

Conference or Function Venue Quotation Form

INFORMATION

Indoor Dimensions of Venue: 13m X 5m

Standard Facilities for Conferencing includes:

Rectangular Tables, Wooden Cushioned Chairs, White Chair Covers, White Table Cloths, Data Projector, White board, Notepads and pens, 2 bottled water per day, tea/coffee and light snacks morning and afternoon

Standard Décor for Functions includes:

Rectangular Tables, Wooden Cushioned Chairs, White Chair Covers, White Table Cloths, Silver Under Plates, White napkins, Cutlery and Crockery

Duration of Functions: 4 hours

Details of enquiry

Name:

Surname:

Company (if applicable):

Purpose of hire: (Function/Conference etc):

Number of people:

Start Date/Time:

End Date/Time:

Catering Requirements

Breakfast

Type of menu required (please click only one)

Buffet Plated Finger food Self catering

Dates Required:

Lunch

Type of menu required (please click only one)

Buffet Plated Finger food Self catering

Dates Required:

Dinner

Type of menu required (please click only 1)

- Buffet Plated Finger food Self catering

Dates required:

Any other special requirements for catering:

Facilities

Seating layout (please click one only)

- U-shaped Theatre Classroom

Other (please describe):

Equipment:

Standard: (please click all required)

- Data Projector Microphone Notepads and pens White board

Additional equipment: (please click all required)

- Sound system Podium Flipcharts How many?

Any other additional requirements for facilities

Amenities (please click all required)

Aftercare Children Spa Games (pool, foosball etc)

Shop with cold drinks, chocolates and cigarettes (08h00 – 16h30)

Any other additional requirements for amenities

Décor

Standard décor

Centre pieces: Please describe

Theme/Color: What theme/color?

Arch

Drapes

Flowers: Please describe:

Any other additional requirements for décor

Accommodation requirements:

Number of nights' accommodation:

Number of single rooms:

Number of double rooms:

Number of twin rooms:

Number of same gender sharing (excluding twin rooms) – for example if 6 ladies don't mind sharing a 2 bedroomed cottage etc.:

Males:

Females:

Any other additional requirements for accommodation

Shuttle requirements (7 seater bus):

How many shuttles

OR Tambo:

Lanseria:

Please specify any other shuttle requirements: