



Vredekloof Country Lodge Conference Information 2018 – 2019:

Thank you for your interest in our conference facilities.

With 18 double rooms and 2 family suites, Vredekloof Country Lodge is the perfect location for your corporate needs. (More guests can be accommodated at our other building just 1 minutes' drive / 3 minutes' walk from the Lodge. Please visit www.debronsuites.co.za for more information).

With 3 differently-sized conference rooms, we are certain you will be able to find a conference venue to suit your needs. (Please refer to page 3 for venue and seating options).

Below, please find information on our various packages and other information pertaining to our conference venue.



Conference Tariffs:

<u>Option 1</u> <u>R230.00 p/p</u>	<u>Option 2</u> <u>R275.00 p/p</u>	<u>Option 3</u> <u>R350.00 p/p</u>	<u>Option 4</u> <u>R400.00 p/p</u>
<u>Upon Arrival:</u> Tea / Coffee	<u>Upon Arrival:</u> Tea / Coffee	<u>Upon Arrival:</u> Tea / Coffee	<u>Upon Arrival:</u> Tea / Coffee
<u>Mid-Morning:</u> Tea / Coffee Muffins served with preserves	<u>Mid-Morning:</u> Tea / Coffee Muffins or scones served with cheese & preserves	<u>Mid-Morning:</u> Tea / Coffee Muffins or scones served with cheese & preserves	<u>Mid-Morning:</u> Tea / Coffee Muffins or scones served with cheese & preserves
<u>Lunch:</u> None	<u>Lunch:</u> Variety of finger sandwiches Tea / Coffee / Juice	<u>Lunch:</u> One-course lunch Tea / Coffee / Juice	<u>Lunch:</u> Two-course lunch (main & dessert or starter & main) Tea / Coffee / Juice
<u>Late Afternoon:</u> None	<u>Late Afternoon:</u> None	<u>Late Afternoon:</u> None	<u>Late Afternoon:</u> Tea / Coffee Biscuits
<u>On the table:</u> Jugs of water Mints	<u>On the table:</u> Jugs of water Mints	<u>On the table:</u> Jugs of water Mints	<u>On the table:</u> Bottled mineral water (2 per delegate) Mints
<u>Includes:</u> Exclusive use of conference venue from 08:00-17:00 Data Projector Screen Flip chart Markers Aircon Venue Hire Chairs Tables Wifi access	<u>Includes:</u> Exclusive use of conference venue from 08:00-17:00 Data Projector Screen Flip chart Markers Aircon Venue Hire Chairs Tables Wifi access	<u>Includes:</u> Exclusive use of conference venue from 08:00-17:00 Data Projector Screen Flip chart Markers Aircon Venue Hire Chairs Tables Wifi access	<u>Includes:</u> Exclusive use of conference venue from 08:00-17:00 Data Projector Screen Flip chart Markers Aircon Venue Hire Chairs Tables Wifi access

Notes:

1. Prices quoted are for a minimum for 20 delegates. Please contact our offices for groups smaller than 20 for alternate pricing
2. Usage of equipment other than listed above can be hired at client's own account.
3. Prices subject to change without prior notice

Venue Options:

Venue:	Cinema-Style	Classroom-Style	U-Shape	Boardroom-Style
Cherrywood Room				8 Delegates
Terrace	40 Delegates	25 Delegates		20 Delegates
Main Venue	60 Delegates	40 Delegates	24 Delegates	

Food & Catering:

- We offer our own in-house catering service.
- Sample menu:
 - Lasagne with fresh Green Salad, served with fresh rolls & butter
 - Roasted Chicken, 2 x Vegetables and Savoury Rice
 - Beef Stroganoff with Rice, Roasted Butternut and Spinach
 - Chicken Schnitzels with Cheese Sauce, Mash Potato and Coleslaw
 - Chicken pie with salad and roasted veggies
- The above menus are merely an indication as to what type of cuisine can be expected and our chef will offer assistance in finalizing a suitable tailor-made menu
- Should any of the delegates have any dietary requirements or allergies, kindly inform our chef
- Our kitchen is Halaal-friendly, and we make use of Halaal-friendly suppliers
- The menu is to be approved by the client upon confirmation of the conference
- In the event of external professional caterers being used, Vredeloof Country Lodge reserves the right to have a contractual agreement with the company to charge a 20% surcharge on the total amount for the use of its facilities.

Site Inspections:

Site inspection between 09:00 and 16:00, by appointment only.

Booking Confirmation, Cancellations and Final Payment:

- A 100% deposit is required in order to secure the venue and rooms.
- Deposit refunds for the venue will not be entertained 14 days prior to the event.
- Charges for additional items provided is payable upon check-out.
- Only credit card (MasterCard or Visa) or electronic transfers will be accepted for payment.

VAT:

All prices are inclusive of Value Added Tax at 15%

Breakages:

Any breakages if any, will be determined after the event by Vredekloof Country Lodge and will be charged accordingly.

Damage and Loss:

Vredekloof Country Lodge will not be held responsible for any form of loss or damage to property or injury sustained to any attendee of the function due to any item, equipment or third party sourced by the client.

We look forward to being of service to you. Should you require any further information, please do not hesitate to contact us on 021 982 2074.

I, _____, hereby agree to the above terms and conditions for the conference on the _____ of _____ 20____.

Signature

Date

Kindly sign and return via email to vklooflodge@telkomsa.net