

BASDEN WOOD HOTEL



BASDEN WOOD HOTEL CORPORATE & CONFERENCE INFORMATION PACK

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BUSINESS. CONFERENCES. VENUE



INTRODUCTION



Located in the heart of Centurion, Basden Wood Hotel offers a refined blend of timeless elegance and modern comfort. Designed in a classic French-Italian style and set around a tranquil garden courtyard, the hotel provides a peaceful yet professional environment suited to both business and leisure travellers.

Strategically positioned within one of Gauteng's key business hubs, the hotel offers excellent accessibility and convenience. It is located just minutes from major highways, including the N1 and N14, providing direct access to Pretoria, Johannesburg, Midrand, and Sandton. OR Tambo International Airport is approximately 35–40 minutes' drive, while the Centurion Gautrain Station (± 2.3 km) ensures efficient connectivity for corporate travellers. The hotel is also ideally situated near key business districts, including Centurion CBD, Pretoria CBD, Midrand, and Sandton.

Basden Wood Hotel is purposefully designed to be business-friendly, offering fully equipped conference facilities supported by high-speed Wi-Fi and professional services. The hotel features a range of well-appointed accommodation options, from standard rooms to executive and luxury suites, all designed to deliver comfort, functionality, and a premium guest experience.

Guests can enjoy on-site dining and banqueting facilities, ideal for business meetings, corporate functions, and private events. Additional amenities such as secure parking, reliable Wi-Fi throughout the property, and attentive service ensure a seamless, comfortable, and productive stay.



CONFERENCE FACILITIES



Professional Spaces Designed for Business

PROFESSIONAL SPACES DESIGNED FOR BUSINESS



Basden Wood Hotel offers a refined and professional conferencing environment for corporate meetings, workshops, executive engagements and formal business functions.

The hotel features a selection of adaptable venue spaces suited to a range of event sizes and formats. Conferencing packages are available for a minimum of 10 people and a maximum of 80 people, with the Red Wood Conference Hall accommodating up to 100 delegates in a theatre-style setup. As the largest venue, the Red Wood Conference Hall is ideal for larger corporate events and presentations. The Cedar Wood Conference Room is suited to small and medium-sized business gatherings, while the Oak Wood Room works well for focused workshops and private meetings. The Maple Wood Boardroom offers an intimate setting for executive-style engagements.

With flexible layouts, modern audio-visual equipment, reliable high-speed Wi-Fi and dedicated business services, Basden Wood Hotel provides a comfortable and well-equipped setting for productive business events.

CONFERENCE ROOM DETAILS



Specification	Red Wood Conference Hall	Cedar Wood Conference Room	Oak Wood Room	Maple Wood Boardroom
Floor Area (m ²)	Available on request	Available on request	Available on request	Available on request
Ceiling Height	Available on request	Available on request	Available on request	Available on request
Natural Light	Varies	Varies	Varies	Varies
Maximum Capacity	Up to 100 delegates	Flexible	Flexible	Flexible
Theatre	Up to 100	Flexible	Flexible	Flexible
Classroom	Flexible	Flexible	Flexible	Flexible
U-Shape	Flexible	Flexible	Flexible	Flexible
Boardroom	Flexible	Flexible	Flexible	Flexible
Banquet	Flexible	Flexible	Flexible	Flexible
Cocktail	Flexible	Flexible	Flexible	Flexible
Presentation	Flexible	Flexible	Flexible	Flexible



CONFERENCE EQUIPMENT



- Data Projector
- Screen
- Flipcharts
- Whiteboards
- Microphones
- PA System
- High-Speed Wi-Fi
- Video Conferencing Capability

Additional Equipment (Available on Request)

CORPORATE PACKAGES



Package	Bronze Package	Silver Package	Gold Package
Venue Hire	✓	✓	Incl. Full Conference Package
Tea / Coffee on Arrival	✓	✓	Incl. Full Conference Package
Mid-Morning Snacks	✓	✓	Incl. Full Conference Package
Lunch	Optional	✓	Incl. Full Conference Package
Afternoon Tea / Snacks	—	✓	Incl. Full Conference Package
AV Equipment	✓ (Standard)	✓	Incl. Full Conference Package
Accommodation	—	—	✓
Dinner	—	—	✓
Breakfast	—	—	✓

PACKAGE PRICING DETAILS



Corporate clients can choose from three tiered package options: Bronze Corporate Package, Silver Corporate Package and the Gold Corporate Package.

- **The Bronze Corporate Package** is ideal for simple, practical business events where guests require a professional venue, essential setup and suitable catering.
- **The Silver Corporate Package** is suited to business events that require a more complete catering experience and a more elevated guest offering.
- **The Gold Corporate Package** is suited to higher-end corporate events, formal functions and occasions where a fuller hospitality experience is required.

Corporate Package	Guest Range	Package Price Per Person	Estimated Total Range
Bronze Corporate Package	10–80 Guests	R995 Per Person	R9 950 – R79 600
Silver Corporate Package	10–80 Guests	R1 150 Per Person	R11 500 – R92 000
Gold Corporate Package	10–80 Guests	R1 300 Per Person	R13 000 – R104 000

Corporate package pricing is calculated per person and based on the final confirmed guest count. The selected package price is applied according to event attendance and added to the final event total. Final pricing may vary according to guest count, selected package, event duration, venue layout, catering requirements, beverage requirements, AV requirements, outsourced meals and any additional services requested.

Deposit, cancellation and final-payment terms will be provided with your formal quotation and booking confirmation.

BANQUETING & EVENTS



Elegant Spaces for Every Occasion.



EVENT TYPES SUPPORTED

-  Corporate Dinners
-  Product Launches
-  Awards Evenings
-  Gala Dinners
-  Weddings
-  Private Functions

EVENT SPACE DETAILS

-  Maximum Banqueting Capacity
-  Flexible Room Configurations
-  Dance Floor Availability
-  Stage Setup Options



Event photography available on request

FOOD & BEVERAGES



Corporate catering is based on event attendance and calculated per person.
Final catering will be confirmed according to the event type, number of guests and chosen package.

Basden Wood Hotel can assist with dietary requirements where possible. Special meals such as halaal and Kosher meals will be supplied by an outsourced service provider. **A surcharge will apply for outsourced meals.** Pricing for outsourced meals is available on request and will depend on the client's specific requirements.

All dietary requirements must be provided before final catering numbers are confirmed.

BANQUET MENUS



BUFFET MENU OPTIONS

- Standard Buffet
- Premium Buffet

PLATED DINNER MENU

- Starter Options
- Main Course Options
- Dessert Options

CONFERENCE MENUS



- Tea Break Snacks
- Light Lunches
- Buffet Lunches
- Plated Lunches

COCKTAIL & CANAPÉ



- Cold Canapés
- Hot Canapés
- Finger Foods

BEVERAGE PACKAGES



Beverage options can be tailored according to the event.
Basden Wood Hotel is a fully licensed venue.
No outside alcohol may be brought onto the premises.

WELCOME DRINKS



A refreshing start for
your guests on arrival

SOFT DRINK PACKAGES



A selection of
non-alcoholic beverages

WINE PACKAGES



Curated wine selections
to suit your event

BAR OPTIONS



Cash bar or open
bar options available

OUTSIDE SUPPLIER POLICY



Corporate organisers may bring in selected outside suppliers at no additional supplier fee, subject to the venue's terms and conditions.

Suppliers can include AV suppliers, decor suppliers, photographers, videographers, entertainment providers, event coordinators, and branding and activation suppliers.

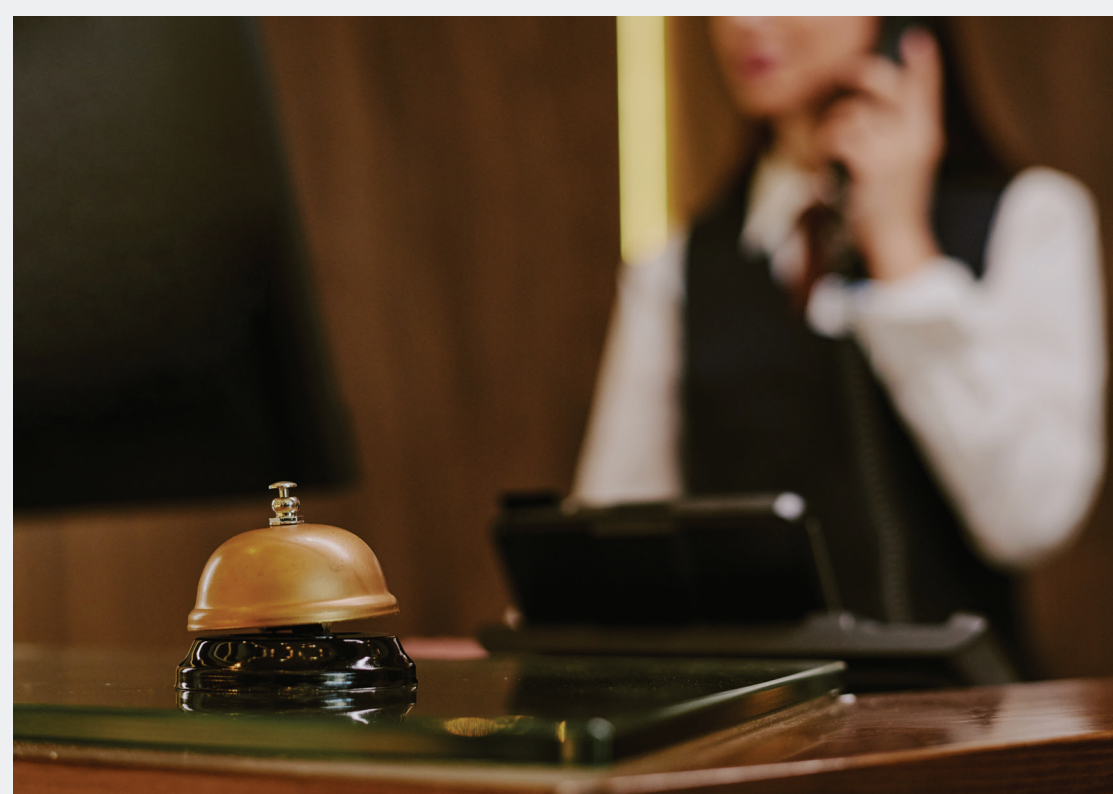
All suppliers must follow the venue's access, setup, breakdown and safety requirements.
Any branding, staging, furniture, installations or technical equipment must be approved by the venue in advance.

CORPORATE SERVICES



Additional services designed to enhance your business stay.

Available on request.

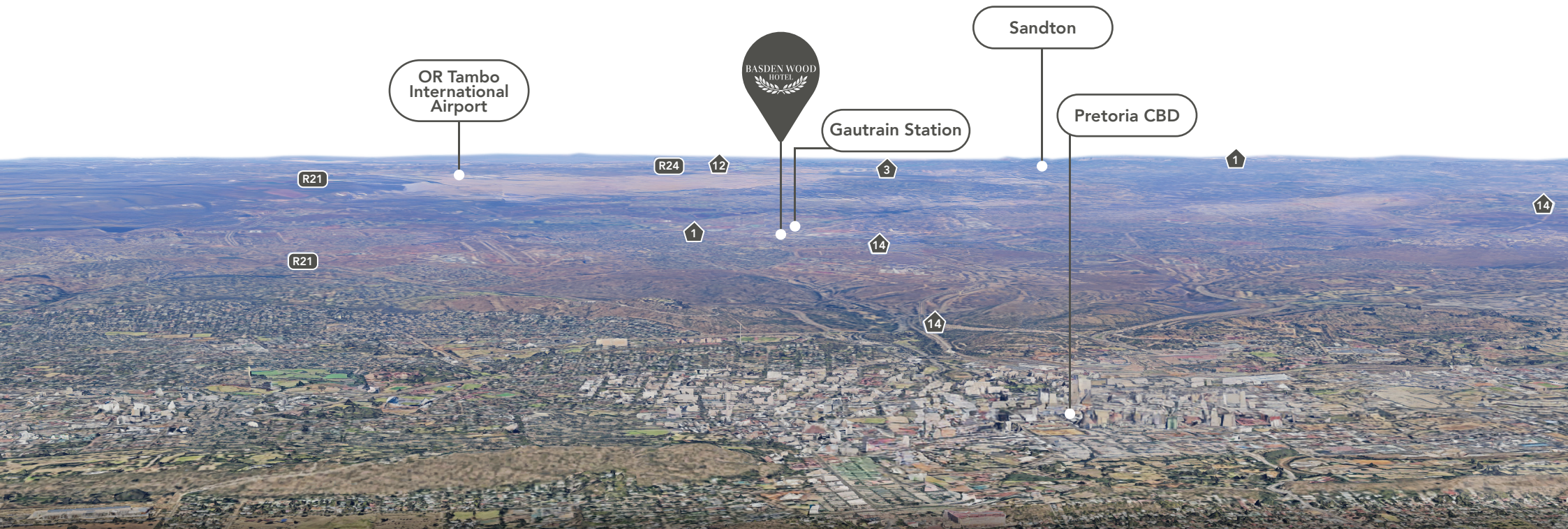


- Airport transfers
- Shuttle services
- Concierge
- Laundry services
- Printing & business services
- Secure parking

LOCATION & ACCESSIBILITY



Conveniently located in Centurion, Basden Wood Hotel offers seamless access to key business hubs and transport links.



DISTANCE TO:

- OR Tambo International Airport ± 32 km ($\pm 25 - 30$ min)
- Pretoria CBD ± 20 km (± 20 min)
- Sandton $\pm 35 - 44$ km ($\pm 25 - 35$ min)
- Gautrain Station ± 2.3 km (± 5 min)



ACCOMMODATION



Basdenwood Hotel offers a selection of room categories designed for comfort, productivity and relaxation.

FAMILY ROOM



 Single Beds / King bed

 4 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Shower & Toilet • Mini-bar Fridge • Electric Kettle • Coffee / tea station • Work Desk



SELF-CATERING ROOM



 1 Queen Bed

 2 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Mini-bar Fridge • Electric Kettle • Compact self-catering kitchenette • Work Desk
- Microwave • Toaster • Writing Desk • Pots and pans available at request • Private entrance



STANDARD ROOM



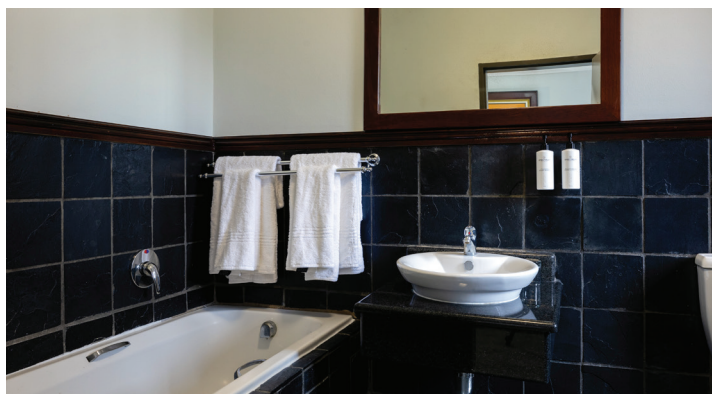
 Single | 3/4 bed

 1 Guest

 1 Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Bathtub, Shower & Toilet • Mini-bar Fridge • Electric Kettle • Work Desk



SUPERIOR STANDARD ROOM



 1 Queen Bed

 2 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Bathtub & Shower • Mini-bar Fridge • Electric Kettle



SUPERIOR ROOM



 1 Queen Bed

 2 Guests

 1 Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Bathtub, Shower & Toilet • Mini-bar Fridge • Electric Kettle • Work Desk



DELUXE ROOM



 1 Queen Bed

 2 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Shower & Bathtub • Mini-bar Fridge • Electric Kettle • Work Desk



EXECUTIVE LUXURY ROOM



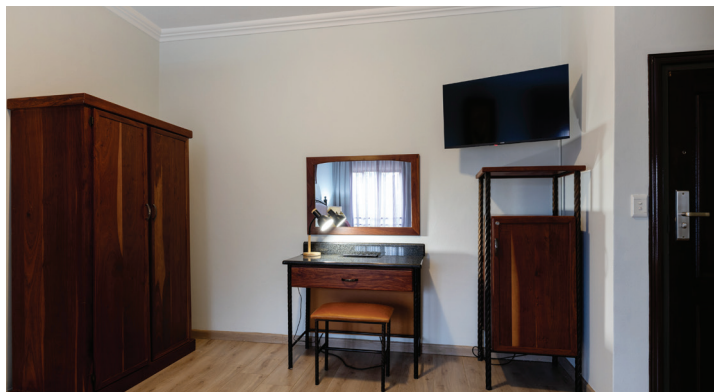
 1 Queen Bed

 2 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Tub Chair • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV
- Towels & Body soap • Hair Dryer • Shower & Bathtub • Mini-bar Fridge • Electric Kettle • Work Desk



SUITE



 1 King Bed

 2 Guests

 En-suite Bathroom

ROOM FEATURES

- Air Conditioning • Wi-fi • Sofa • Shampoo & Conditioner • Safe in Room • Wardrobe / Closet • Flatscreen TV • Work Desk
- Towels & Body soap • Hair Dryer • Walk-in double shower & Toilet • Mini-bar Fridge • Electric Kettle • Lounge Area



CORPORATE RATES



ROOM ONLY RATES

ROOM TYPE	SINGLE	DOUBLE
Standard Room	R1 310	R1 595
Superior Standard Room	R1 310	R1 595
Superior Room	R1 360	R1 645
Deluxe Room	R1 410	R1 695
Family Room	R1 485	R1 770
Executive Room	R1 560	R1 845
Suite	R1 710	R1 995

BED & BREAKFAST RATES

ROOM TYPE	SINGLE	DOUBLE
Standard Room	R1 545	R1 830
Superior Standard Room	R1 545	R1 830
Superior Room	R1 595	R1 880
Deluxe Room	R1 645	R1 930
Family Room	R1 720	R2 005
Executive Room	R1 795	R2 080
Suite	R1 945	R2 230



BOOKING PROCESS



BOOKING PROCESS

Send your preferred event date, event type, guest count and basic requirements to the Basden Wood Hotel team.



SELECT YOUR VENUE

The team will recommend the most suitable venue space based on your event type, number of guests and layout needs.



CHOOSE YOUR PACKAGE

Select the package that best suits your event, budget and guest experience.



CONFIRM CATERING

Catering is calculated per person and added to the total event cost.



CONFIRM LAYOUT & SUPPLIERS

Finalise your seating layout, AV needs, supplier access, decor requirements and any special arrangements.



RECEIVE YOUR FORMAL QUOTATION

A formal quotation will be prepared based on your final event requirements.



CONFIRM YOUR BOOKING

Booking confirmation, deposit requirements and payment terms will be provided with your quotation.

BASDEN WOOD
HOTEL



HOTEL | VENUE | RESTAURANT

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