

## MEETINGS & EVENTS – 2017

Set in the suburb of Melrose, a short stroll from the hustle and bustle of the city, The Peech is an eco-chic boutique hotel that blends awareness for the environment and community with chic surroundings, fresh food and smart design.

The hotel features two fully equipped meeting rooms, which incorporate eco-friendly practices throughout every aspect of their delivery. Our boardroom seats up to 16 and can be converted into a private dining room. For smaller numbers, our green room seats up to 8 and offers a unique setting for more intimate gatherings.

Our central location to Rosebank, Sandton, Illovo & Melrose Arch ensure travel time is minimal.

The Peech offers a high degree of flexibility with final confirmation of numbers only 24 hours before and limited cancellation & no-show penalties.



## THE BOARDROOM

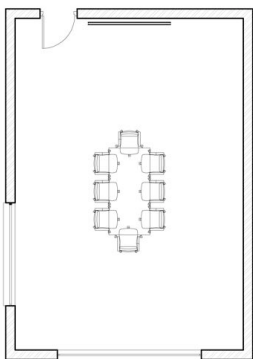
Our boardroom is located off the hotel's lobby but sufficiently away from the public spaces to ensure privacy. The room is perfect for focused meetings with big agendas - board meetings, strategy sessions and also for private lunches and dinners.

The room's size is 8m x 5m (40sqm) and is recommended for 8 - 16 delegates.

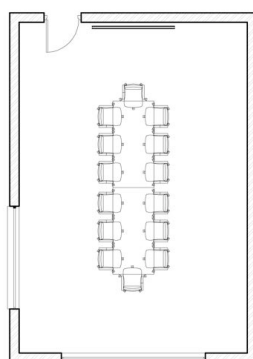
The room is equipped with a 65" wall-mounted LED screen - HDMI, VGA & Apple Lightning connection.



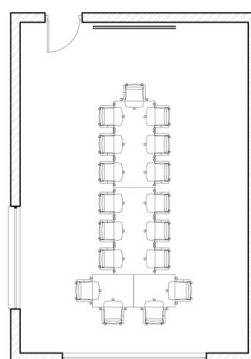
7/8 PAX



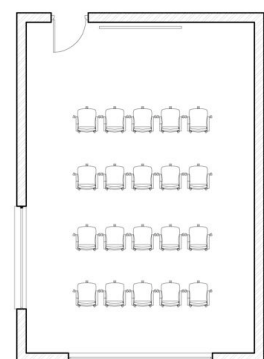
13/14PAX



16/17 PAX



20PAX



## THE GREEN ROOM

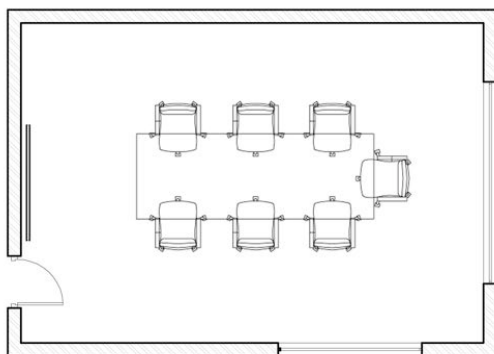
Our green room is an intimate space next to our kitchen garden. The room is designed so that, under normal weather conditions, it needs no lighting and no heating, even in winter. The room is ideal for small meetings where a creative space is needed.

The room's size is 4.5m x 3.5m (15sqm) and is recommended for 4 - 8 delegates.

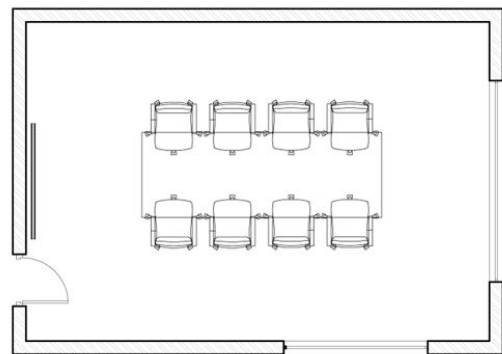
The room is equipped with a ceiling-mounted projector (VGA & Apple Lightning connections).



6/7 PAX



8 PAX





## PACKAGES 2017

### FULL-DAY CONFERENCE PACKAGE - R 630 per delegate

#### ARRIVAL

- Fruit, muesli & yogurt cup
- Fresh pastries
- Bodum coffee & tea selection
- (A cooked breakfast can be arranged at an extra R60pp)

#### MID-MORNING BREAK

- Homemade sandwiches / wraps
- Bodum coffee & tea selection

#### EXPRESS LUNCH

- Two course chef's menu (starter & main)
- Beverages charged on consumption (in addition to packaged prices)

#### AFTERNOON BREAK

- Pete's Super Natural Ice Creams / chocolate torte (depending season)
- Bodum coffee & tea selection

### AM HALF-DAY CONFERENCE PACKAGE - R 420 per delegate

#### ARRIVAL

- Fruit, muesli & yogurt cup
- Fresh pastries
- Bodum coffee & tea selection
- (A cooked breakfast can be arranged at an extra R60pp)

#### MID-MORNING BREAK

- Homemade sandwiches / wraps
- Bodum coffee & tea selection

### PM HALF-DAY CONFERENCE PACKAGE - R 420 per delegate

#### ARRIVAL

- Homemade sandwiches / wraps
- Bodum coffee & tea selection

#### AFTERNOON BREAK

- Pete's Super Natural Ice Creams / chocolate torte (depending season)
- Bodum coffee & tea selection

### PROVIDED

- Paper pads & pencils
- Filtered water throughout the day
- LED TV / Ceiling-mounted projector & screen (with HDMI, VGA & Apple Lightning connections)
- Flip charts (on request)

### EXTRA COST

- Halaal & Kosher options available at extra cost



## PRIVATE EVENTS 2017

The Peech Hotel is ideally suited to corporate events hosted in a sophisticated hotel environment. Our private dining room can accommodate up to 18 guests for a seated breakfast, lunch or dinner.

Please note however that we do have restrictions on the dates of functions, as we are primarily a hotel. We also do not host cocktail parties, weddings, kitchen teas or high teas.

### OPTIONS

#### VENUE HIRE

Will be quoted dependent on meal options taken

#### MENU OPTIONS

R 380 per person - Chef's Three Course Lunch or Dinner Menu

R 195 per person - Chef's Two Course Light Lunch Menu (Starter & Main)

R 170 per person - Chef's Breakfast Event Menu (or R115 with a conference package)

#### CANAPÉ OPTIONS

R 150 per person – 8 canapés pp (similar to a full meal)

R 120 per person – 6 canapés pp (similar to a light meal)

R 85 per person – 4 canapés pp (similar to a snack)

#### LIGHTER OPTIONS

R 115 per person – Beverage & Pastry Package

Bodum coffee & tea selection & pastries

R 75 per person – Beverage Package

Bodum coffee & tea selection

### PROVIDED

LED TV / Ceiling-mounted projector & screen (with HDMI, VGA & Apple Lightning connections)

Tables with tablecloths, crockery & cutlery (if applicable)

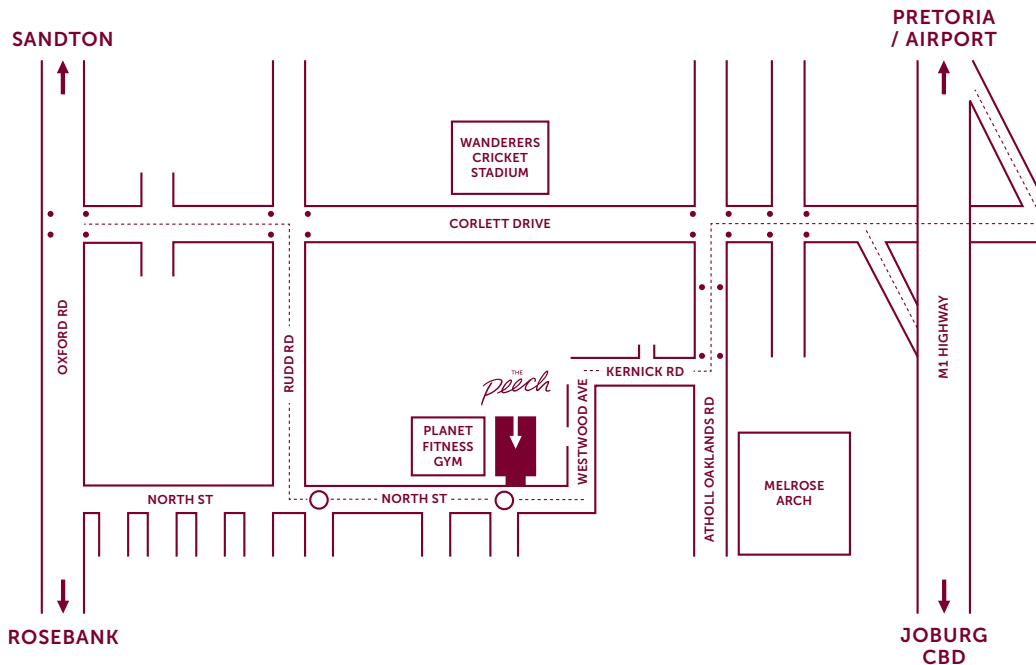
### EXTRA COST

Flowers & décor

Halaal & Kosher options available at extra cost

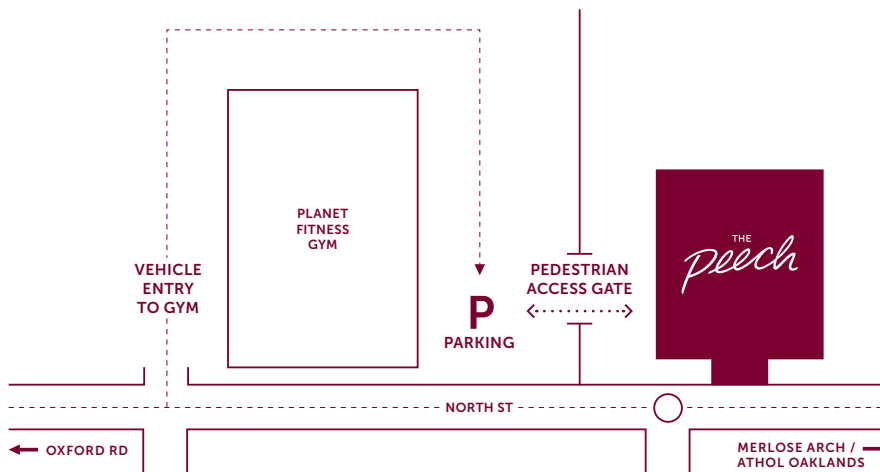
## HOW TO FIND US & PARKING

The Peech is located in Melrose, a chic suburb within 10 minutes reach of the business and shopping nodes of the city. Sandton, the city's business hub, is ten minutes away; Rosebank, the Rosebank Gautrain Station & Melrose Arch are five minutes; O R Tambo International airport is 45 minutes by car or 25 minutes by Gautrain & taxi. GPS: S 26 13 66 E 28 05 86



## PARKING AT PLANET FITNESS

The event and conference facilities at The Peech Hotel are built within an original 1950's residence located in Melrose. We have limited parking within our premises and therefore are unable to guarantee on-site parking for all event and conference attendees. We request that your guests park in the adjacent Planet Fitness and enter the hotel through our private entrance – parking is off-street, secure and free - we issue a pre-paid exit tickets for which there is no charge.





## TERMS OF BUSINESS

*A minimum charge applies of 6 in the Boardroom or 4 in the Green Room*

*Kosher and Halaal meals need 48 hours advance notice for ordering*

*A 10% service charge will be added to food and beverage costs (but not venue hire or conferencing)*

*We only consider an event or conference confirmed when the quote is signed and the deposit paid. It may be released if left as an unconfirmed 'pencil-booking' 48 hours after the quote has been sent.*

*Payment is preferred by local EFT and final bills must be settled within seven days of the event or conference. Payments via foreign bank transfer will attract a fee of R155, American Express & Diners Club a 4% surcharge and VISA and MasterCard a 2% surcharge.*

*Final numbers will need to be confirmed 24 hours in advance. No-shows on the day will be billed at a 50% charge (but subject to our minimum numbers).*

*Cancellation is free up to 5 working days before the event/conference. Between 5 working days and 48 hours it will be 'rolled' to a future date, but not refunded. Less than 48 hours will be billed at a 50% charge.*

*Parking within the hotel is limited & may be available for up to six cars. Thereafter, extra parking will be at the Planet Fitness Centre next door to the Hotel. Exit tickets are issued free of charge and the parking has a direct & private access into the hotel.*

*Any third party suppliers (for hiring, décor etc) must be organised through the hotel and cancellation will be as per their terms.*

*Any breakages or damages to the property and contents of The Peech Hotel by you or your guests will be charged for.*

*Please note that our rates do not include commission (unless previously arranged) and the full amount specified will be due.*

*14% VAT included.*

*Rates are valid 01 Jan 2017 to 31 Dec 2017*