



Conference and Banqueting

FULL DAY CONFERENCE PACKAGE INCLUDING LUNCH R380.00

- Welcome snack, tea/coffee, muffin, pastry and fruit
- Mid-morning tea/coffee, pastry and muffins
- Buffet style luncheon
- Mid-afternoon tea/coffee and savoury snack
- Carafes of water, cordials and mints
- Note Pad and Pen
- Venue Hire
- Data Projector and Screen

HALF DAY CONFERENCE PACKAGE EXCLUDING LUNCH R195.00

- Welcome snack, tea/coffee, muffin, pastry and fruit
- Mid-morning tea/coffee, pastry and muffins
- Carafes of water, cordials and mints
- Note Pad and Pen
- Venue Hire
- Data Projector and Screen

HALF DAY CONFERENCE INCLUDING LUNCH PACKAGE R325.00

- Welcome snack, tea/coffee, muffin, pastry and fruit
- Mid-morning tea/coffee, pastry and muffins
- Buffet style luncheon
- Carafes of water, cordials and mints
- Note Pad and Pen
- Venue Hire
- Data Projector and Screen

* *Extra bottled water at an additional cost-R15.00 per 500ml Bottles*

REFRESHMENTS AT ADDITIONAL CHARGES

- | | |
|----------------------------|--------|
| • Tea, coffee only | R25.00 |
| • Tea, coffee & juice | R37.00 |
| • Tea, coffee & biscuits | R40.00 |
| • Tea, coffee & pastries | R55.00 |
| • Tea, coffee & Sandwiches | R55.00 |

SERVICE FEE

- Service fee is not charged for Day Conferences
- Waiters are charged per hour, 1 waiter for 10pax
- R40 per waiter per hour

- An additional 2 hour is charged (one before and one after) the function in order to set-up and break down

BREAK AWAY ROOMS

(Base rate of R500 per venue, 11 pax and over R50 p/p)

VENUE	RATE
Serengeti 1	R50.00 p/p
Serengeti 1 & 2	R50.00 p/p
Serengeti 2 & 3	R50.00 p/p
Serengeti 2	R50.00 p/p
Ballroom Over 160 - 200 Pax	R50.00 p/p R10 0000 fixed
Executive Boardroom	R50.00 p/p

(Exhibition rates on request)

	Banquet	Banquet (with dance floor)	Theatre	Schoolroom	Dimensions
Serengeti 1	50	20	91	16-32	10mx8m
Serengeti 2	110	80	208	36-72	20mx8m
Serengeti 1&2	160	130	338	56-112	30mx8m
Serengeti 2&3	160	130	338	56-112	30mx8m
Serengeti 3	50	50	91	16-32	10mx8m
Ballroom	210	160	468	80-200	40mx8m

EQUIPMENT

Standard Equipment Included

• Flip Chart and 2 pens
• Data Projector and Screen
• Podium

Equipment hire charges (To be advised if needed 5 days prior to function)

Power leads	R60.00 each
Multi plugs	R50.00 each
Wireless microphone system	R500.00
PA System	R1500.00
Pen and pad	R10.00
Dance floor	R1200.00
Plasma screen	R500.00
Full HD Projector/ Screen	R1000.00
Blu-ray DVD player	R250.00
Copying/Printing	50 cents

All other, non-standard equipment can be specified and hired on your behalf

PAYMENT

Please be advised that a 50% deposit of the invoice is required to secure a room
Full balance of payment (remaining 50% of venue hire AND full payment of
Conference/Event quote) is due 7 days prior to the function date

CANCELLATION POLICY

Please note that Serengeti reserves the right to charge a cancellation fee, which will be
calculated as a percentage of your function as follows:

Notice before 121 days prior to the function – no cancellation fee

Notice from 120 – 90 days prior to the function – 30% of the total cost will be charged as a
cancellation fee

Notice within 89 – 30 days prior to the function – 50% of the total cost will be charged as a
cancellation fee

Notice within 29 or fewer days prior to the function –100% of the total cost will be charged as
a cancellation fee

Should you exceed the allocated time period, an extra R500.00 venue hire will be charged
per half an hour thereafter, to a maximum of 1am
Venue hire does not include waiter hourly rates.

All prices include VAT

All prices are subject to change from time to time

A 10% Service fee is payable on venue hire and conference packages

For a site inspection for formal quotation please call **(011) 552 7201** and ask for Jorinda or
Megan

*Food tasting will be billed at price per head-maximum 6 people per tasting