



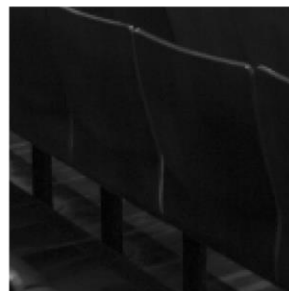
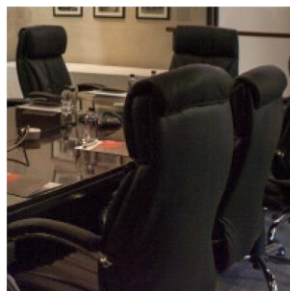
Liliesleaf

A PLACE *of* LIBERATION

2018

INFORMATION PORTFOLIO

Conferences | Functions & Events



Heritage site

Museum

Café

Auditorium

Conference centers

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INTRODUCTION

Liliesleaf personifies the beliefs and aspirations of a unique group of leaders who were committed to bringing about socio-political transformation predicated on democratic principles, ideals and beliefs.

Liliesleaf was a crucible of the liberation movement and became a place of dialogue and discourse for leaders such as Nelson Mandela, Govan Mbeki, Walter Sisulu and many others.

Liliesleaf was a place where the brave visionaries that ultimately changed South Africa's socio-political landscape, met in safety to discuss ideas and strategy.



Today Liliesleaf continues that legacy. It is a leading heritage site where the struggle for freedom that was waged by a few, for the sake of the many, is recounted and celebrated.

CONFERENCE

Rates are applicable until 31 December 2018, edited March 2018

CONFERENCE PACKAGE RATES

- Tailor-made menus are available on request; these will be charged for accordingly.
- A deposit of 50 % is required to secure a booking.
- The remaining 50 % is payable two (2) weeks prior to the conference date.
- In the event of a cancellation, costs will be incurred. Please familiarise yourself with the cancellation policy on your invoice.

Rates exclude:

- Guided tour of the historical site, which is highly recommended.
- Should specialised equipment be required, it will be charged for accordingly.

Full day conference

R650,00 per person

Includes:

- Tea, coffee, selection of muffins and scones on arrival.
- Mid-morning tea, coffee and biscuits.
- Lunch (canapé platter - see page 13).
- Afternoon tea, coffee and biscuits.

Rate includes:

- Venue hire.
- Screen, projector, flip chart, markers, note pads and pens.
- Mints and bottled water (3 per person)
- Free secured parking (uncovered).
- Free wi-fi.
- Waiter.

Half day conference including business lunch

R480,00 per person

Includes:

- Tea, coffee, selection of muffins and scones on arrival.
- Mid-morning tea, coffee and biscuits.
- Lunch (canapé platter – see page 13).

Rate includes:

- Venue hire.
- Screen, projector, flip chart, markers, note pads and pens.
- Mints and bottled water (2 per person).
- Free uncovered secured parking.
- Free wi-fi.
- Waiter.

Half day conference excluding business lunch

R360,00 per person

Includes:

- Tea, coffee, selection of muffins and scones on arrival.
- Mid-morning tea, coffee and biscuits.

Rate includes:

- Venue hire.
- Screen, projector, flip chart, markers, note pads and pens.
- Mints and bottled water (2 per person).
- Free secured parking (uncovered).
- Free wi-fi.
- Waiter.

VENUE HIRE and/or EXCLUSIVITY PER VENUE

- Full day venue hire R8 000,00
- Half day venue hire R4 000,00
- After-hour surcharge R1 500,00; plus
 - Transport fee R2 000,00 and
 - Security guard R 500,00
- Previous day set up fee R1 500,00
- Should a function continue over the booked time, an amount of R1 000,00 per hour will be charged R1 000,00

The previous day set up fee includes: three [3] hours set up and one [1] waiter, subject to availability. From 08h30 to 16h00 at R500,00 per extra hour.

Liliesleaf reserves the right to allow day visitors during an exclusive booking and the decision thus remain at the discretion of management. Every effort will however be made to accommodate your requests around this.

SET-UP STYLES AND CAPACITIES

Resource Centre

- Single U-shape 20 people max
- Double U-shape 35 people max
- School room 38 people max
- Cinema 50 people max
- Banquet 40 people max

Boardroom

10 people max

Liberation Centre Auditorium

- Cinema 66 people max
- Cinema and additional chairs 80 people max

Conference terms and conditions

- For groups larger than forty (40) people, extra staff will be required. The cost thereof will be for the client's account. The number of staff required is dependent on the menu option that is selected. Gratuity can be added at the discretion of client.
- If banquet seating is selected in Cedric's Café, a Bedouin tent will be required for groups that are larger than forty (40) people. The cost thereof will be added to the client's quotation.
- Liliesleaf provides two (2) complimentary gas heaters for use on site and any additional heaters required, at a hiring fee of R500,00 per heater.
- The packaged rate includes a canapé lunch which is served at the venue and does not include seating. Cedric's Café can be requested as an alternative lunch venue, provided its availability. Exclusivity is not included in this offer.
- Should a booked conference continue after 17h00, a security guard's fee will be added to the invoice in order to cover the additional period.

FUNCTIONS AND EVENTS

- Tailor-made menus are available on request; these will be charged for accordingly.
- A deposit of 50 % is required to secure a booking.
- The remaining 50 % is payable two (2) weeks prior to the conference date.
- In the event of a cancellation, costs will be incurred. Please familiarise yourself with the cancellation policy on your invoice.

FUNCTION AND EVENT VENUE HIRE RATES

- Full day venue hire R8 000,00
- Half day venue hire R4 000,00
- After-hour surcharge R1 500,00; plus
 - Transport fee R2 000,00 and
 - Security guard R 500,00
- Previous day set up fee R1 500,00
- Should a function continue over the booked time, an amount of R1 000,00 per hour will be charged R1 000,00

(Two [2] hour set up, includes one [1] waiter, which can be attended to prior to booked day, subject to availability of venue between 08h30 to 16h00; alternatively an after hour set up at R1 000,00 per extra hour.

SET-UP STYLES AND CAPACITIES

Resource Centre Conference Centre	
Cocktail (guests standing)	100 people max
Cedric's Café	
Banquet inside	40 people max
Banquet outside	70 people max
Banquet in- and outside	110 people max
Cocktail in- and outside	200 people max
Liberation Centre Auditorium	
Cocktail inside	50 people max

FUNCTIONS AND EVENTS INSIDE HISTORICAL SITE

- Functions or events inside the historical site can only be held on the grassed area between the main house and the Resource Centre.
- Only Liliesleaf's exclusive suppliers namely: Mzansi Stretch Tents, Upstage Productions and By Word of Mouth, are to be used. These suppliers can be booked directly, alternatively through Liliesleaf.
- Entrance to the historical site will be charged for per person separately.

Break down of services rendered by preferred supplier

- By Word of Mouth : Catering, bar, generator, décor, flowers, entertainment and staff.
- Mzansi Stretch Tents : Marquee/Bedouin tent, flooring, dance floor and mist coolers.
- Upstage Productions : Sound, AV, lighting, stage and technical staff.

Set-up style and capacity

Historical site	
Cocktail	300 people max
Banquet	150 people max

Suggested procedure to planning the function/event

- A compulsory site inspection is required before commencement of the function between Liliesleaf, the client and selected suppliers.
- Following the site inspection, the client should confirm whether they will liaise directly with the chosen supplier/s, or through Liliesleaf.
- Agreements between all parties concerned, will then be drawn up by Liliesleaf and signed off.
- After receipt by Liliesleaf of the completed paperwork, an invoice will be compiled and forwarded to client for settlement.
- Payment of a 50 % deposit will secure the date, with the balance to be settled two (2) weeks prior to the function or event.

ALCOHOLIC BEVERAGE POLICY

Liliesleaf is fully licensed to serve alcoholic beverages, however a selection of red and white wine, local beers and ciders, are stocked by Liliesleaf. Should client however wish to serve different alcoholic beverages, same will be permitted, with a corkage of R45,00 to be charged.

ALCOHOLIC DRINKS

Beer	
Heineken	R35,00
Castle light	R25,00
Black label	R25,00
Miller draft	R30,00
Amstel	R30,00
Windhoek lager	R30,00

Craft beer:

Forresters	R45,00
Old Wobbly	R45,00
Milk and honey	R45,00
Stout	R45,00

Cider:

Hunters gold / dry	R35,00
Savanah dry / light	R35,00

Wine per bottle

Vintales – Head over heels (Natural sweet)	R 70,00
Vintales – Best of both (Natural sweet rosé)	R 70,00
Vintales – Lazy days (Chenin blanc)	R 70,00
Vintales – Sea breeze (Sauvignon blanc)	R 80,00
Vintales – Crowded Café (Carbernet sauvignon)	R120,00
Vintales – Road trip (Pinotage)	R120,00
Vintales – Last call (Shiraz)	R120,00

Sparkling range:

Sparkling sweet rosé	R130,00
Sparkling Moscato	R130,00

Terms and conditions

- Last round must be called 45 minutes before booked departure.
- Guests are required to leave the site by no later than 23h00 due to Liliesleaf being located within a residential area.
- All damages caused will be charged for accordingly.

As Liliesleaf has a reputation and standard to uphold, it reserves the right to request any person to leave the property, should he/she act inappropriately and/or offensively. Liliesleaf also reserves the right to close the bar, should a group not adhere to responsible drinking and act inappropriately.

MENUS FOR GROUPS

Dietary requirements

- Please remember to inform our coordinator of all special dietary requirements.
- Kosher / vegetarian / halaal meals needs to be ordered at least two (2) working days before your function.

BREAKFAST MENUS

Menu prices apply to groups of ten (10) people or more.
Fresh fruit juice is optional at R25,00 per person.

Liliesleaf farmhouse breakfast

R170,00 per person

- Martini glass filled with muesli, topped with yoghurt and fresh fruit, drizzled with honey (v).
- Fluffy scrambled eggs.
- A selection of breads.
- Grilled beef sausage and crispy bacon.
- Grilled tomatoes, fried mushrooms and baked beans (v).
- Cubed potatoes roasted with caramelised onions and fresh herbs (v).

Canapé/cocktail breakfast

R190,00 per person (guests standing)

- Martini glass filled with muesli topped with yoghurt and fresh fruit, drizzled with honey (v).
- A selection of mini phyllo pastry quiches -
 - salmon, leek and dill
 - bacon, cherry tomato and mature cheddar.
- Mini croquet monsieur - a grilled ham and cheese sandwich with béchamel sauce.
- Bruschetta topped with goat's cheese and wild mushrooms (v).
- Whole wheat yoghurt flapjack served with (v) -
 - spicy apple compote and mascarpone
 - grilled banana and mascarpone.

Early rise breakfast

R155,00 per person

- Muesli served with yoghurt (v).
- Seasonal fruit skewers (v).
- Freshly baked muffins, scones, croissants, health breads served with preserves, butter and cheese (v).
- Assortment of cold meats.
- Cheese selection served with crackers and preserves (v).

TEA-TIME MENUS

Option 1

Standard

R80,00 per person (v)

- Tea and coffee.
- Fruit platter *or* fruit skewers.
- A selection of muffins and scones served with jam, cheese and cream.

Option 2

Savoury

R105,00 per person

- Tea and coffee.
- Fruit platter *or* fruit skewers.
- Filled mini croissants.
- A selection of finger sandwiches.

Option 3

Sweet

R80,00 per person

- Tea and coffee.
- Fruit platter *or* fruit skewers.
- Assortment of freshly baked Danishes.
- Freshly baked pain aux chocolate.

Option 4

Fruit

R45,00 per person

- Fruit platter *or* fruit skewers.

Option 5

Sweet and savory

R90,00 per person

- Tea and coffee
- Fruit platter *or* fruit skewers.
- Assortment of freshly baked Danishes.
- A selection of finger sandwiches.

FINGER / SNACK MENUS

Option 1

Crudités

R80,00 per person

- Assortment of seasonal vegetables.
- Hummus.
- Peppadew mayonnaise.
- Tzatziki.

Option 2

Biltong

R100,00 per person

- Roasted mixed nuts.
- Biltong.
- Dry wors.

COCKTAIL MENUS

Cheese board

R135,00 per person

- An assortment of cheeses served with crackers, French loaves and a selection of preserves garnished with seasonal fruits and nuts.

Cold meat selection

R80,00 per person

- An assortment of cold meats served with a selection of pickles and olives- a good option to add to the cheese board.

Canapé lunch platter

Included as part of the standard full or half day conference package. (Subject to availability).

R90,00 per person

- Smoked salmon and cream cheese on rye canapés and cucumber (v) topped with fennel.
- Spanakopita (v) phyllo pastry filled with spinach and feta.
- Mini tortilla wraps filled with sweet chili beef strips and cream cheese (and/or (v) stir-fried vegetables).

- Marinated Thai chicken skewer served with a peanut dipping sauce (and/or (v) vegetarian kebabs).
- Bobotie spring rolls accompanied with traditional chutney vegetable spring rolls.
- Chicken gordon bleu lollipops accompanied with basil cream dipping sauce.

Sushi

Fresh sushi prepared for you and your guests by a Sushi chef.

Chef at R1 000,00 plus R150,00 per person.

The following menu items are available:

- California rolls - salmon, prawn and crab.
- Fashion sandwiches - salmon, prawn and crab.
- Maki - salmon, prawn and crab.
- Nigiri - salmon and prawn.
- Salmon rainbow rolls.
- Salmon wisteria rolls.

Vegetarian sushi

Avocado and cucumber

- California rolls.
- Fashion sandwiches.
- Maki.
- Dragon rolls.
- Square rolls.

Teambuilding packages where you learn to make sushi, are also available.

Please ensure you book one (1) week in advance.

BUFFET SET MENUS

Dietary requirements

- Please remember to inform our coordinator of all special dietary requirements.
- Kosher / vegetarian / halaal meals needs to be ordered at least two (2) working days before your function.

Option 1

Budget buffet

R180,00 per person

- Creamy homemade chicken pie served with rice.
- Greek salad.
- Malva pudding served with custard.

Option 2

South African experience

R180,00 per person

- Bobotie served with yellow rice and sambals.
- Green salad.
- Milk tart.

Option 3

Healthy option

R210,00 per person

- Grilled chicken breast.
- Grilled hake served with fresh lemon and tartar sauce.
- Steamed or balsamic roasted seasonal vegetables or as per requirement.
- Greek salad.
- Fresh seasonal fruit platter.

Option 4

Comfort meal

R290,00 per person

- Oxtail served in a rich red wine sauce with samp.
- Steamed or balsamic roasted seasonal vegetables or as per requirement.
- Roasted baby potato.
- Greek salad.
- Malva pudding served with custard.

Option 5

The 1963

R310,00 per person

- Garlic and rosemary studded roast rump served with horseradish sauce.
- Grilled hake served with fresh lemon and tartar sauce.

- Steamed or balsamic roasted seasonal vegetables or as per requirement.
- Roasted baby potatoes.
- Broccoli and cauliflower served with cheese sauce.
- Greek salad.
- Butternut and beetroot salad topped with blue cheese and caramelised pecans.
- Malva pudding served with custard.
- Seasonal fruit salad.

Option 6

Lil's choice

R310,00 per person

- Slow roasted lamb marinated in yoghurt served with mint sauce.
- Grilled hake served with fresh lemon and tartar sauce.
- Steamed or balsamic roasted seasonal vegetables or as per requirement.
- Roasted baby potatoes.
- Broccoli and cauliflower served with cheese sauce.
- Greek salad.
- Butternut and beetroot salad topped with blue cheese and caramelised cashews.
- Malva pudding served with custard.
- Seasonal fruit salad.

Option 7

Full house

R390,00 per person

- Slow roasted lamb marinated in yoghurt served with mint sauce.
- Peach glazed grilled chicken.
- Grilled hake served with fresh lemon and tartar sauce.
- Steamed or balsamic roasted seasonal vegetables or as per requirement.
- Roasted baby potatoes.
- Broccoli and cauliflower served with a cheese sauce.
- Greek salad.
- Three bean salad.
- Roasted butternut and beetroot salad topped with blue cheese and cashew nuts.
- Malva pudding served with custard.
- Seasonal fruit platter.

REFRESHMENTS

SOFT DRINKS

Mineral water	
Sparkling	R15,00
Still	R15,00
Soft drinks, ice tea and tizers 330 ml.	R25,00
Fruit juice per glass	R25,00

TERMS AND CONDITIONS

- Regular maintenance is undertaken throughout the year to uphold and preserve the quality of the historical site and the exhibitions. Liliesleaf will endeavour to minimise the impact and potential inconvenience.
- Should additional costs be incurred after a conference, function or event, an “extras” invoice will be issued. This invoice must be settled in full within seven (7) days of the invoice date. Failure to do so will result in interest being charged as per standard bank interest rate for every day that the payment is outstanding.
- Smoking is only permitted in designated marked areas. A fine of R500,00 will be issued to any person who do not comply.
- Should a booked conference continue after 17h00, a security guard’s fee will be added to the invoice in order to cover the additional hours.
- Please note that due to inflation and rising costs, Liliesleaf can at any time update the rates on this Information Portfolio. Liliesleaf will however honour rates already formally quoted for a specific date.
- Liliesleaf charges time and a half on Sundays for all conferences, functions and events that is not in our regular business hours, being from 9h00 until 16h00.
- Liliesleaf does not allow any braai’s or fires on the premises and if not adhered thereto, a fine of R5 000,00 will be given.

- Liliesleaf is a non-profit organization and thus is not in a position to offer discounted rates, apart from the special rates already on offer in this portfolio.
- Liliesleaf is not in possession of a generator and will thus not be in a position to generate power, should there be a power failure.
- Liliesleaf has secured uncovered parking for thirty (30) vehicles as well as outside parking, in full view of the security guard.

CONTACT DETAILS

Conference co-ordinator

Lulamile Zulu

T: +27 11 803 7882; C: 060 996 6363E: lulamile@llt.co.za

Sales executive

Genevieve Stoltz

T: +27 11 803 7882; C: 079 4783 830; E: genevieve@llt.co.za

