



Conferencing Packages

All our Conferencing Packages include the following:

- Venue Hire
- Pens & A5 Notepads
- Data Projector & PA System
- Water
- Arrival Tea, Coffee, Biscuits & Rusks
- Mid-morning Tea, Coffee and Snacks
- Tables & Table Cloths

Full Day
Including Lunch

Buffet Lunch

2 Meats served with rice
2 Vegetables
2 Salads
Bread Rolls and Butte
Dessert and Fruit Juice
Hallaal & Vegetarian options available upon prior arrangement.

Afternoon Coffee, Tea and sweet treat

Weekday
R440 per delegate

Weekend
R470 per delegate

Half Day
Including Lunch

Buffet Lunch

2 Meats served with rice
2 Vegetables
2 Salads
Bread Rolls and Butte
Dessert and Fruit Juice
Hallaal & Vegetarian options available upon prior arrangement.

Afternoon Coffee, Tea and sweet treat

Weekday
R390 per delegate

Weekend
R420 per delegate

Half Day
Excluding Lunch

(Included in all packages)

Venue hire
Pens and A5 Notepads
Data Projector & PA System
Arrival Tea, Coffee, Biscuits and Rusks
Mid-morning Tea, Coffee & Snacks

Weekday
R285 per delegate

Weekend
R315 per delegate

Additional charges may apply for the following:

- Early evening braai and cash bar is also available upon request.
- Breakaway rooms are available but should be arranged in advance.
- Video Conferencing Equipment and Recording Equipment is not included in the Conferencing packages and should be specifically requested.
- A sound engineer is not included in the package but is compulsory and will be quoted separately.

Conferencing Limitations:

- Conferencing packages do not apply to Main Arena conferences; conferences in the Main Arena will be quoted per item depending on the client's needs.
- Conferencing packages apply to a minimum of 20 delegates and a maximum of 500 delegates.
- Buffet meals can only be served to a maximum of 250 delegates. Platters are the alternative.

VENUE CAPACITIES

	Cinema Style	Classroom Style	Banquet Style
Theatre Minimum: 100 delegates	Maximum: 500 delegates	Maximum: 150 delegates <i>(75 Trestle tables)</i>	Maximum: 250 delegates
Conference Room Minimum: 20 delegates	Maximum: 200 delegates	Maximum: 64 delegates <i>(32 Trestle tables)</i>	Maximum: 80 delegates

