume room measures in at 453 square meters and can accommodate up to 360 people (cinema set-up). One of its unique features allows you to divide the room into 3 smaller private rooms by using the acoustic retractable panels. The room is flanked by a pre-assembly area that accommodates up to 150 people standing, and with the terrace added, up to 350 guests at any given time.

*I*nternational Conference & Business Centre

Our Conference and Business Centre consists of five boardrooms for business executive meetings or smaller conference groups. Each of these rooms is equipped with the necessary and latest equipment from LCD Projectors, Television and Sound equipment. All ready to "plug-and-play" with connectivity to the ISDN, data and fax points. Facilities include full secretarial services, facsimile, colour-photocopier travel desk and two Internet booths to only list a few.

Floor Plans



Room Specifications

Room	Area in sq. metres	Max. length in metres	Max/ width in metres	Room length in metres	Boardroom	Banq. ovals	U - Shape	Cinema	School room	Cocktails
Kogelberg Centre	463	15	30.2	6	-	256	120	360	216	400
Palmiet Room	115.5	15	7.7	6	30	64	30	72	54	100
Rooisand Room	112.5	15	7.5	6	30	64	30	72	54	100
Kogelberg Room	225	15	15	6	60	124	60	162	106	200
Palmiet & Rooisand Rooms	228	15	15.2	6	60	128	60	162	106	200
Rooisand & Kogelberg Rooms	337.5	15	22.5	6	90	192	90	234	162	800
Business Centre										
The Boardroom	17.5	5	3.5	2.5	6	-	-	-	-	-
Humpback Whale Room	24.5	5	4.9	2.5	8	-	-	-	-	-
Blue Whale Room	25.76	5.6	4.6	2.5	8	-	-	-	-	-
Fin Whale Room	26.46	4.9	5.4	2.5	8	-	-	-	-	-
Southern Right Whale Room	46.5	7.5	6.2	2.5	10	-	-	-	-	-

2012 Room Hire

Venue Hire	Half Day	Full Day	24 Hours
The Boardroom	R 1,300	R 2,500	R 3,500
Humpback Whale	R 1,300	R 2,500	R 3,500
Blue Whale	R 1,300	R 2,500	R 3,500
Fin Whale	R 1,300	R 2,500	R 3,500
Southern Right Whale	R 1,600	R 3,500	R 4,500
Palmiet Room	R 4,000	R 6,000	R 9,000
Rooisand Room	R 4,000	R 6,000	R 9,000
Kogelberg Room	R 8,000	R 10,000	R 13,000
Palmiet & Rooisand	R 8,000	R 10,000	R 13,000
Rooisand & Kogelberg	R 12,000	R 14,000	R 17,000
Kogelberg Centre	R 16,000	R 22,000	R 31,000

2012 Day Conference Packages

Full Day Conference

R405.00 per person, per day
(08h00 – 17h00), which includes:

- 2 x tea / coffee breaks
- Chef's Lunch
- Mineral Water and Pens
- Venue hire & Standard equipment

Half Day Conference

R370.00 per person, per day
(08h00 – 13h00 or 13h00 – 17h00), which includes:

- 2 x tea / coffee break
- Chef's Lunch
- Mineral Water and Pens
- Venue hire & Standard equipment

Standard AV Equipment in the main conference room which includes the following:

- 1 x Cinefold Framed Screen suitable for venue (including skirt)
- 1 x Hitachi XGA Data Projector - 2200 Ansi Lumen
- 1 x Projector stand
- 1 x JBL PA System suitable for venue
- 1 x Shure Radio Hand Microphone & stand - UHF Selectable Frequency
- 1 x Shure Radio Lapel Microphone - UHF Selectable Frequency
- 1 x Flipchart stand & Pad of paper
- 1 x Qualified AV Engineer on standby (not dedicated to this group alone)



ARABELLA HOTEL & SPA

Arabella Hotel & Spa, A Luxury African Pride Hotel

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