

The Leonardo

45

**INFORMATION PACK
2024**

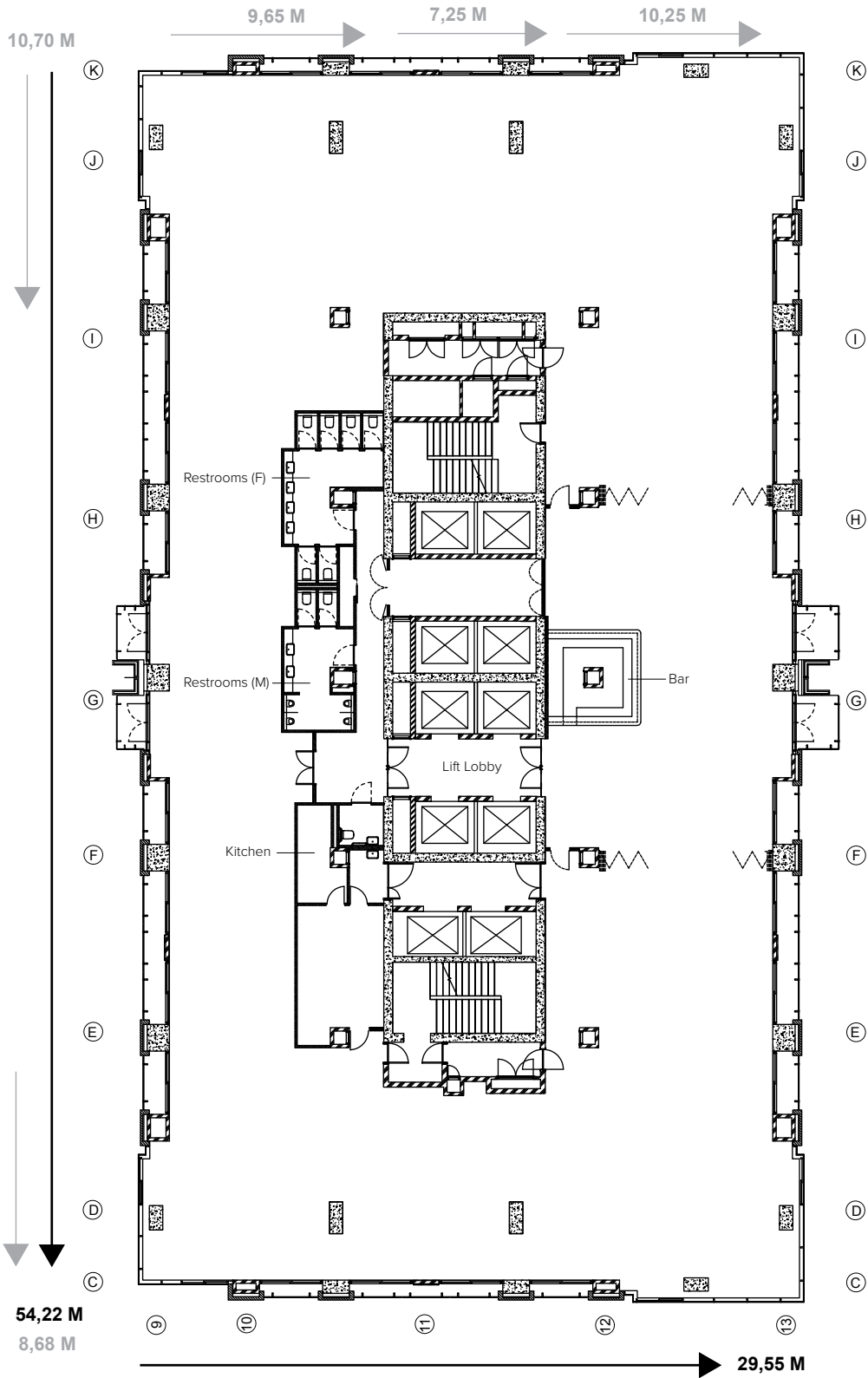


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leobanqueting@legacyhotels.co.za

VENUE MAP AND CAPACITIES



Banqueting

Guests seated in round tables.
300



Cocktail Reception Standing

An open area suitable for stand-up reception or breaks
500

L45

Contact our team for unique setups for your event



ABOUT

Level 45 is situated on the 45th Floor of The Leonardo building in Sandton - 179 meters above ground level! The venue redefines events with panoramic vistas that overlook the lush landscapes of Johannesburg!

EXPERIENCE

Level 45 has spectacular 360-degree views. It is a unique venue that takes event spaces to new heights!

CAPACITY

The venue can accommodate up to 300 delegates seated in banqueting style and 500 delegates in cocktail set up.

Includes:

- Exclusive hire of the venue
- Access to the venue from 08h00 until 23h00
- Full back up generator during power outages
- Access to a finishing kitchen
- Restrooms
- 20 x Banqueting round tables
- 200 x Banqueting chairs
- 22 x Cocktail tables
- 44 x Bar stools
- 20 round white table cloths
- Standard bar glassware



Excludes:

Setup & Strike

There is an additional cost per day prior/post function. Vendors should remove their entire set-up immediately after the event; or book a strike day.

Catering Costs

- Food
- Crockery & Cutlery
- Linen

Bar Costs

- Bar staff (Bartenders & Barhands)
- Alcoholic & non-alcoholic beverages
- Specialised glassware

Bar & Beverage

The Level 45 bar liquor license allows trade from 10h00 - 02h00 (last round are called at 01H00). All beverages are supplied by Level 45.

Staffing

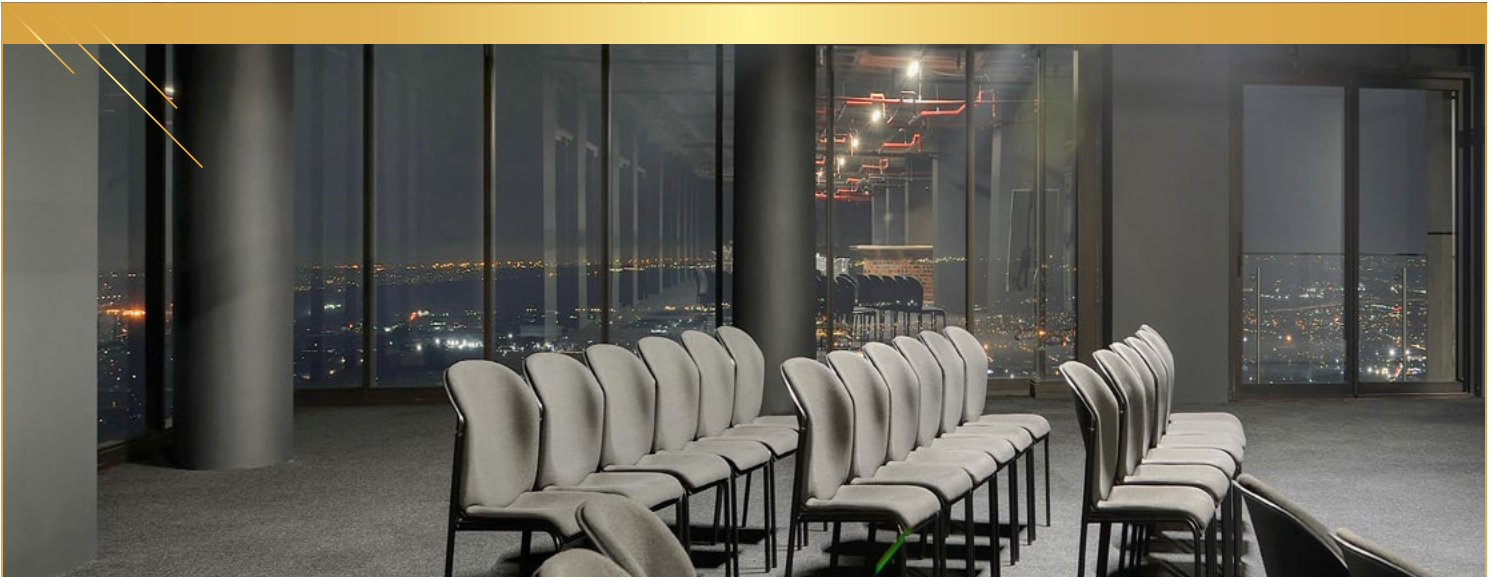
Staff changes are based on staff to guest ratios as follows:

Barman (1:50) and Barhands (1:50)

Waiters – Cocktail (1:20), Dinner (1:15)

Kitchen & Catering

There is a finishing kitchen at Level 45 as well as a 3 phase power supply should additional equipment be required. Kindly contact us directly for bespoke menus and pricing.



Event Organisers

Level 45 partners with preferred event companies, and we would be delighted to provide introductions

Payment Policy

A signed contract with a deposit of 50% of the total invoice estimate will secure the booking. 25% is due one month prior and the balance of payment is due 14 days before the date of the reservation. Terms and Conditions apply.

Contact us

All bookings should be made via the Leonardo Banqueting Department which may be contacted on:


Tel: +27 87 536 0000

E-mail: leobanqueting@legacyhotels.co.za


Should you need an impactful event you need look no further! Cutting-edge organizers are looking for the ultimate venue, that will not only present a jaw-dropping experience, but leave a lasting impression on their guests. Level 45 is a space unlike any other in Sandton; and offers the event planner a unique palette from which to imagine the unimaginable. From product launches and gala dinners to high-heeled red-carpet cocktail parties, Level 45 is the zenith of any bespoke event.





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