



VICTORIA & ALFRED  
HOTEL

# CONFERRNCING PACKAGES

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VICTORIA & ALFRED  
HOTEL

# WELCOME

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The personal hand written note of welcome is telling... a sign of the style that is the hallmark of a very special hotel... the style that sets the Victoria & Alfred Hotel on the Pier head in Cape Town's Victoria & Alfred Waterfront apart.

The Forum is popular for conferences, dinner dances and special occasions, such as product launches, birthdays and weddings. The venue can host from 20 to 100 for meetings, cocktails and 60 for a dinner dance. We would like to take this opportunity to thank you for the interest shown in the Forum Conference Centre.

***V&A Team***

# FULL DAY CONFERENCE PACKAGES

## **FULL DAY CONFERENCING PACKAGE 1 // R425 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: mini quiche, granola bar & grissini sticks
- Mid-afternoon: homemade flavoured popcorn & bruschetta
- Two course set lunch menu 1/buffet menu 1 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

## **FULL DAY CONFERENCING PACKAGE 2 // R525 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: vegetable wrap, individual yoghurt & granola cups, mini muffins
- Mid-afternoon: doughnuts, tempura vegetables & Welsh Rarebit
- Two course set lunch menu 2/buffet menu 2 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

## **FULL DAY CONFERENCING PACKAGE 3 // R625 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: Mini Croquet monsieur, Profiterole with crème patisserie, smoothies
- Mid-afternoon: mini boerewors rolls, three chip chocolate brownies, grilled halloumi skewer
- Two course set lunch menu 3/buffet menu 3 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

# HALF DAY CONFERENCE PACKAGES

## **HALF DAY CONFERENCING PACKAGE 1 // R295 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: mini quiche, granola bar & grissini Sticks
- Two course set lunch menu 1 /buffet menu 1 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

## **HALF DAY CONFERENCING PACKAGE 2 // R395 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: vegetable wrap, individual yoghurt & granola cups, mini muffins
- Two course set lunch menu 2/buffet menu 2 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

## **HALF DAY CONFERENCING PACKAGE 3 // R545 PP**

- Arrival: tea, coffee, fruit juice & rusks
- Mid-morning: mini Croquet monsieur, Profiterole with crème patisserie, smoothies
- Two course set lunch menu 3 /buffet menu 3 in Ginja Restaurant
- Upon Request: flipchart, magnetic whiteboard with markers, cordless microphone and laser pointer.

*The full day and half day conference packages 1st, 2nd and 3rd have been coupled with the set menus/ buffets 1st, 2nd and 3rd.*

*If you wish to go with the 4th or 5th option- this can be arranged and if you would prefer to choose one of the other set menus/buffets with your conference package- this can further be arranged with the additional cost*

# MAKE YOUR **CONFERENCE & LUNCH** WITH US TRULY UNIQUE!

Fruit Dainties // R30

Salted Mixed Exotic Nuts // R40

Caramelised Banana Slices // R35

Salted Pretzels // R35

Spiced Corn // R30

Macaroons // R30

Droe Wors // R55

Sliced Beef Biltong // R65

Vegetable Crisps // R35

Salted Popcorn // R30

Caramelised Popcorn // R35

Marshmallows // R35

Mini Assorted Chocolates // R65

Chocolate Truffles // R65

Smarties // R45

Astros // R45

Nougat Bites // R55

Fruit Pastilles // R40

Mini Red Velvet Cup Cakes // R45

Chocolate Brownie Bites // R45

Vanilla & Caramel Cup Cakes // R45

Mini Lemon Tarts // R45

Traditional Fudge // R45

Chocolate Cup Cakes // R45



# Sanctuary Spa

## OUR PRESTIGIOUS SPA

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Through inspiration from the Fynbos on the slopes of Table Mountain, they developed Moya – the first body care range to harness the wealth of indigenous botanicals and combined it with an exclusive treatment menu to complement the prestigious Spa perfectly. Quality ingredients, innovative product development and exceptional service have resulted in the Moya line being stocked by leading retailers, resorts spas and hotels. Founded on quality and passion, the company has established a reputation for excellence in this specialised industry.

# CANAPÉ MENU

**PLEASE SELECT 6 ITEMS FROM THE BELOW // R225 PP**

Caprese Skewer

Buffalo mozzarella, Cherry tomato with Basil pesto on a skewer

Seared duck breast en croute

Duck breast served medium rare on a crouton with orange segment & micro herbs

Ratatouille & Cream Cheese Crepes

Crunchy vegetable strips with cream cheese in a wrap

Smoked Salmon & Blini with Salmon roe

Smoked salmon with cottage cheese and salmon roe on a savoury crumpet

Wild Mushroom & Truffle Voluvent

Pan fried mushrooms with white truffle oil served in a pastry case

Decadent chocolate brownie

# CUSTOMISED CANAPÉ MENU

CANAPÉS CAN ALSO BE CUSTOMISED IN ACCORDANCE TO YOUR PREFERENCE.  
GUESTS CAN BUILD OWN MENU FROM BELOW.

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Humus dip with paaper bites	// R25pp	Thai green chicken curry quiche	// R35pp
Chicken satay skewers	// R30pp	Bobotie quiche with apricot chutney	// R35pp
Mini beef sliders	// R35pp	Matoubal (Arabic smoked aubergine dip)	// R25pp
Mini chicken sliders	// R35pp	Lamb Kofta (small lamb mince skewers)	// R35pp
Smoked chicken & avocado wraps	// R30pp	Asian duck with rice noodle & chilli	// R35pp
BBQ pork riblets	// R35pp	Yellow fin tuna tartar (served on crostini)	// R40pp
Chicken liver pate on bruschetta	// R25pp	Vol au vent with wild mushroom & truffle filling	// R35pp
Grilled halloumi skewers	// R35pp	Vol au vent with chopped prawn meat & chive mayo	// R45pp
Parma ham & asparagus spears	// R45pp	Vol au vent with roasted tomato & mozzarella	// R35pp
Biltong & blue cheese quiche	// R35pp	Smoked salmon quiche with cream cheese	// R45pp
Fatoush (Arabian parsley salad served on lettuce cup)			// R25pp
Kingklip Goujons(crimbed & deep fried Kingklip nuggets)			// R35pp
Escargot parcel (crispy Phyllo pastry parcel with snail, roasted garlic & chive cream cheese filling)			// R30 pp
Smoked salmon rolls (filled with cream cheese, capers and lime zest)			// R40pp
Sambusek ( middle eastern cheese puff with zataar spice)			// R25pp
Fatayer ( Arabic pastry with fragrant lambs mince filling)			// R35pp
Firecracker prawns (prawns marinated in chilli and coriander wrapped in wonton pastry and deep fried)			// R50pp
Angry duck spring rolls (shredded duck with chilli, rice noodle and coriander)			// R35pp



# SET MENU ONE

(PLEASE SELECT 2 COURSES FROM THE BELOW) // R190 PP

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## STARTERS

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### Classic Greek Salad (V)

Kalamata olives, cucumbers, feta cheese, tomato, pita bread

OR

### Creamy Cauliflower Soup (V)

Smooth & creamy Cauliflower soup topped with gratinated gruyere

OR

### Herb Fish Cakes

Panko coated Salmon and hake fish cakes, cucumber riata

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## MAINS

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### Classic Hamburger

Angus Beef, Cheddar, Iceberg lettuce, tomato, dill cucumbers, Rustic Cut fries and beer battered onion rings

OR

### Confit Tomato Pasta (V)

Confit English tomatoes with Swiss chard and topped with Grana Padano shavings

OR

### Rump Skewer

Well basted tender rump cubes on a skewer, Rustic cut fries, and Open Brown field mushroom

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## DESSERTS

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### Citrus Amazi Pudding

Lightly baked pudding with African cultured milk topped with Greek yoghurt

OR

### Classic Crème Brûlée

Baked custard with crunchy sugar coating

OR

### Pear & Ginger Tart

Ginger biscuit filled with red wine poached pears and topped with ginger cream

# SET MENU TWO

// R230 PP

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## STARTERS

### Salt & Pepper Calamari

Crispy Patagonia calamari served with a homemade cottage cheese tartar sauce

OR

### Seared Beef Carpaccio

Seared Beef sirloin, aromatic spices, balsamic reduction, wild rocket leaves and topped with pecorino shavings

OR

### Duck Spring Rolls (2 rolls per person)

Shredded Slow Roasted duck wrapped in spring roll pastry served with homemade Thai sweet chilli sauce

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## MAINS

### Moroccan Chicken

Homemade Moroccan spice rubbed Chicken breast fillet, Tender fried and served with fresh herbed cous cous and crunchy roasted vegetables

OR

### Sirloin Steak

200grm Sirloin steak topped with a homemade Anchovy butter served with Rustic cut fries & beer battered onion rings

OR

### Primavera Pasta (V)

Mixture of crunchy roasted vegetables with Pappardelle Pasta, rocket leaves, olive oil and pecorino shavings

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## DESSERTS

### Pear & Ginger Tart

Ginger biscuit filled with red wine poached pears and topped with ginger cream

OR

### Citrus Amazi Pudding

Lightly baked pudding with African cultured milk topped with Greek yoghurt

OR

### Chocolate Mousse

Marbled white and dark chocolate mousse

# SET MENU THREE

// R280 PP

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## STARTERS

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### Mini lamb koftas (3 per person)

Fragrant lamb mince with avocado, baby lettuce and tzatziki

OR

### Tabouleh Salad (V)

Cous cous, grilled vegetables and cumin yoghurt dressing

OR

### Soup

Choice of pea and ham OR lamb and barley OR creamy vegetables  
(Customer to choose beforehand)

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## MAINS

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### Chicken Lemone

Chicken breast fillet, pan fried with fresh lemon and butter sauce served with herbed cous cous and crunchy roasted vegetables

OR

### Rump Skewer

Well basted tender rump cubes on a skewer, Rustic cut fries, open Brown field mushroom

OR

### Whole Baby Kingklip

Baby Kingklip on the bone served with a choice of a Greek Salad or a crunchy roasted vegetables and a lemon butter sauce

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## DESSERTS

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### Malva Pudding

Classic Malva pudding served with crème anglaise

OR

### Chocolate Mousse

Marbled white and dark chocolate mousse

OR

### Chilli chocolate Dessert

Chocolate sponge with chocolate sauce and French nougat ice cream

# SET MENU FOUR

// R350 PP

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## STARTERS

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### Grilled Halloumi Salad

Grilled Artichokes, Char grilled sweet corn served with heirloom tomatoes, avocado pear

OR

### Gazpacho (V)

Traditional chilled tomato and Red pepper soup served with fresh baked Baguette slices

OR

### Tuna Tartar

Yellow fin tuna served on warm bruschetta and served with a homemade lime aioli and freshly cut spring onion

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## MAINS

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### Lamb curry

Malay lamb knuckle curry served with basmati rice and a tomato and onion sambal

OR

### Smoked Salmon Pasta

Penne or Pappardelle Pasta tossed in a creamy smoked salmon sauce with smoked salmon trout strips served with wild rocket leaves and Pecorino Shavings

OR

### Sirloin Steak

200grm Sirloin steak topped with a choice of Anchovy butter or Café De Paris butter served with rustic cut fries and beer battered onion rings

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## DESSERTS

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### Pear & Ginger Tart

Ginger biscuit filled with red wine poached pears and topped with ginger cream

OR

### Cape Mess

Chocolate cream, honey wafer, pistachio ice cream and choc brownie

OR

### Death by Chocolate

Chocolate espresso shot, chocolate mousse, chocolate brownie truffle

# SET MENU FIVE

// R450 PP

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## STARTERS

### Gravadlax

Salt, Beetroot and Dill Cured Norwegian Salmon served with micro mixed salad leaves and pickled rainbow beetroots

OR

### Parma Ham & Melon Salad

Parma Ham with sweet melon tossed off in a light mint dressing and mixed young salad

OR

### Grilled Halloumi Salad

Grilled Artichokes, Char grilled sweet corn served with heirloom tomatoes, avocado pear

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## SORBETS

Lemon & lime OR Passionfruit OR Orange

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## MAINS

### Slow Roasted Duck Pasta

Slow roasted Duck in a red wine & tomato Jus with Pearl onions and a choice of penne OR pappardelle pasta

OR

### Lamb Knuckle

Slow roasted lamb knuckle in a rich spiced sauce, served with barley and gremolata cream cheese

OR

### Whole Baby Kingklip

Baby Kingklip on the bone served with a choice of Greek Salad or roasted vegetables and lemon butter sauce

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## DESSERTS

### Deep Fried Chocolate

Deep fried chocolate wrapped in Phyllo pastry served with coffee semi-fredo ice cream

OR

### Cape Mess

Chocolate cream, honey wafer, pistachio ice cream and a homemade chocolate brownie

OR

### Key Lime Pie

An American dessert made of lime juice, egg yolks, and sweetened condensed milk in the pie crust served with Chantilly Cream which is a sweetened, vanilla-flavoured whipped cream

# BUFFET MENU ONE

MINIMUM OF 20 PEOPLE ARE REQUIRED // R190 PP

## STARTERS

Melon and Parma ham Salad

Greek salad

Spiced prawn and avocado salad

Roasted butternut and feta salad

## HOT DISHES

Thyme, lemon and garlic roasted chicken

Lamb Leg- slow roasted

Penne Neapolitan

Fragrance basmati rice

Roasted vegetables

## DESSERTS

Chocolate brownies

Mini crème brulee

Selection of cheese and preserves

# BUFFET MENU TWO

MINIMUM OF 20 PEOPLE ARE REQUIRED // R250 PP

## STARTERS

Freshly baked bread rolls with pesto and tapanade  
Butternut, goats cheese and rocket salad with toasted pine nuts  
Roasted beetroot and feta salad with citrus dressing  
Traditional Greek salad

## MAINS

Grilled seasonal vegetables  
Fragrant Basmati rice  
Roasted baby potatoes  
Chick pea and potato tagine  
Decadent Seafood ragout  
Lemon, thyme marinated chicken  
Grilled fillet of beef with Jus

## DESSERTS

Trifle  
Fresh seasonal fruit  
Warm malva pudding and custard  
Cheese board and preserves

# BUFFET MENU **THREE**

MINIMUM OF 20 PEOPLE ARE REQUIRED // R350 PP

## STARTERS

Selection of freshly baked breads with pesto and tapenade  
Melon and Parma ham salad  
Spiced prawn and avocado salad  
Smoked salmon terrine with asparagus and caper berries  
Duck liver parfait with cherry chutney and sour dough baguette  
Roasted beetroot with goats feta with a citrus and maple dressing

## MAINS

Grilled vegetables  
Fragrant basmati rice  
Sweet potato and chickpea tagine  
Lemon and thyme roasted chicken  
Decadent seafood ragout  
Roasted Karan beef fillet with red wine jus

## DESSERTS

Chocolate brownies  
Mini crème brûlée  
Fresh sliced fruit  
Pavlova with berries and Chantilly cream  
Selection of South African cheese and preserves



# BUFFET MENU **FOUR**

MINIMUM OF 20 PEOPLE ARE REQUIRED // R420 PP

## STARTERS

Selection of freshly baked breads with pesto and tapenade  
Beetroot and Feta salad  
Cobb salad (Cajun chicken & avocado)  
Duck liver parfait with cherry chutney and sour dough baguette  
Classic Caesar salad

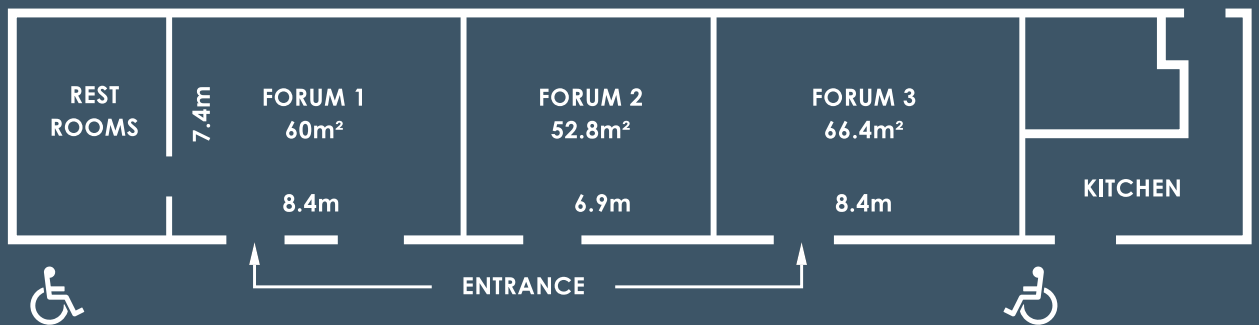
## MAINS

Grilled vegetables  
Fragrant basmati rice  
Vegetable lasagne  
Chicken & feta Ballontine  
Seafood curry  
Rare Roast beef with mustard sauce

## DESSERTS

Chocolate brownies  
Malva pudding  
Fruit skewers  
Selection of South African cheese and preserves

# MEETING ROOM OUTLINE



**TOTAL VENUE 180.8SQM | CEILING HEIGHT 2.0M**

Setup Styles	Banqueting	Cabaret	Cinema	School room	U – Shape	Boardroom
Forum 1	40	25	50	27	18	12 / 14
Forum 2	32	20	40	18	18	12 / 14
Forum 3	40	25	45	27	18	12 / 14
Forum 1 + 2	80	50	100	63	42	-
Forum 2 + 3	80	50	95	51	-	-
Forum 1 + 2+3	112	70	160	90	-	-

*(The size of venue allocated is dependent on the audio visual requirements and catering. We also ensure that the audio visual equipment for each venue is of a high quality but when combined venues are made use of we suggest that we make use of our preferred supplier to ensure the sound quality provides the best experience across the venues. Should you need assistance outsourcing additional equipment we will be happy to assist)*

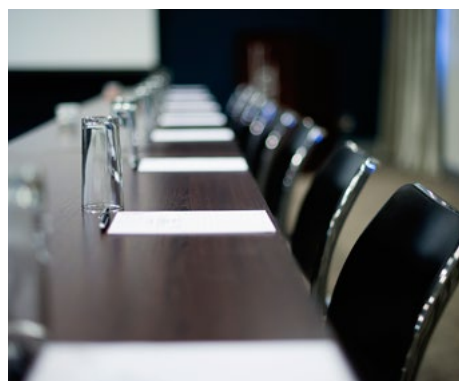
# ON THE CONFERENCE TABLE

## INDIVIDUAL JARS OF

- Mints and chewy sweets
- Water and water glasses
- Note pad and pen

## CLUTTER FREE WORKING ENVIRONMENT:

We strive to create a clutter free working environment with an ongoing effort to always reduce our carbon footprint. If you would like us to provide a stationary setup alongside the conference allowing ample work space, let us know.



# CATERING

Lunch can be enjoyed at Ginja Restaurant, a mere 50 metre walk from The Forum. At Ginja Restaurant guests can enjoy the spectacular views of the working harbour and Table Mountain. Our Kitchen is Halaal friendly but we use a certified supplier who provides us with any strictly Halaal/Kosher requests at an additional cost. We will gladly assist you with any special dietary requirements. Please note we need at least 2 days lead time for the order.

## HALAAL/KOSHER SURCHARGES

Breakfast at R280.00 per person

Lunch (3 course) R320.00 per person

Conference Tea breaks (5 items per session) at R100.00 per person

Handling fee at R350.00 per person



# BEVERAGE LIST

## SOFTDRINKS

Coke 200ml	R 20
Coke Lite 200ml	R 20
Lemonade 200ml	R 20
Soda Water 200ml	R 20
Tonic Water 200ml	R 20
Gingerale 200ml	R 20
Dry Lemon 200ml	R 20
Coke Zero 330ml	R 23
Sprite Zero 330ml	R 23
Appetizer 275ml	R 34
Grappetizer Red & White	R 34
Lipton Ice Tea 330ml	R 27
Red Bull	R 52
Fanta Orange 330ml	R 23

## JUICES

Orange	R 20
Mango	R 20
Tomato Cocktail	R 20
Apple	R 20
Guava	R 20
Strawberry	R 20
Pineapple	R 20
Cranberry	R 20
Fruit Cocktails	R 20

## WATER

Sparkling Vivreau 500ml	R 25
Still Vivreau 500ml	R 25
Sparkling Vivreau 750ml	R 30
Still Vivreau 750ml	R 30

# ON THE CONFERENCE TABLE

Half Day	Full Day	24 Hours
1 Room @ R1900.00	1 Room @ R2400.00	1 Room @ R6000.00
2 Rooms @ R3800.00	2 Rooms @ R4800.00	2 Rooms @ R9000.00
3 Rooms @ R5700.00	3 Rooms @ R7200.00	3 Rooms @ R12000.00

## PARKING VOUCHERS

Should you require parking vouchers for your guests, this can be arranged prior to your function; underground parking is at ULUNDI across the road from the Forum Conference Centre.

The hotel will supply your conference with three (3) complimentary parking bays in front of the hotel; in house hotel guests receive complimentary parking.

## PAYMENT

Please note that the full pre-payment is required for all conferences and/or events. Any additional costs incurred during the course of the event, must be settled on the day of the event.

NAME: V AND A HOTEL (PTY) LTD  
BANK : First National Bank  
ACCOUNT NO: 62268942028  
BRANCH CODE : 200109  
SWIFT CODE: FIRNZAJJ

## CANCELLATION POLICY

In the event of your entire conference or function being canceled, the following cancellation policy will apply.

30 to 15 days prior to arrival:

50% of the estimated conference and banqueting value will be charged.

14 to 0 days prior to the arrival:

100 % of the estimated conference and banqueting value will be charged.



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HOTEL

**THE FORUM**  
Conferencing & Banqueting Centre

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