



Roca Golf Hotel

Conference and Banqueting Folder



ROCA GOLF HOTEL

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Dear Organizer,

We thank you for your interest in holding your event with Roca Golf Hotel. Our team of qualified professionals will make it their goal to provide you with the best experience and create the ideal environment for you and your invitees to attain a successful outcome.

The following document contains some information and options for you to fine-tune this experience according to your specific requirements and budget. It will also hopefully give you an idea of which questions you still need to ask, and which steps are to be taken until the day of the event. The more information we obtain from you, the better we may customize our services to meet -and exceed- your attendees' expectations.

In order to do this, we must plan our operations in advance, therefore kindly request you notify us regarding special requirements at least 72 hours prior to the holding of the event. This is to ensure that we deliver the quality we promise. Moreover, bookings can only be guaranteed after receipt of a formal commitment from the client.

We look forward to doing business with you in the near future, and work together towards the successful completion of your event.

With Hospitable Regards,

Ines Mutabazi

General Manager, Roca Golf Hotel





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1. An Overview of the Hotel


Roca Golf Hotel is situated on the Golf Course in Bujumbura's city centre, offering a professional, business-oriented, yet relaxed environment.


Our Outlets include:


 **Rocks Bar:** our refined evening bar with its unique Green-view terrace. Ideal for an after-work sundowner.
Weekdays 17:00 - 22:00 / Weekends 11:00 – 22:00

 **Resto:** The buffet restaurant, open for breakfast, lunch and dinner throughout the week. Famous in town for its culinary theme nights, but also for its great A-la-Carte offerings. *Breakfast 06:30 – 10:30 / Lunch 12:30 – 15:00 / Dinner 18:30 – 22:00*

 **Relax:** The cozy signature Spa by Buja Day Spa, offering relaxing massages after you are done with the sauna or Jacuzzi. *Mon-Sat 17:00 – 22:00*

 **Ramba:** Our Gym is available 24 hours per day for our resident guests. Nothing better than a good run to recover from a long journey. *Open 24/7*

 **Regalo:** The gift shop has souvenirs, the occasional quick snack, tobacco and some of the little things you may have forgotten on your trip. *Open 08:00 – 14:00 / 18:00 – 21:00*

 **Rungis:** Our day-lounge serves refreshments and pastries as well as a small snack menu throughout the day.
Weekdays 10:30 – 17:00

Sales Office Opening Times:

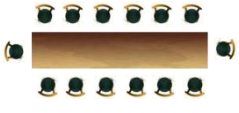
Monday to Friday 08:00 – 18:00



2. Our Conference Facilities

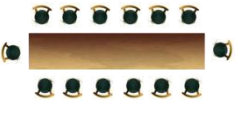

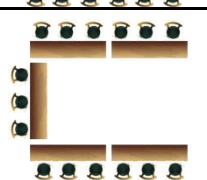
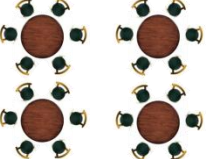
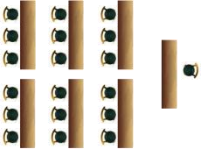
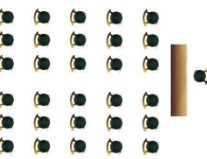
Our facilities include 2 rooms:

- **The Boardroom**

Set-up	Max. Cap.	Example
Board Room Style	15	

Equipped with Air conditioning, projector and screen, and flipchart.

- **The Green Hall**

Set-up	Max. Cap.	Example
Board Room Style	35	
Hollow Square	35	
U-Shape (*with spectator seats)	35/50*	
Cabaret Style (Square or Round Tables)	50	
Classroom Style	75	
Theatre Style	100	

Equipped with Air conditioning, projector, screen, flipchart, audio system and 4 microphones.

Room	Floor Dimensions	Area (sqm)	Location	Door WxH (cm)	Daily Rate
Boardroom	4m x 11m	44 sqm	Ground Floor	250(W)x220(H)	250.000 BiF
Green Hall	18m x 11m	200 sqm	1 st Floor	130(W)x220(H)	500.000 BiF



We value the importance of a restoring Coffee Break for a successful meeting

Green Hall set in Cabaret Style (square)



3. Coffee Breaks and Refreshments

We have several options for our coffee/refreshment breaks. In order to keep your attendees focused and comfortable we have designed several standard packages, depending on your wishes.

We may be able to adapt to different tastes and provide tailored coffee breaks if requested sufficiently in advance, although this is subject to product availability and may imply additional charges.

<p>Refreshment Package A **Luxury**:</p> <p>FULL DAY: 30,000 BiF /20.00 USD per person</p> <p>HALF DAY: 20,000 BiF/13.00 USD per person</p> <p>Includes: In Room: Water and mints</p> <p>A fruit skewer and some fresh juices will be served as a welcome upon arrival</p> <p>AM Coffee Break: Bottled juices on ice, coffee, tea, 2pces pastry/person</p> <p>PM Coffee Break: Tea, coffee, juices (bottles), savoury sandwiches 2pces/person</p>	
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All the Coffee for our Coffee Breaks is produced and roasted by Igikere Gourmet Coffee. Producing some of Burundi's finest organic Arabica, they operate on fair-trade basis and sustain economic activity in the interior of the country, contributing to the subsistence of various isolated communities. Would you like to take some home to share with your loved ones? Just let us know.

Refreshment Package B:



FULL DAY: 25,000 BiF /16.00 USD per person

HALF DAY: 15,000 BiF/10.00 USD per person

Includes:

In Room: Water and mints

AM Coffee Break: Bottled juices on ice, coffee, tea, 2pces pastry/person

PM Coffee Break: Tea, coffee, juices (bottles), savory sandwiches
2pces/person

Refreshment Package C:



FULL DAY: 20,000 BiF /13.00 USD per person

HALF DAY: 10,000 BiF/7.00 USD per person

Includes:

In Room: Water

AM Coffee Break: Bottled juices on ice, coffee, tea

PM Coffee Break: Tea, coffee, juices (bottles)

Refreshment Package D:



FULL DAY: 10,000 BiF /7.00 USD per person

HALF DAY: 5,000 BiF/3.00 USD per person

Includes:

In Room: Water

All conference packages include Writing pads and pens.



4. Cocktail Menus

The Cocktail Menus are designed to offer your guests simple yet refined and tasteful finger food to enjoy as a light meal or simply as snacks during private functions.

They are not designed to serve as a full meal.

Luxury Menu (Max. 25 people) ★★★★★

45,000 BIF / 29.00 USD per person

Prawn, Cream Cheese and Cucumber Roulade

Bacon and Feta Mini Quiche

Beef Filet Brochette with Onion Marmalade Dip

Homemade Spinakopitas

Fish Goujons with Tartare Dip

Spicy Chicken and Green Pepper Brochette

Bruschetta with Sun-dried Tomatoes, Avocado and Feta

Chilled Gazpacho with Peppered Grissini Sticks



4-Star Menu (Max. 60 people)



35,000 BIF / 23.00 USD per person

Spicy Chicken Rolls with Minted Yoghurt

Chilled Gazpacho

Tomato and Basil Ricotta Tarts

Smoked Salmon and Prawn Cucumber Roulade

Mini Pizza or Samosas

Mini Beef and Chicken Brochettes

Variation of Bruschette

Cheese and Olives

Standard Cocktail Menu



25,000 BIF / 16.00 USD per person

Chilled Gazpacho

Spicy Chicken Rolls with Minted Yoghurt

Mini Beef and Chicken Brochettes

Variation of Bruschette

Mini Pizza Slices or Samosas



Light Cocktail Menu



15,000 BIF / 10.00 USD per person

Mini Pizza Slices or Samosas

Mini Beef and Chicken Brochettes

Variation of Bruschette

Slight variations on the menus may occur according to seasonality and product availability, but will be indicated by our Sales Department.





5. Beverages

The following beverage list comprises the beverages we have on offer for your private lunch/dinner functions, cocktails or even as an addition to your coffee breaks.

Beers

Heineken 65cl	9.500 BiF
Heineken 33cl	6.000 BiF
Amstel 33cl	4.500 BiF
Primus	4.000 BiF
Lefte (Blonde/Brune)	12.500 BiF
Tusker Malt 33cl	5.000 BiF

Soft Drinks

Coca-Cola	3.000 BiF
Coca-Cola Zero	6.000 BiF
Fanta/Tonic/Sprite	3.000 BiF
Aquavie Still Water	2.500 BiF
Aquavie Sparkling Water	3.500 BiF

Juices

Fruito Passion	3.500 BiF
Fruito Ananas	3.500 BiF
Fresh Fruit Juices	5.000 BiF

Wines

Red by Glass	9.500 BiF
White by Glass	9.500 BiF
J.P. Chenet Red	45.000 BiF
J.P. Chenet White	45.000 BiF
Moet & Chandon	175.000 BiF
Veuve Clicquot	200.000 BiF

Spirits

Absolut Vodka	9.500 BiF
J&B	10.000 BiF
J.Walker Red Label	15.000 BiF
Hennessey	19.000 BiF
Gordon's Gin	8.000 BiF
Malibu	8.000 BiF
Tequila Agavita	8.000 BiF

Hot Beverages

Tea/Coffee	3.000 BiF
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6. Meals

Our main restaurant, Resto, is open for all meals. We offer our corporate guests the possibility to enjoy these at special rates, namely:

Lunch

Our Business Lunch, a condensed buffet designed for those who need to move on fast. The dishes on offer vary according to seasonality and market availability.

Price: 25'000 BiF / 16,00 USD per person

Weekdays 12:30 – 15:00

Dinner

Our Culinary theme nights are now quite famous in town for their wide variety. The evening buffet offers a very wide variety of dishes centred on a particular theme or geographical region.

MONDAY – AFRICAN NIGHT

TUESDAY – MEDITERRANEAN NIGHT

WEDNESDAY – ITALIAN NIGHT

THURSDAY – ASIAN CUISINE

FRIDAY – MEAT LOVERS

SATURDAY – LATIN NIGHT

SUNDAY – INTERNATIONAL CUISINE

Price: 35'000 BiF / 23,00 USD per person

Every Day 18:30 – 22:00





Breakfast

Our breakfast buffet offers a wide variety of items for all tastes and preferences, whether for a small bite before work or for those who need a hearty start of the day. For non-resident guests, prior reservations are required.

Price: 25'000 BiF / 16,00 USD per person

Included in the Room Rate

Every Day 06:30 – 10:30

Sunday Champagne Brunch

The Champagne Brunch has become something of a Sunday Institution in Bujumbura. With a complimentary glass of Champagne upon arrival, enjoy a generous and varied buffet, ideal for your typical Sunday, but also as an informal setting in which to meet your business partners.

Price: 35'000 BiF / 23,00 USD per person

Sundays 11:30 – 14:30





Table d'Hôte Menu

If you would prefer plated service for your guests, then our set Table d'Hôte Menu is most likely what you are looking for. The menu may be adapted to your tastes, depending on availability. Please refer to our Sales team for more information.

Set Lunch/Dinner Menu (Max. 25 people)

Starters

Homemade Mixed Vegetable Soup

~or~

Salmon Cheesecake accompanied by a Garden Salad and Balsamic Vinaigrette

Main Courses

Oven-grilled Sangala with Lemon-Caper Butter Sauce

~or~

Beef Filet served *with Onion and Red Wine Jus*

~or~

Vegetable Lasagna with Napolitano Sauce

Main Courses are Served with Sautéed Potatoes and Oven-Roasted Vegetables

Dessert

White Chocolate Mousse Gateau with Strawberry Ice Cream and Fresh Fruits

30.000 BiF / 20,00 USD per person





7. Private Meal and Cocktail Functions

We may provide several options for private dinner and lunch functions, from light meals to sit-down events. Your space may be made private depending on availability, please enquire with our sales department for more information on the possibilities and prices.

Private functions may be held in:

Rocks Bar: Ideal for cocktails up to 80 pax, Breakfast, Lunch and Dinner up to 40 pax.

Rocks Bar Terrace: Directly on the fairways of the Golf Course, ideal for a small private Breakfast up to 15 pax Maximum.

Rungis: Rungis can be rented for private Breakfast, Lunch and Dinner functions of up to 30 pax,

Resto: Resto may be rented as a private space for Lunch functions of up to 70 pax. Exclusivity cannot be made available for Breakfast or Dinner. We may take group bookings of up to 50 pax however, without exclusive use of the premise.

Poolside Garden: For short functions (up to 2 hours duration), the poolside may offer a pleasant environment for up to 80 pax for standing cocktails only.

CORPORATE HAPPY HOUR:

You may now sponsor one of our happy hours (daily from 6-8pm), partly or fully, and brand your table(s) or even the entire venue in your corporate colours! Ideal for an informal occasion to meet your clients, reward your team, or simply obtain some focused, quality exposure. More than that, the first Heineken is on the house!

For more information please contact our Sales Department.





8. Accommodation

We dispose of the following Room rates:

Room Type	Rack Rate/Night	Corporate Rate (<20 rooms)	Corporate Rate (>20 rooms)
Comfort	175\$	155\$	140\$
Executive Suite	275\$	250\$	250\$
Senior Suite	500\$	450\$	450\$

All these rate categories are indicative and may vary according to seasonality and availability. Please contact our sales department for more information and details.

All Rates are V.A.T. inclusive and include breakfast, free wi-fi internet, access to the gym, airport transfers, and Green Fee for the Golf Course.

The comfort and calm of our resident guests is of utmost importance to us, and we therefore may need to impose certain guidelines for large room blocks, on a case per case basis.





9. Other Facilities and Information

Audio/P.A. system: Green Hall disposes of a built-in microphone P.A. system. For the other venues, this may be arranged externally at an extra charge.

Branding: We will happily customize your venue in company colours, or with promotional material (banners, pull-ups, etc.). Please inform our sales team and they will gladly advise you on the best way to proceed.

Commissions: Roca Golf Hotel will not charge or include any commission on behalf of agents, tour operators or travel agencies in our quotations or invoices.

Golf Course: The Golf Club is fully independent from Roca Golf Hotel, thus any special enquiries regarding the Golf Course should be addressed directly to the management of the Bujumbura Golf Club.

Instant Translation Services: The hotel does not dispose of instant translation facilities; however our sales team may assist you with third-party providers.

Live Entertainment: Our sales team may assist you in contacting a third-party provider for live music, traditional dancing or drum performances.

Media coverage: Should you require video or photographic coverage of your event, our sales team may assist you in contacting a third-party provider. Any coverage you wish to engage in must however be approved by hotel management in advance.

Third Party Promotional Material: Sponsors/Partners for your event are kindly requested to provide their promotional material (i.e. banners, flyers, etc.) at least 3 hours prior to the start of the event, and to retrieve them afterwards. The Hotel will not assume any responsibility in terms of damage, loss or theft for third party items stored within the hotel premises.





Why do business with Roca Golf Hotel?

We keep standards of quality and ethical business high in our priorities; we believe in full compliance with regulations and contribution to a sustainable model of economic development. We aim to apply these principles across our value chain, by choosing suppliers and partners who share these values, submitting to all applicable duties and taxes, maintaining a policy of transparency, and zero tolerance for corruption at any level.

Education and training in both applicable skills and languages adds value to our team and contributes to the creation of a knowledge base in Burundi's young Hospitality Industry.

We encourage our corporate clients to take conscientious decisions, and choose their partners wisely to favour those who contribute actively to progress and development.

Roca Golf Hotel

For Sustainable Hospitality.





Sales Department

Roca Golf Hotel – Ext. 102

Open: Weekdays 08:00 – 18:00

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We speak:

