



CONFERENCE PACKAGE

2025

Green Leaves will cater for all your conference requirements whether it is a brainstorming week, strategy session or team building breakaway.

We invite you to view our venue and we are confident that you will agree with us, that few other places have the same enchantment!

CONFERENCE PACKAGES

01 March 2025 to 29 February 2026

HALF DAY PACKAGE

R 600.00 Per Person

Includes:

- Conference Venue Hire 08h00 - 13h00
OR 12h00 - 17h00
- Notebook & Black Pen
- Refreshments & Bottled Still Water
- Wifi
- Arrival Tea, Coffee & Juice
- Arrival Tramezzini's
- Lunch
- 1 x Tea/Coffee Break with Snacks

FULL DAY PACKAGE

R 745.00 Per Person

Includes:

- Conference Venue Hire 08h00 - 17h00
- Notebook & Black Pen
- Refreshments & Bottled Still Water
- Wifi
- Arrival Tea, Coffee & Juice
- Arrival Tramezzini's
- Lunch
- 2 x Tea|Coffee Breaks with Snacks

24 HOUR PACKAGE

R 1990.00 Per Person - Sharing
R 2140.00 Per Person - Single

Includes:

- Conference Venue Hire 08h00 - 17h00
- Notebook & Black Pen
- Refreshments & Bottled Still Water
- Wifi
- Arrival Tea, Coffee & Juice
- Arrival Tramezzini's
- Lunch
- 2 x Tea|Coffee Breaks with Snacks
- Dinner
- Accommodation & Breakfast

DINNER, B & B

R 1245.00 Per Person - Sharing
R 1395.00 Per Person - Single

Includes:

- Dinner
- Accommodation & Breakfast
- Wifi

FACILITY & ROOM HIRE


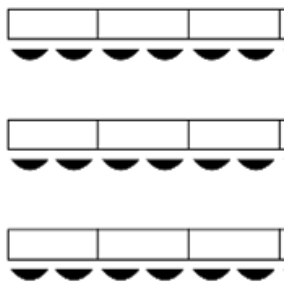
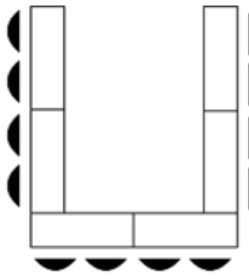
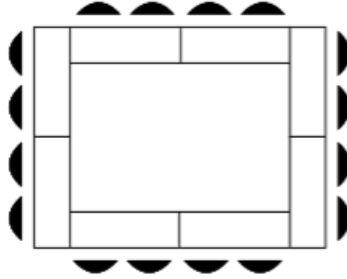

R 550.00 Half Day
R 950.00 Full Day

A standard fee will apply for the use of the conference room and facilities if a full conference package is not selected

Includes:

- Venue Access
- Basic set-up

CONFERENCE ROOMS

Specifications		Executive Boardroom	The Barrel	Provance
Cinema			40	65
School Room			30	56
U-Shape			20	Single - 28 Double - 44
Boardroom		10	20	40
Banquet			30 10 pax per table	50 10 pax per table 30 6 pax per table
Room Size		L - 6m W - 6m	L - 10m W - 5m	L - 10m W - 11m
Power Sockets		4	6	10
Screen		1	1	1
Flipchart / White Board & Markers		1	2	4
Air Conditioning		✓	✓	✓
PA System & Mic		R 950 p.day	R 950 p.day	R 950 p.day
Data Projector		R 850 p.day	R 850 p.day	R 850 p.day

Executive Boardroom



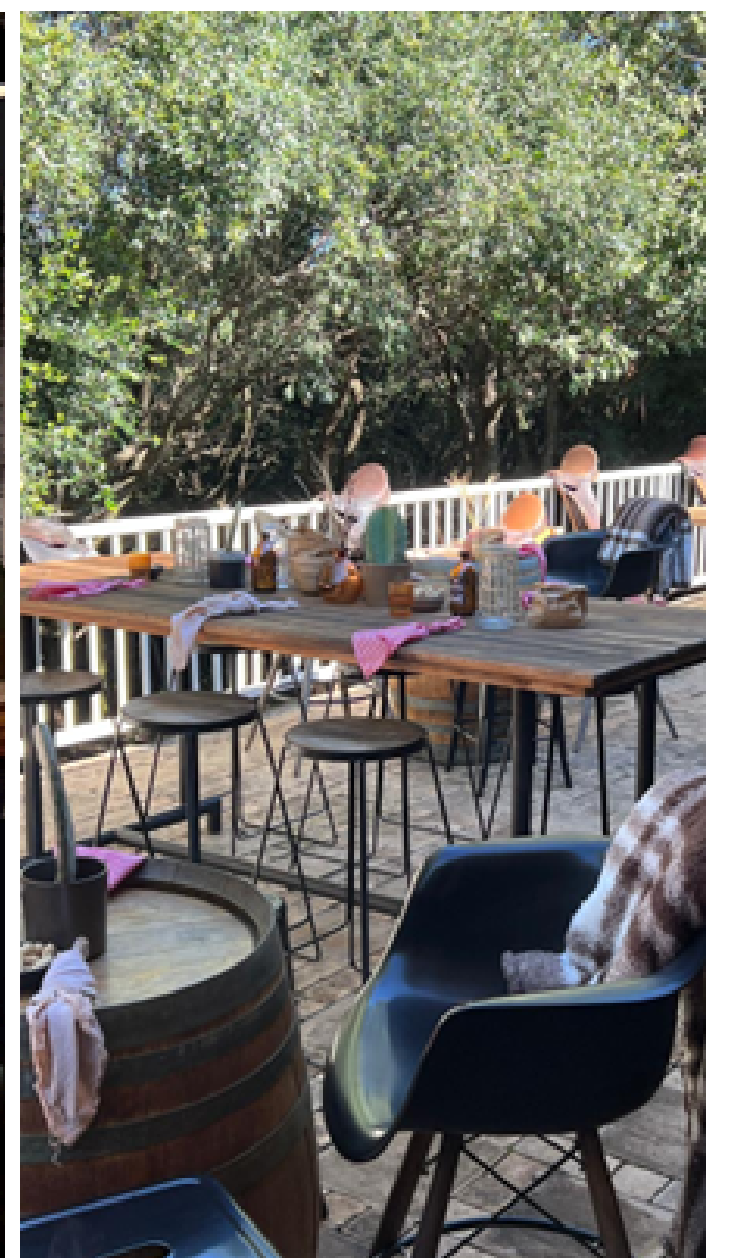
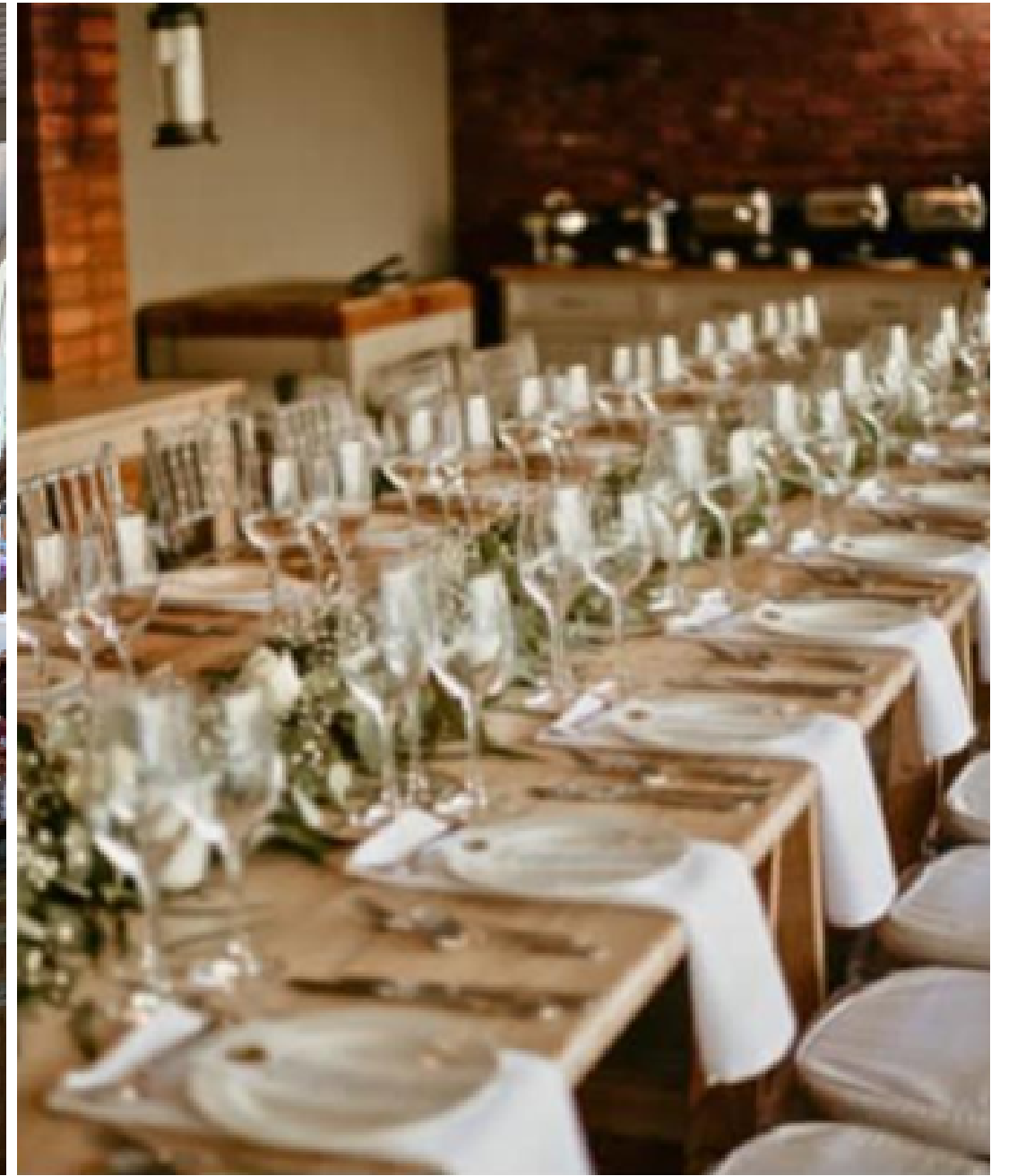
THE BARREL



PROVANCE



BOMA



ACCOMMODATION

Tuscan Executive Suite

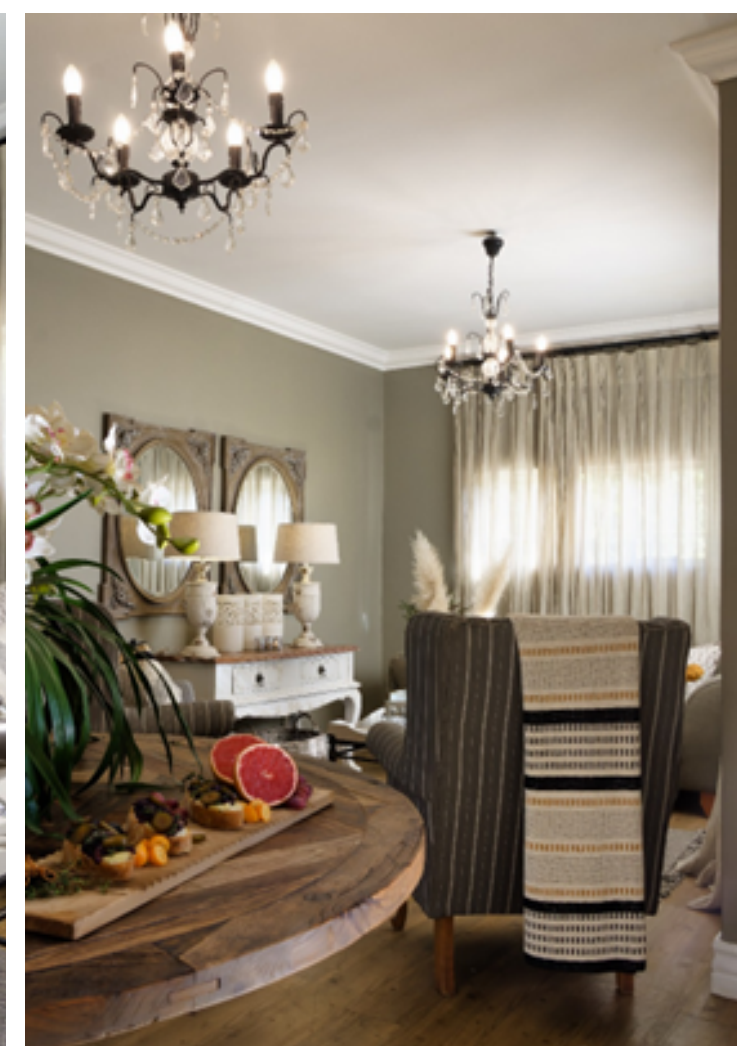
- Double bed
- Open plan bathroom with bath
- Lounge
- Private veranda
- DSTV limited channels
- Air-conditioning and gas fireplace
- Mini fridge
- Coffee and tea station
- Amenities and towels



ACCOMMODATION

Stables Executive Suite

- Double bed
- Open plan bathroom with bath
- Private shower
- Lounge
- Private veranda
- DSTV limited channels
- Air-conditioning and gas fireplace
- Mini fridge
- Coffee and tea station
- Amenities and towels



ACCOMMODATION

Courtyard Luxury Room

- Double bed
- Open plan bathroom with bath
- Private veranda
- DSTV limited channels
- Air-conditioning
- Mini fridge
- Coffee and tea station
- Amenities and towels



Courtyard Standard Room

- 2 Single beds
- Bathroom with shower
- Private veranda
- DSTV limited channels
- Fan and oil heater
- Coffee and tea station
- Amenities and towels



ACCOMMODATION

Outside Courtyard Luxury Rooms

- Double bed
- Open plan bathroom with bath
- Private veranda
- DSTV limited channels
- Air-conditioning and gas fireplace
- Mini fridge
- Coffee and tea station
- Amenities and towels



Outside Courtyard Standard Rooms

- 2 Single beds or converted king bed
- Bathroom with shower
- Private veranda
- DSTV limited channels
- Air-conditioning
- Coffee and tea station
- Amenities and towels



ACCOMMODATION

Stables Rooms

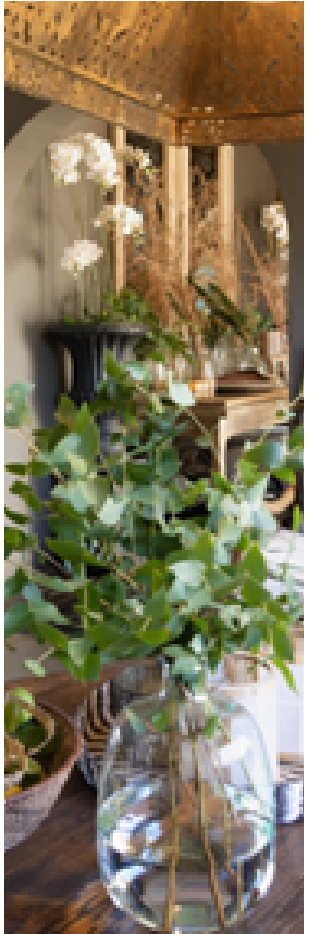
- Double bed and single bed
 - Bathroom with shower
 - DSTV limited channels
- Air-conditioning
 - Coffee and tea station
 - Amenities and towels



ROOM DETAILS

Room Type	Numbers of Rooms	Room Numbers
Executive Suites	2	Tuscan & Stables
Courtyard Luxury Room	1	4
Courtyard Standard Rooms	9	1 - 3 & 5 - 10
Outside Courtyard Luxury Rooms	5	14 - 18
Outside Courtyard Standard Rooms	11	19 - 29
Stables Rooms	12	31 - 37 & 40 - 44

Lodge



TERMS & CONDITIONS

- Kindly note that a minimum of 1 night's stay is required as well as a minimum of 8 delegates per conference. Exceptions will solely be to the manager's discretion.
- A non-refundable securing deposit of 50% is required in order to secure your booking.
- Bookings will only be confirmed upon receipt of proof of payment. Please use your invoice number as reference on all deposit slips and Internet transfers.
- The balance of payment must be paid in full 14 days prior to the conference date.
- In the event that the booking or part thereof is cancelled within 10 days prior to the function a 100% cancellation fee will apply. Please note that prices are subject to change without prior notification.
- Should a postponement of your conference be necessary, 50% of your initial deposit will be forfeited.
- All charges incurred during your conference are to be settled in full on departure i.e. bar account and incidentals (telephone, internet, printing services, breakages etc)
- We require the confirmed menu 14 days prior to your function. Kindly note that amended and / or alternative dishes will be at an additional charge.
- All menus are subject to seasonal availability.
- For individual guests attending the conference that require special dietary requirements such as Gluten Free, Vegan, Halaal or Kosher, a surcharge fee per person will be applicable in addition to the selected package price. These meals are specifically ordered in from a certified caterer.
- Green Leaves strictly prohibits the removal of leftover food and under no circumstances may guests be allowed to bring food onto the property. Leftover food remains the property of Green Leaves due to Health and Safety regulations.
- We require the final delegate numbers 14 days prior to your function, thereafter no deductions in guest numbers will be accepted. We are usually able to allow for a moderate increase in numbers, but written confirmation must be obtained.
- Should your actual number of guests on the day of your conference exceed the number confirmed you will be charged for the additional guest at the confirmed menu price.
- Should your actual number of guests attending the conference drop below the confirmed numbers, no refunds will be given.
- The package price per person remains the same even if the delegate does not want all of his/her meals etc. Partners/guests staying with conference delegates are charged the same conference package rate regardless if they are attending the actual conference.
- Day visitors e.g. guest speakers, facilitators etc. must be included in your final delegate numbers. This also applies to people arriving to visit with conference delegates and possibly eat a meal with them.
- Our conference facilities will be made available to you from 08h00 to 13h00 OR 12h00 - 17h00 for half day conferences. A surcharge of R650.00 per hour will apply should you require the conference room for longer periods.
- Our conference facilities will be made available to you from 08h00 to 17h00 for full day conferences. A surcharge of R650.00 per hour will apply should you require the conference room for longer periods.
- Our bar will remain open to 24h00 daily. R650.00 per hour or part thereof will be charged for exceeding the venue hours. The manager on duty must agree to any extension of times.
- We are a licensed establishment and therefore all alcohol and beverages are to be supplied by Green Leaves.
- No beverages may be brought onto the property, into the accommodation or into conference rooms by the customer or their guests for consumption on the premises, unless the prior written consent of Green Leaves has been obtained. The client will be charged corkage fees should it be discovered that liquor was brought onto the premises.
- Annual bar, wine & sparkling wine price increases can be expected in January every year. Prices are subject to change without prior notice due to economic factors (sin tax, supplier increases, etc.) during the year. The latest bar and wine price list is available on request.

TERMS & CONDITIONS

- A corkage fee of R 95-00 per 750ml bottle will be charged for Wine and Sparkling Wine that the client wants to bring onto Green Leaves premises for their function. A corkage fee of R 10-00 will be charged for party favours or "dinky" bottles (up to 70ml). Should you wish to bring in any other beverages (alcoholic and/or non-alcoholic) a custom corkage rate will be calculated to the manager's discretion.
- Room check-in is at 13h00 and check out is before 10h00 unless otherwise stated.
- Overnight Conferences: Please note that we require room allocations 14 days prior to your conference.
- Please confirm in advance which equipment you will require together with your preferred seating arrangement and agenda by completing a conference information sheet and forwarding it to us no later than 14 days prior to your conference.
- While Green Leaves does feature emergency water tanks and a fully fueled backup generator, Green Leaves shall not be held liable for acts of nature or any other kind of incident, which may cause an interruption of services whatsoever. This includes electricity, internet interruptions, fire, water, sanitary services, etc. on the premises.
- Green Leaves reserves the right to cancel any conference forthright and without liability on its part in the event of any damage to or destruction of the venue by fire, flood, labour unrest or other causes which is beyond Green Leaves' control.
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Green Leaves will not be held liable for any damage and/or loss of any client's/guest's property whatsoever, and the client/guest ultimately remains responsible for keeping their valuables and belongings safe.
- The client will be responsible for the actions of his/her guests. All damages and theft to Green Leaves property by any persons associated with your function will be charged to your account and debited against the deposit. This includes the accommodation, venues, cutlery, crockery, linen, equipment, furniture, public areas and any section of the property.
- Please note staff employed at Green Leaves will not be held liable for lost items left behind in the venue/rooms.
- The customer will not be entitled to paint, affix or attach any matter to the walls of the property, to include nails or hooks in the walls, roof or frames. Any damage to Green Leaves property will be charged accordingly. Please also refrain from using Prestik on the walls.
- Green Leaves will not be held liable for any injuries inflicted to clients, their guests or service providers.
- Green Leaves will not be held responsible for services provided by outsourced suppliers.
- All team-building activities are to be coordinated and approved by Green Leaves management to ensure no damage is incurred to the property as Green Leaves falls within in the proclaimed Magaliesburg Protected Natural Environment.
- Staff gratuity always welcome, as a service fee is not included into your bill.
- If, during the course of your conference, Management or Owners of Green Leaves (in their absolute discretion) form the opinion that guest/s have become intoxicated, the Lodge reserves the right to suspend service of alcohol to any such guest/s, and/or to require such guest/s to leave the licensed areas of the premises. If this occurs, you will be informed immediately, and your assistance is requested to ensure the minimum of disruption to your function and to the enjoyment of other guests.
- We make use of an outsourced security firm. We will do our utmost to ensure your safety for the duration of your visit to Green Leaves. Security guards will be stationed in the parking areas; however, cars are parked at your own risk.
- Estimates calculated by our staff members are subject to the management or supervisors' approval. Only after the function will our bookkeeper do a final calculation to ensure that any bona fide errors on the part of our staff was sorted out and then provide you with a final invoice. If any debits arise as a result, you will be responsible for payment thereof within the next month.

CONTACT DETAILS



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