

The Venue at The Houghton Hotel

The pre-assembly area can host up to 350 people in a cocktail style setup. It's the ideal space to host your guests for welcome drinks or after conference cocktail drinks & snacks.

Capacities

Venue	Cinema	School Room	Boardroom	Half Moon	Full Banquet	Cocktail style
Full Venue	500	300	-	280	350	550
Venue 1	300	200	-	160	200	300
Venue 2	200	120	-	120	150	250

Inclusions

STANDARD FURNITURE & LINEN	STANDARD TECHNICAL EQUIPMENT
Banquet Tables	Screen
Banquet Chairs	Projector
White tablecloths & serviettes	PA
Conference Tables	1 x Handheld Microphone & Stand
Cocktail tables	Lectern
Cocktail chairs	

The Venue at The Houghton Standard Rates

All prices below are VAT Inclusive and subject to change without prior notice.

BREAKFAST 08h00-12H00 (Set up from 06h00)		
The Venue at The Houghton accommodates up to 400 Pax		
Venue 1: Up to 200 Pax at R 25 000.00		
Venue 2: Up to 150 Pax at R 20 000.00		
Combined: Up to 400 Pax at R 45 000.00		
Waiters are charged for at R 650.00 per waiter per shift. Quantity is determined by type of menu. For shifts longer than 8 hours an overtime rate will be charged		
Menu	Description	Current Price
Breakfast	Buffet	R 395.00
	Plated	R 350.00
	Cocktail	R 295.00

BANQUET LUNCH 12H00-17H00 (Set up from 09H00)		
The Venue at The Houghton accommodates up to 400 Pax		
Venue 1: Up to 200 Pax at R 35 000.00		
Venue 2: Up to 120 Pax at R 25 000.00		
Combined: Up to 400 Pax at R 60 000.00		
Waiters are charged for at R 650.00 per waiter per shift. Quantity is determined by type of menu. For shifts longer than 8 hours an overtime rate will be charged		
Menu	Description	Price pp
Buffet	Menu 1	R 580.00
	Menu 2	R 750.00
Plated	1 x starter, 1 x main, 1 x dessert	R 550.00
	1 x starter, 2 x mains, 1 x dessert	R690.00
Surcharge on choice of courses	Starter	R 110.00
	Main	R 200.00
	Dessert	R 110.00
Add-On	Tea & Coffee	R 38.00

BANQUET DINNER 19H00-01H00 (Set up from 17H00)**The Venue at The Houghton accommodates up to 400 Pax**

Venue 1: Up to 200 Pax at R 45 000.00

Venue 2: Up to 120 Pax at R 35 000.00

Combined: Up to 400 Pax at R 80 000.00

Waiters are charged for at R 650.00 per waiter per shift.
 Quantity is determined by type of menu.
 For shifts longer than 8 hours an overtime rate will be charged

Menu	Description	Price pp
Buffet	Menu 1	R 580.00
	Menu 2	R 750.00
Plated	1 x starter, 1 x main, 1 x dessert	R 550.00
	1 x starter, 2 x mains, 1 x dessert	R 690.00
Surcharge on choice of courses	Starter	R 110.00
	Main	R 200.00
	Dessert	R 110.00
Add-On	Tea & Coffee	R 38.00

COCKTAIL 18H00-23H30 (Set up from 17H00)**The Venue at The Houghton accommodates up to 500 Pax**

Venue 1: Up to 300 Pax at R 45 000.00

Venue 2: Up to 150 Pax at R 35 000.00

Combined: Up to 500 Pax at R 80 000.00

Waiters are charged for at R 650.00 per waiter per shift.
 Quantity is determined by type of menu.
 For shifts longer than 8 hours an overtime rate will be charged

Menu	Description	Price pp
Cocktail	1	R 380.00
	2	R 450.00
	3	R 570.00

ADD ON'S		
Dry Snacks		R 120.00
Arrival canapes		R 140.00
Late night bites	Served after 22h00	R 140.00
Crew meals		R 120.00

CONFERENCE PACKAGES		
The Venue at The Houghton accommodates up to 400 Pax		
Venue 1: Up to 200 Pax		
Venue 2: Up to 120 Pax		
Combined: Up to 400 Pax		
A surcharge will be charged for smaller conferences wanting exclusivity of the combined space		
Packages	Full Day Conference Package	R 720.00
	Morning Conference Package	R 650.00
	Afternoon Conference Package	R 650.00



THE HOUGHTON

The Business Lounge

The business lounge is the ideal space for early check in or late check outs, as we offer changing & shower facilities for guests to refresh after they have travelled or going to travel.

We offer 2 executive offices, as well as 4 boardrooms for quick meetings or smaller conferences

The business lounge is also ideal for Hot-desking.

Capacities

Venue	Capacity in boardroom setup	Standard Inclusion	Daily Rate Incl. VAT
Boardroom 1	20	65" Screen	R 7900.00
Boardroom 2	16	65" Screen	R 7900.00
Boardroom 3	10	65" Screen	R 4900.00
Boardroom 4	8	65" Screen	R 4900.00
Boardroom 3 & 4 Combined	14	65" Screen	R 4900.00

CONFERENCE PACKAGES IN THE BOARDROOMS

Capacities are noted above | Prices quoted below are Incl. VAT

Packages		
	Full Day Conference Package	R 750.00
	Morning Conference Package	R 650.00
	Afternoon Conference Package	R 650.00