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Co. Reg. No: 2000/014271/07

Vat Reg. No.: 4490205137

## CONFERENCE FACILITIES

### CONFERENCE SEATING ARRANGEMENTS

#### Style

- 1) Boardroom
- 2) U – Shape
- 3) Classroom
- 4) Cinema

These styles depend on numbers

## FULL DAY CONFERENCE PACKAGES

PACKAGE INCLUDES THE FOLLOWING:	
ARRIVAL	TEA / COFFEE
MID-MORNING BREAK	TEA / COFFEE AND MUFFINS
1 COURSE LUNCH	SET MENU Cost of Beverages excluded
MID-AFTERNOON BREAK	TEA / COFFEE AND SOMETHING SWEET

#### Package includes:

Hire of Conference Room

Standard Equipment: Flip chart,  
White Board, markers,  
Pens, Projector Screen  
Cordials, Water and Mints

Please note that one block of flip chart paper is included in the day conference rate, should you require more, you would be charged accordingly.

#### Additional Equipment:

Data Projector  
Television  
DVD  
P.A System  
Other Sound Equipment as required

#### Additional Individual Costs:

Break-away Room Hire R1000-00

All the above can be arranged at an additional cost.

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ADDRESS MYRTLE GROVE VINE ESTATE, SIR LOWRY'S PASS 7133. P.O. BOX 547, SOMERSET WEST 7129, SOUTH AFRICA



## Not included in the Packages:

Braai  
Dinner (2 Course)

Note: POR. Cost of beverages not included

## ADDITIONAL CONFERENCE SERVICES

The following additional services are available on request:

- Facsimile service
- Photocopying service
- Photography
- Secretarial services
- Free Wi Fi
- Breakaway rooms
- Additional food requirements e.g.:
  - Assortment of freshly baked cakes
  - Fruit juices
  - Tea sandwiches
  - Other

## BOOKING PROCEDURE

To confirm your conference reservation we require the following written information:

The Company's name and address. Contact person, telephone and facsimile number. The number of delegates. Conference, restaurant and accommodation requirements.

We recommend that the above requirements should be finalised one week prior to the conference.

A 50% deposit will secure your booking.

## FOOD & BEVERAGE SERVICE

Full English Breakfast. Lunch and Dinner is available to delegates, if required. The Bar is available for the full duration of your conference. The beverages will be an additional cost, which will be charged to the master account on consumption (unless otherwise stated).

## NUMBER OF DELEGATES

The final number of delegates should be confirmed within one week prior to the starting date of the conference. If you should fail to inform us of any changes, the indicated numbers will be charged. Each person over and above the original number will be charged accordingly.