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## CONFERENCE MENUS & TERMS & CONDITIONS

| FULL DAY CONFERENCE PACKAGE: R340 PP           | HALF DAY CONFERENCE PACKAGE: R300 PP                | PRESENTATION PACKAGE: R200 PP                      |
|------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| SOUND SYSTEM                                   | SOUND SYSTEM                                        | SOUND SYSTEM                                       |
| DATA PROJECTOR                                 | DATA PROJECTOR                                      | DATA PROJECTOR                                     |
| EXTENSION CORDS                                | EXTENSION CORDS                                     | EXTENSION CORDS                                    |
| FLIP CHART & PENS                              | FLIP CHART & PENS                                   | FLIP CHART & PENS                                  |
| CLIMATE CONTROL                                | CLIMATE CONTROL                                     | CLIMATE CONTROL                                    |
| WI-FI                                          | WI-FI                                               | WI-FI                                              |
| A5 NOTE PAD WITH PENS – 1 PER PERSON           | A5 NOTE PAD WITH PENS – 1 PER PERSON                | JUGS OF WATER                                      |
| JUGS OF WATER                                  | JUGS OF WATER                                       | ON ARRIVAL : COFFEE, TEA & SNACK                   |
| ON ARRIVAL : COFFEE, TEA & SNACK               | ON ARRIVAL : COFFEE, TEA & SNACK                    | ANY TWO CONSECUTIVE HOURS, BETWEEN 08H00 AND 17H00 |
| MID MORNING BREAK : COFFEE, TEA, JUICE & SNACK | MID MORNING BREAK : COFFEE, TEA, JUICE & SNACK      |                                                    |
| AFTERNOON BREAK : COFFEE, TEA, JUICE & SNACK   | ANY FIVE CONSECUTIVE HOURS, BETWEEN 08H00 AND 17H00 |                                                    |
| FULL DAY : 08H00 – 17H00                       |                                                     |                                                    |

### **ADDITIONAL COST:**

LUNCH - PLEASE SEE BELOW OPTIONS.

BEVERAGES FOR LUNCH & DINNERS.

HALAAL AND KOSHER MEALS ARE AVAILABLE ON REQUEST. A SURCHARGE WILL BE CHARGED ACCORDINGLY.

THE USE OF THE VENUE AND/OR BAR BEFORE OR AFTER THE STIPULATED TIMES WILL BE CHARGED ACCORDINGLY.

### **KINDLY NOTE OUR CANCELLATION POLICY**

- No verbal cancellations of reservation will be accepted. Cancellations can and will only come into effect once an e-mail and/or fax requesting a cancellation has been received and acknowledged.
- Booked services and/or goods will be deemed utilised in full if cancellation has not been effected as stipulated above prior to proposed arrival. This includes any and all No-Shows.
- InnJoy Boutique Hotel reserves the right to charge:  
50% cancellation fee on the total invoice if cancelled 42 consecutive days (6 weeks) prior to conference.
- 100% cancellation fee on the total invoice if cancelled 21 consecutive days (3 weeks) prior to conference.
- If we get another conference in the specific date that you have cancelled we will charge an administration fee of 25% of the total conference account as per your invoice and refund the remaining money.
- If you made payment arrangements and you did not pay the full deposit amount as yet or the full invoice amount you will still be liable for the outstanding amounts as per Cancellation in point i. and ii.

## **CONFERENCE LUNCH OPTIONS:**

### **OPTION 1**

**Buffet - Quiche and Salad - R160 per person** Two different quiches served with a garden green salad and various toppings.

### **OPTION 2 (Please note delegates can choose on the day) R135 per person**

#### **Open Gourmet Sandwiches**

**Crumbed Chicken & Halloumi** with Rocket, Tomato, Avo\* and Sweet Chilli Mayo

**Chicken, Avocado\* & Feta Open Sandwich** with a Honey Mustard Mayo

#### **Comforts**

**InnJoys Famous Chicken & Mushroom Pot Pie** served with a Side

**Meatless Wonder Salad** with Baby Spinach Leaves, Avocado\*, Onion, Strawberries, Roasted Cashew Nuts & Fried Halloumi laced with a Balsamic Glaze

**Chicken, Avocado\* & Feta Salad** with a Honey Mustard Mayo

**InnJoy's Caesar Salad** with Iceberg Lettuce, Bacon, Parmesan Cheese & Focaccia Croutons tossed in our Homemade Dressing

**Butter Chicken Curry Fold Over** Flatbread folded over Butter Chicken Curry with a Cilantro Yoghurt Dressing

**Durban Beef Curry** served with Rice & Sambals

**Classic Fish & Chips** served with Homemade Tartare Sauce

**Chicken & Balsamic Pizza** - Rocket, Chicken, Roast Tomato, Mozzarella, Feta & Balsamic

**InnJoy-Rita!** - Caramelised Onion, Spinach, Peppadew, Cream Cheese, Roast Cherry Tomato, Rocket & Parmesan Cheese

#### **Burgers**

**The Naked Chicken Burger** Chicken Breast, Roast Tomato, Rocket & Mozzarella Between Two slices of Grilled Aubergine\* topped with a Honey Mustard Mayo

**Classic Cheese Burger** Includes a 150g Homemade Pattie, Rocket, Tomato & Our Signature Dill Dressing

**Banting Burger** 250g Homemade Pattie, Cheese sauce, Caramelized Onion, Roast Tomato & Rocket all without the stress of a BUN!

#### **Toasted Sandwiches**

Cheese & Tomato

Ham, Cheese & Tomato

Ham & Cheese

Bacon, Egg & Cheese

Chicken Mayonnaise

### **OPTION 3**

**Buffet - InnJoy "Picnic"- R180 per person**

Starch salad

Garden salad with assorted toppings

Two different cold meats

Roasted Chicken Thighs & Drum Sticks

Homemade Bread and Bread rolls

Fruit Salad and Ice Cream

### **OPTION 4**

**Buffet Lunch – R320 per person**

Roast Chicken **or** Chicken Pie **or** Beef Schnitzel **or** Roast Beef (A choice of two)

Rice **or** Roast Potatoes **or** Potato Wedges **or** Mash Potatoes (A choice of two)

Two Seasonal Vegetables

Gravy and Sauces

Greek Salad

Malva Pudding and Custard **or** Fruit Salad & Ice-Cream/ Cream **or** Apple pie served with Ice-Cream/ Cream **or** Chocolate Coffee

Dessert with Cream (A choice of one)

### **OPTION 5**

**Light Buffet Meals - R250 per person** (A selection of one per day)

Lasagne and 2 Salads

Beef **or** Chicken Curry, Savoury Rice and Salad

Chicken in Spring Onion Cream Sauce, Rice and French Salad

Pot Roast Beef in Natural Gravy, Mashed Potatoes and two Vegetables

Fruit Salad and Ice Cream

## **TERMS AND CONDITIONS**

The services rendered by **InnJoy Boutique Hotel** shall consist of detail stipulated on the accepted quotation. The management and staff of **InnJoy Boutique Hotel** will make every effort in order for your conference be a success. Notwithstanding your common law rights and in order to avoid confusion, misunderstanding or even unhappiness, the following terms and conditions will apply.

Booking Forms would be appreciated well in advanced no later than 14 (fourteen) day's prior to conference.

Please note that InnJoy Boutique Hotel reserves the right to relocate your conference without prior notice, to our Directors Conference Venue should there be 12 or less delegates. Should you wish to reserve our Large Conference Venue (Joie Marie), a fee for a minimum of 12 delegates will be charged.

## **INNJOY BEVERAGE / BAR**

- NO Beverages may be brought on to or removed from the premises.
- If you are running a bar on Consumption, the agreed bar limits will be paid with the invoice prior to the function.
- Clients are welcome to set a limit to the total bar expenditure for their account. In order to maintain control of this account, we will supply a regular reconciliation of the bar account during the function. Should the bill exceed this amount, the new limit must be approved by the nominated person. Should such signature not be granted with a new limit, the bar will revert to a cash only basis.
- Any balance on the bar deposit will be refunded within 14 (fourteen) days after the function.
- The bar will operate according to your requirements, i.e. soft drinks, wine and malt or full bar. Your preference must be submitted prior to the function. Any changes to the bar requirements at any stage are to be done in writing and signed off.
- Bar prices are subject to change at any time without prior notice.

## **INNJOY CATERING:**

- Food may not be brought onto the premises and food may not be taken off the premises.
- We do not allow outside caterers at InnJoy Boutique Hotel. Our extensive menus are interchangeable to accommodate your personal requirements.
- If you have Halaal or Kosher guests we can arrange catering at an additional cost from a 100% Halaal/Kosher supplier.
- Menu prices remain subject to change due to economic factors during the course of the year.
- Please note that we need to cater for all the guests, facilitators and entertainers.
- Suppliers contracted to work at the conference will be included in the total guest amount for catering purposes.
- Should your number of guests on the day of your conference exceed the numbers confirmed you will be charged for the additional guests at the confirmed conference package price.
- Should your actual numbers decrease to below the confirmed numbers, you must inform us 7 (seven) day's prior to conference.
- InnJoy Boutique Hotel strictly prohibits the removal of leftover buffet food and under no circumstances may guests be allowed to remove food from the property.
- In the event that an item cannot be found on the menu it will be replaced with another option without prior notice, however every possible attempt will be made to supply the original item as far as possible.
- Your menu must be confirmed 14 (fourteen) day's prior to conference.

## **SPECIAL DIETARY REQUIREMENTS:**

- Individual Halaal and Kosher meals can be ordered from our approved suppliers for such dietary requirements.
- Any additional cost will be for the clients account.
- All external suppliers prices quoted are subject to change without prior notice.
- InnJoy Boutique Hotel needs to be advised of any special dietary requirements at or before 14 (fourteen) day's prior to the conference

## **INNJOY OUTSIDE CATERING:**

- Outside caterers may only be used for specialised dietary requirements such as 100% Kosher or 100% Halaal conference catering; a surcharge per person will apply. Please speak to your coordinator regarding the options available.
- InnJoy Boutique Hotel's reputation is at risk so only accredited outside caterers may be used.

## **INNJOY DAMAGES:**

- All damages/losses to the venue (cutlery, crockery, furniture, linen or any part of the property) caused by you or your delegates will be charged directly to you.

#### **INNJOY DEPOSIT / TERMS OF PAYMENT:**

- To secure your reservation a deposit of 50% of the total value of the conference is required within 7 (seven) day's from the Provisional Booking, in order to guarantee your booking.
- The deposit paid guarantees availability for the date(s) originally booked. It is not transferable to another date, unless other arrangements are made with InnJoy Boutique Hotel Management.
- The outstanding balance must be paid 14 (fourteen) day's prior to conference.
- Failure to make payment could lead to InnJoy Boutique Hotel cancelling the conference, unless other arrangements are made with your coordinator.
- All additional charges will be reconciled and will be billed after the conference. Payment is then required within seven (7) working days of receipt thereof. **NOTE: Maximum permissible interest will be levied on any outstanding invoices.**
- InnJoy Boutique Hotel only accepts Direct Bank Transfers, Credit or Debit cards. No cheques or manual card transactions will be accepted. Purchase orders will not be accepted unless you are a preferred vendor of InnJoy Boutique Hotel

#### **INNJOY INDEMNITY:**

- The staff, management and appointed service providers, cannot be held responsible for any injury, death, damage or loss of property, whether due to negligence or otherwise.
- Please ensure that all your personal items are removed from the venue immediately after the conference.
- InnJoy Boutique Hotel reserves the right to cancel any bookings (provisional or confirmed) forthwith and without liability on its part for any damage and/or destruction caused to the venue by fire, acts of God, industrial unrest and any other cause beyond the control of InnJoy Boutique Hotel, which shall prevent InnJoy Boutique Hotel from performing its obligations.
- However in these circumstances, InnJoy Boutique Hotel will make every effort possible with available resources to assist in finding an alternative venue for your conference.
- InnJoy Boutique Hotel will immediately refund the received money back to the client to assist the client with moving the conference to an alternative venue.

#### **INNJOY PARKING:**

- All cars must park in the designated areas.
- Cars are parked entirely at your own risk.
- A full time security guard is on duty to limit the risk of loss or damage.

#### **INNJOY RIGHT OF ADMISSION:**

- Right of Admission is reserved.
- InnJoy Boutique Hotel management reserves the right to shut down a conference or request the removal of guests should they become destructive or abusive.
- InnJoy Boutique Hotel management reserves the right to request the removal of guests should they bring alcohol onto the premises.

#### **INNJOY SET-UP AND CUTOFF TIMES:**

- Services offered after hours and public holidays will be charged with an additional Service Charge per hour.
- All conferences must terminate at 17h00 unless the company specifically requests a later time in writing at the time the reservation is made.
- **DAY PRIOR TO CONFERENCE** - Set-up time is during office hours "08h00 to 17h00". Please note this option will be at an additional cost to the client. If you need more set-up time before 08h00 or after 17h00 the additional cost per hour would be R 1 000-00 VAT inclusive per hour.
- **DAY OF CONFERENCE** – Set-up time is from 07h00. Alternative arrangements can be accommodated but must be agreed upon at the final appointment. If you need to Set-up before 07h00 the day of the conference, please note this option will be at an additional cost to the client.
- The client will agree to commence the conference at the scheduled time and agree to ensure that guests vacate the designated conference area at the closing hour indicated in the booking.

#### **INNJOY SMOKING:**

- InnJoy Boutique Hotel is a non-smoking venue; allocated smoking areas are available outside.
- Rights of admission reserved, this decision will be at the manager's discretion.
- All back of house areas are out of bounds to the client and their guests.

#### **INNJOY VENDORS:**

- All vendors must leave the premises in the same condition in which it was before the conference.
- Vendors are not allowed to consume alcohol on the premises at any time.

- InnJoy Boutique Hotel requires all vendors to use designated load-in areas and park their motor vehicles in the parking area, no vehicles are allowed to park on the grass area.
- InnJoy Boutique Hotel staff members are not responsible for the set-up or break down of any equipment that was subcontracted from an outside vendor.

#### **INNJOY SUPPLIERS:**

- Nothing can be taped, stapled, nailed or attached to any part of InnJoy Boutique Hotel property.
- Any items hired on behalf of the client will be charged directly to the client, plus a 25% handling charge will be added to the items.
- The additional request must be paid in full prior to the conference.
- Any item that does not belong to InnJoy Boutique Hotel must be removed after the conference that evening. Any items not removed shall be discarded without notice and liability, unless other arrangements were made by the client with the coordinator.
- InnJoy Boutique Hotel cannot guarantee storage or the safe return of any items left on the premises. It is the client's responsibility to return items to the vendors or make arrangements for pick-up.
- No fireworks will be allowed at InnJoy Boutique Hotel.

InnJoy Boutique Hotel has devised the above-mentioned conditions to safeguard both parties and to give you, our client, the **SERVICE QUALITY** you deserve. Please note that ALL Terms & Conditions will be deemed accepted upon acceptance of the quotation

Kind Regards,

**InnJoy Boutique Hotel**  
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