

THE
GREENHOUSE
• C A F É •

ROSEMARY HILL

SINCE 1978



CONFERENCE PACKAGES

• 2025 •

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ABOUT US

WELCOME TO ROSEMARY HILL

Welcome to Rosemary Hill, situated just outside Pretoria, where we offer a unique opportunity for delegates to reconnect with nature and enjoy a peaceful farm setting.

Our event spaces are spread across two venues on the property; Rosemary Hill and The Greenhouse Café, and offer the perfect locations for conferencing events.

The farm has accommodation for over 142 delegates sharing or 52 delegates individually and boasts a communal swimming pool with braai facilities.

The property offers a range of amenities, including a coffee shop, a pizzeria, a wine bar and a fully equipped on-site production studio, ideal for filming corporate videos, cooking shows, and styled shoots.

For those seeking adventure, we have a variety of recreational activities available, such as padel courts, hiking trails, mountain biking, guided segway tours (for 4 people maximum) and guided horse rides.

We also have Daytime and Evening Function Packages available, suitable for year-end functions, gala dinners, product launches and more! Click or Scan the QR codes below for more information. Kindly note that events are quoted according to your requirements and specifications.

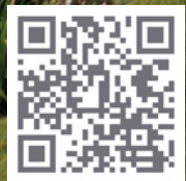


The Greenhouse Café



Rosemary Hill

VENUES AT THE GREENHOUSE CAFÉ



Please scan or click
the QR code for a
virtual site visit.

THE CONSERVATORY

The Conservatory stands as the venue's centrepiece, designed with inspiration from a greenhouse, featuring an asymmetrical, double-pitched roof and gentle, diffused natural light. Vertical gardens and hanging plants breathe life into the venue, and in the evening, 90 low-hanging naked lightbulbs cast a soft, inviting glow, creating the perfect ambiance for night time celebrations.

With seating for up to 200 delegates in a cinema-style setup or 160 in herringbone style, this venue is an excellent choice for conferences, gala dinners, year-end functions and more.



THE VIEW

The View is a striking outdoor space, offered exclusively for early morning or late afternoon daytime events. It features a unique steel structure that complements the natural surroundings.

This space accommodates up to 80 people in a banquet or cocktail-style setup and 160 people in a cinema-style setup, making it perfect for early morning use.

The View offers a versatile canvas for wellness activities, such as yoga and motivational talks.



THE DECK & LAWNS

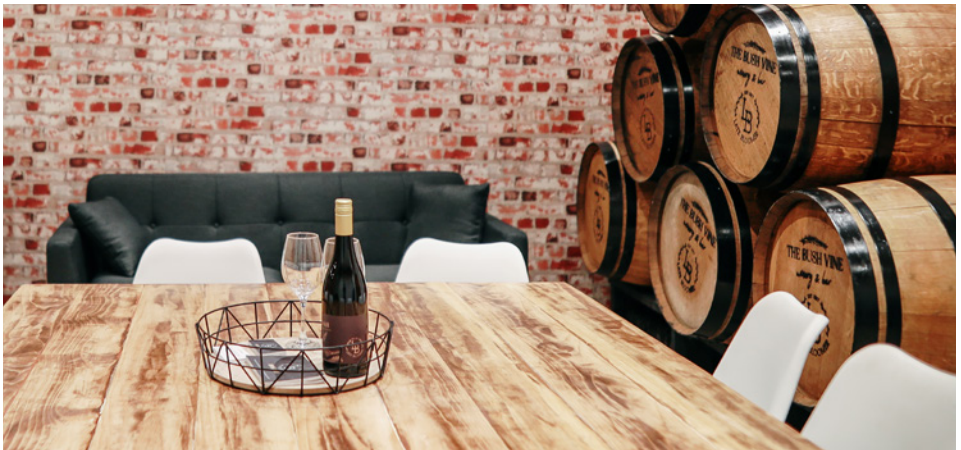
The deck accommodates up to 40 people in a formal seating style and is suitable for both daytime and evening occasions. The glass windows are equipped with shaded blinds on the Western side to shield you from the afternoon sun and create a semi-enclosed area, perfect for presentations.

The deck is a prime spot for sundowners and canapés, and the lawns and gardens provide a beautiful setting to unwind and relax between formalities. This space is also perfectly suited to recreational team-building programmes.



THE BARREL ROOM

A private room that can seat 8 delegates. Ideal for private meetings, strategic sessions or can be used as a break-away space. Your venue hire includes wooden tables and chairs.



VENUES AT ROSEMARY HILL



THE DISTILLERY

Our Essential Oil Distillation Plant is very spacious with high ceilings and can be used for events and conferences of 50 - 250 guests. It has an industrial feel with the main colours and textures being green, black, grey, metal, and glass. To ensure ambient temperatures and guests' comfort,

Evap Coolers are used in the Summer and fireplaces in Winter. The venue is equipped with pocket lounges, an outside bar and fire pits.



THE BARN

This authentic wooden structure is used to seat up to 250 guests for cinema-style conferences, or 100 guests banquet-style. For evening functions, a bonfire is set up with wooden benches around the fire.



THE PAVILLION

Located at the centre of our formal garden, this open-sided structure provides 360-degree views of the beautiful maze which is home to over 2000 plants. Perfect for arrival drinks, product launches, art exhibitions and styled shoots. It can seat 100 guests cinema-style.



THE BOMA

The Boma is located at Cabinville, within walking distance to Rosemary Hill's restaurant. It is a modern space and ideal for management meetings or strategic sessions. The lounge can be converted to accommodate delegates seated at one or two tables (9 delegates max) with additional space outside on the patio.





graviton

member of S&P Group

VENUE CAPACITY AND INTERNET AVAILABILITY

THE GREENHOUSE CAFÉ

VENUE	CINEMA	CLASSROOM	U-SHAPE	INTERNET AVAILABILITY
				
THE CONSERVATORY	250	100	N/A	YES
THE VIEW	150	50	23	NO
THE WINERY DECK	90	30	20	YES
THE BARREL ROOM	N/A	9	9	YES

ROSEMARY HILL

VENUE	CINEMA	CLASSROOM	U-SHAPE	INTERNET AVAILABILITY
				
THE DISTILLERY	250	100	N/A	YES
THE BARN	150	50	23	YES
THE PAVILLION	90	30	20	NO
THE BOMA	N/A	9	9	YES

We offer WIFI as a complimentary service. Kindly note that this is a best effort service. The internet is set up to support the following: banking, emails, social media.

Please note that we are in the hands of our internet service provider and although we have very acceptable uptime we cannot promise or guarantee internet availability.

CONFERENCE PACKAGES

FULL DAY CONFERENCE PACKAGE

R750 per person

Arrival:

- Tea and coffee station with homemade rusks & biscuits, served on Day 1

Mid-morning break

- Tea and coffee station
- Homemade iced tea or lemonade (served in dispensers)
- One savoury snack per delegate

Lunch:

- Two course lunch menu (as per your selection)
- 1 x Soft drink per delegate

Mid-afternoon break:

- Tea and coffee station
- Homemade iced tea or lemonade (same selection as above)
- One sweet snack per delegate

HALF DAY CONFERENCE PACKAGE

R450 per person excluding lunch

R650 per person including lunch

Arrival:

- Tea and coffee station with homemade rusks & biscuits served on arrival.

Mid-morning break

- Tea and coffee station
- Homemade iced tea or lemonade (served in dispensers)
- One savoury snack per delegate

Lunch:

- Two course lunch menu (as per your selection)
- 1 x Soft drink per delegate

AUDIOVISUAL AND SOUND EQUIPMENT

Please note: Audiovisual and sound equipment is not included and will be quoted on separately.

ADD AN OVERNIGHT STAY TO YOUR CONFERENCE PACKAGE

We have a wide variety of accommodation and can host up to 142 delegates. Your coordinator will provide you with information regarding overnight options. Accommodation includes breakfast.

INCLUDED IN CONFERENCE PACKAGES:

VENUE

- Venue Hire of your selected area
- Cleaning of the venue and basic set up
- Event coordinator, service staff, security, and parking attendants
- Furniture: Chairs, tables, cocktail tables, benches, and pocket lounges
 - Breakdown/strike and cleaning of the venue
 - 1 x A5 notepad and pen per delegate
- Generator in the event of a power failure or load shedding
 - 1 x Flip chart, paper, whiteboard, and markers
- Complimentary internet usage in specified venues

REFRESHMENTS

Available throughout the conference:

- Fresh fruit basket
- Water station with fruit and herb infusions
- Coffee & Tea station

ON THE TABLES:

- Mints & health bar per delegate
- 1 x bottled water per delegate



OPTIONAL EXTRAS



FARM SHOP GIFTS

A range of products and treats can be arranged from our farm shop, these gifts can be custom-made and branded with your company logo. For pricing and orders, please enquire with your coordinator.

SHUTTLE SERVICES

We offer airport transfers to-and-from OR Tambo, Lanseria, and Wonderboom airports. Transfers are available for various group sizes; please enquire about costs and availability from your coordinator.

STAGE

We have a wooden stage that can be configured into various heights and layouts. Please enquire with your coordinator for prices.

SOUND EQUIPMENT AND DJ

PA System and in-house equipment, sound engineer, and TV Screens are available upon request and at an additional cost. For events, we have built-in sound equipment and an in-house professional DJ.

No external supplier is permitted. For musicians and entertainment, our in-house DJ will liaise with you regarding your specific requirements and quote accordingly. Please enquire for more information and pricing.

TEAM BUILDING PACKAGES

Rosemary Hill has partnered with TBI (Team Building Institute) to facilitate some fun!

Who is TBI and what do they do?

TBI's methodology is made up of a number of learning experiences that are carefully selected to guarantee relevance and meaning.

Activities include: Ice breakers, socialisers and problem solving.

TBI's passion and core reason for existence centres on the development of human potential. TBI creates and facilitates quality learning experiences to all our clients in an emotionally and physically safe environment. This allows participants to be themselves. This environment is regarded as a pre-requisite for optimal learning.

Duration:

2-4 hours for groups from 25 -150 people

Team Building Pricing:

Groups of 25 - 50: R250 per person

Groups of 50 - 75: R225 per person

Groups of 76 - 100: R200 per person

Groups of 101 - 150: R175 person

Training Material & Equipment: R40 per person

Travel: There will be a travel cost charged and it will vary according to your requirements.

What to expect from TBI:

TBI does not encourage competition to motivate participants, as they view it as a source of conflict. Participation is framed as "challenge by choice". Their programme is ideal for year start/end functions or to spice up your conference.

Kindly note that venue hire is applicable when booking the facilities for team building only, should a conference package not be booked. Venue hire includes a water station with herb and fruit infusions (which is refreshed throughout the duration of your booking). A Barista Service (at The Greenhouse Café) or Tea and Filter Coffee Station (at Rosemary Hill) is also included in your venue hire. Please contact your coordinator for pricing.



ACCOMMODATION

Our accommodation has been grouped into three tiers, to allow you to allocate rooms according to your requirements. We can accommodate 142 delegates sharing or 52 delegates individually. Please contact your event coordinator for more information including pricing and room layout.



FACILITIES



Rosemary Hill Restaurant | The Greenhouse Café | Swimming Pool | Braai Facilities

ACTIVITIES



Wine Tasting | Segway Tours (4 pax per tour) | Padel | Biking & Hiking | Horse Riding

IMPORTANT INFORMATION

CATERING

No self-catering allowed.

The buffet menu is only available for groups with 20 or more guests.

Strictly Halaal OR Kosher Catering: If you require Halaal or Kosher catering, we can arrange it through a supplier at an additional charge of R950 per person, on top of the standard cost per person. We cannot guarantee that special dietaries (not communicated in advance) can be accommodated on the day.

BAR

A corkage fee is applicable per bottle of wine and/or sparkling wine brought in. All beverage requirements are to be arranged with the coordinator in advance.

TIMES

Half-day Conference: 08:00 – 13:00

Full-day Conference: 08:00 – 17:00

Should you wish to extend the use of the venue into the evening, the coordinator will quote you accordingly.

OVERTIME

Overtime will be charged at R1500 per hour should you exceed our standard closing times as stipulated above. This will be dependant on availability and approval from management.

PAYMENT

For your safety, we have a strictly cash-free zone at our venue. We gladly accept cards, Zapper and Snapscan as payment at the bar and the coffee bar.

Breakages and damages will be charged to the client following the event at the discretion of management.

GENERAL TERMS AND CONDITIONS

Meetings and viewings are strictly by appointment only.

All final arrangements must be confirmed 14 days prior. Any changes to the final guest list less than 7 days prior to the event will not be accommodated. An administration fee may be applicable if last minute changes are made.

By submitting your personal information, you consent to Rosemary Hill and The Greenhouse Café processing your information in line with POPIA.

BOOKING YOUR CONFERENCE

STEP 1:

Enquire about the availability of your preferred date.
For The Greenhouse Café email: info@thegreenhousecafe.co.za
For Rosemary Hill email: functions@rosemaryhill.co.za

STEP 2:

Site visit with one of our coordinators to show you the facilities
and discuss your requirements.

STEP 3:

Sign and submit your contract online,
(link will be sent to you via email upon request).

STEP 4:

Final confirmation of guest list, programme and dietary requirements
14 days prior to event.

STEP 5:

Signed info sheet and payment of invoice 14 days before
your event.

PAYMENT METHODS:

We prefer EFT payments, other methods will incur the following costs:

Card Payment - additional 3%
Cash Payment - additional 1.8%

**WE LOOK FORWARD TO HOSTING
YOUR CONFERENCE!**



ROSEMARY HILL

SINCE 1978

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