



The Westin Cape Town Meeting Planner

The Westin Cape Town is an unrivalled meeting, conference and banqueting establishment, with 19 unique spaces. It offers some of the largest and most sophisticated hotel conference and banqueting facilities in the city, as well as a direct access to the Cape Town International Convention Centre (CTICC). Designed with the meeting planner in mind, the hotel's personalised services make it effortless to provide a memorable experience for each and every invitee.

THE WESTIN CAPE TOWN

Convention Square,
1 Lower Long Street
Cape Town, 8001
South Africa

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E wh.cptwi.GroupReservations@marriott.com

Perfectly Located

The Westin is located 19 km from Cape Town International Airport, 3 km from the V&A Waterfront and adjacent to the Cape Town International Convention Centre (CTICC).

Rest Assured

Each of The Westin Cape Town's 483 guest rooms and suites are elegantly appointed and boast the latest amenities for guests' total comfort and rejuvenation. The unparalleled city views will amaze guests and the iconic Heavenly Beds ensure a sound slumber for a restorative and productive stay.

Deluxe King	192	38 sqm
Deluxe Twin	94	38 sqm
Disabled Access Room	5	38 sqm
Executive Club King	45	38 sqm
Executive Club Twin	18	38 sqm
Waterfront Facing Club King	54	38 sqm
Waterfront Facing Club Twin	14	38 sqm
Grand Deluxe King	29	52 sqm
Junior Suite King	15	55 sqm
Executive Suite	16	64 sqm
Presidential Suite - Star of Africa	1	292 sq m
Total	483	

Natural Nourishment

The Westin Cape Town has a great selection of vibrant restaurants and bars on offer from brasserie-style Thirty7 Restaurant to Westin Club, with its panoramic, exceptional views of the city, located on the 19th floor. Begin a wonderful Cape Town evening or round off the day at Louis B's Lounge & Terrace and Raleigh's Lounge and Bar.

The hotel prides itself in offering a diverse array of culinary delights which caters to all our guests preferences.



Meetings Set For Success

Meetings are an opportunity to connect with colleagues and explore new ideas. When you hold your meetings at The Westin Cape Town, we remove the distractions so your group can focus on the business at hand for an effective and successful session. It is the only hotel in the city that has direct access to the Cape Town International Convention Centre.

Westin Clutter-Free Meetings help planners and guests stay organised and productive with an open room design, socially appropriate amenities and delicious menu choices to keep minds sharp and well nourished. Streamlined stations provide paper, pens and beverages to keep everyone's individual work area neat and clear. You can feel good about Westin meetings with thoughtful "Green" features, such as energy-efficient light bulbs, double-sided meeting pads and bottled water.

Whether you are hosting 25 friends or 500 conference attendees, our seasoned meeting specialist will assist you with every detail of your event.

As part of the Marriott International family of hotels and resorts, Westin hotels offer a variety of innovative tools to help you book meetings with ease. Reslink lets you create a free customized website which allows attendees to book reservations as well as access documents via a unique URL. Designed with the meeting planner in mind, our personalized services make it effortless to provide a memorable experience for each and every invitee.

Dynamic Details

From magnificent banquets to the most refined conference, our associates will delight your guests with impeccable service and attention to detail. Conferences and banquets for up to 500 people can be held in our Grand Ballroom.

The Old Harbour Lobby also includes 4 breakaway rooms ideal for plenary sessions, offices, secretarial, speaker's rooms and much more. 6 Breakaway venues on our Mezzanine level add much needed space for meetings or events. Let your creativity flow in our Harbour Edge executive boardrooms, which range in size from 17 square metres to 52 square metres and can seat between 6 and 20 people. For ambiance, the rooms rely on natural lighting with six of them having full length glass windows.

All meeting facilities include state-of-the-art technology and complimentary high-speed wireless internet access.

To begin planning your next Westin event, please contact wh.cptwi.GroupReservations@marriott.com

Fulfilling Fitness

Visit our award-winning Heavenly Spa with breathtaking views of the city. Rejuvenate with a massage, enjoy an exclusive range of holistic and beauty therapies, or simply relax in the jacuzzi, indoor infinity pool, sauna, steam room and outdoor family pool.

Energize with our WestinWORKOUT® fitness center featuring weight machines, free weights, cardio equipment and spectacular views. Access to wellness facilities mentioned are offered on a complimentary basis to all our hotel guests.

Seamless Service

Hotel services include Service Express®, 24 hour room service, concierge services, travel desk, valet and self-parking.





Convene & connect in a clutter-free meeting space with our work well package.

OUR DAY DELEGATE PACKAGE INCLUDES THE FOLLOWING:

FULL DAY CONFERENCE

- Tea, coffee, fresh fruit juice and refreshments on arrival.
- Tea, coffee, fresh fruit juice and refreshments at mid- morning
- Conference lunch served either as a set menu/buffet/finger fork dependant on delegate numbers
- Tea, coffee, fresh fruit juice and refreshments at mid- afternoon

HALF DAY CONFERENCE INCLUDING LUNCH

- Tea, coffee, fresh fruit juice and refreshments on arrival.
- Tea, coffee, fresh fruit juice and refreshments at mid- morning
- Conference lunch served either as a set menu/buffet/finger fork dependant on delegate numbers

DAY CONFERENCE PACKAGES INCLUDE THE FOLLOWING

- Venue hire for the plenary venue (subject to minimum numbers)
- Complimentary Parking (subject to availability)
- Conference pen and pads
- Bottled water and sweets
- Standard AV equipment
- Wi-Fi

STANDARD AV EQUIPMENT IN THE PLENARY ROOM WHICH INCLUDES THE FOLLOWING:

- 1 x Lectern
- 1 x Data projector
- 1 x Projector screen
- 1 x Flip chart with pens
- 1 x Whiteboard with pens

Please Note:

Delegate Conference Packages are only applicable to 10 guests or more

Depending on amount of delegates, conference lunch will either be served as a set menu, buffet or finger fork (hotel's discretion)

Lunch beverages are not included in the DCP packages

A service charge of 10% is applicable on all food & beverage consumed which is not included in the conference packages.

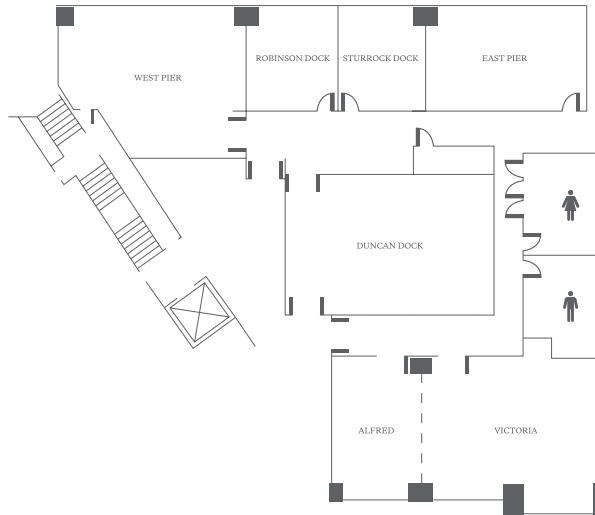
To make a reservation, call **021.412.9999** / email wh.cptwi.groupreservations@marriott.com

Conference & Events

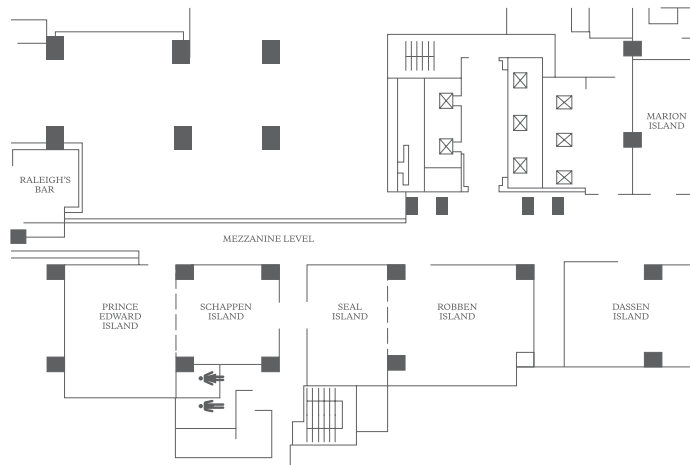
ROOM NAME	TOTAL SQ. METER FEET		DIMENSIONS METER FEET		CEILING HEIGHT METER FEET		BANQUET	CABERET (6)	BOARD ROOM	CINEMA	COCKTAIL	SCHOOL ROOM	U - SHAPE
OLD HARBOUR LOBBY LEVEL													
BALLROOM EAST	273	2967	21 X 13	69 X 43	5	16	200	160	0	250	250	168	63
BALLROOM WEST	273	2967	21 X 13	69 X 43	5	16	200	160	0	250	250	168	63
GRAND BALLROOM	546	5865	21 X 26	69 X 85	5	16	400	264	0	500	500	300	81
VASCO DA GAMA	81	900	9 X 9	30 X 30	3	11	50	40	18	50	50	30	24
BARTHOLOMEW DIAZ	81	900	9 X 9	30 X 30	3	11	50	40	18	50	50	30	18
DA GAMA / DIAZ	162	1770	9 X 18	30 X 59	3	11	100	80	36	120	120	80	51
MARCO POLO	54	588	8,4 X 6,4	28 X 21	3	11	24	24	18	24	24	24	18
SIR FRANCIS DRAKE	69	756	8,4 X 8,2	28 X 27	3	11	24	24	18	24	24	24	24
MEZZANINE LEVEL													
PRINCE EDWARD ISLAND	62	672	8,4 X 7,4	28 X 24	2,5	8	24	24	16	24	24	24	18
SCHAPPEN ISLAND	40	420	6,2 X 6,4	20 X 21	2,5	8	20	16	12	24	24	18	15
EDWARD / SCHAPPEN	102	900	6,2 X 13,8	20 X 45	2,5	8	50	40	20	72	72	42	34
SEAL ISLAND	41	450	7,5 X 5,4	25 X 18	2,5	8	20	16	12	24	24	18	15
ROBBEN ISLAND	56	625	7,5 X 7,5	25 X 25	2,5	8	24	24	16	24	24	18	18
SEAL / ROBBEN ISLAND	107	1150	7,6 X 14,1	25 X 46	2,5	8	50	40	20	60	60	48	34
DASSEN ISLAND	52	560	6,2 X 8,4	20 X 28	2,5	8	0	0	16	0	0	0	0
MARION ISLAND	31	324	3,8 X 8,2	12 X 27	2,5	8	0	0	12	0	0	0	0
THE HARBOUR EDGE													
VICTORIA	35	384	4,8 X 7,3	16 X 24	2,5	8	0	0	14	0	0	0	0
ALFRED	16	176	4,8 X 3,4	16 X 11	2,5	8	0	0	8	0	0	0	0
VICTORIA / ALFRED	53	576	4,8 X 11	16 X 36	2,5	8	0	0	22	50	50	30	0
DUNCAN DOCK	58	620	6,2 X 9,3	20 X 31	2,5	8	0	0	14	0	0	0	0
EAST PIER	28	288	3,8 X 7,3	12 X 24	2,5	8	0	0	8	0	0	0	0
STURROCK DOCK	18	180	3,8 X 4,7	12 X 15	2,5	8	0	0	6	0	0	0	0
ROBINSON DOCK	18	180	3,8 X 4,7	12 X 15	2,5	8	0	0	6	0	0	0	0
WEST PIER	42	463	-	-	2,5	8	0	0	12	0	0	0	0

RESTAURANTS & BARS	SQM	HEIGHT	SEATING CAPACITY	COCKTAIL
RALEIGHS BAR	120	2.4	34	50
THIRTY7 RESTAURANT	188	5.25	200	300
LOUIS B'S UPPER	87	2.1	60	75
LOUIS B'S LOWER	93	5.82	55	60
OUTSIDE TERRACE	175	N/A	59	60

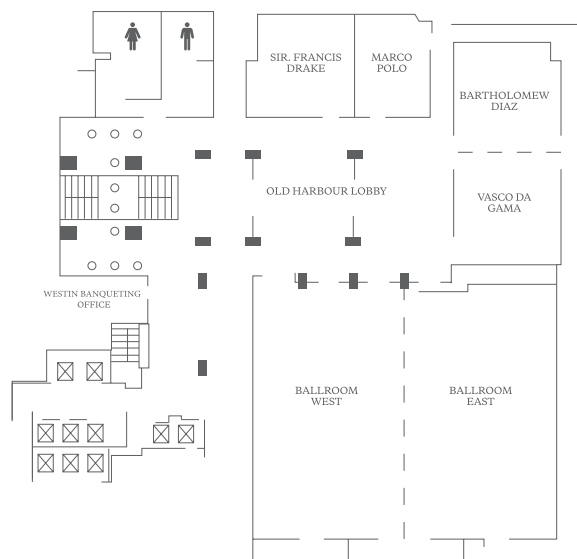
**The above maximum numbers are subject to final health and safety approval after set up



HARBOUR EDGE LEVEL



MEZZANINE LEVEL



OLD HARBOUR LEVEL

