

## New Conference Information 2021 - 2022

### Please complete before returning to us:

Contact Person:
Date of Conference:
Company Name:
Number of delegates:
Email Address:
Cell number:

Please note: The quotation does not serve as a confirmation. Rate are subject to change without prior notice.



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#### Option 1: Half day package (Monday to Friday 8am – 12pm or 12pm – 17pm)

Item	Delegate Fee	Venue hire	Venue Hire only	Tick the applicable
Fixed Rate	R 355.00/delegate	R 2000.00	R 3500.00	

- One Tea/Coffee served with muffins
- Buffet Lunch (menu as per chef)
- Standard furniture and equipment
- Data projector, Screen, white board & 2 pens
- Bottled water
- Pen and paper
- Parking

#### Option 2: Full day Package (Monday to Friday 8am – 17pm)

Item	Delegate Fee	Venue Hire	Venue Hire only	Tick where applicable
Less than 10	R 475.00/delegate	R 1650.00	R 5000.00	
More than 10	R 495.00/delegate	None	R 6500.00	

- Tea/Coffee served with muffins at 10am and 3pm
- Buffet Lunch (menu as per chef)
- Standard furniture and equipment
- Data projector, Screen, white board & 2 pens
- Bottled water
- Pen and paper
- Parking



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#### Option 3: Weekend (8am - 17pm) & After 5pm (5pm - 21pm) Package

#### **Half day package (8am – 12pm or 12pm – 17pm or 17pm – 21pm)**

Item	Delegate Fee	Venue Hire	Venue Hire only	Tick applicable one
Fixed Rate	R410/Delegate	R3550	R 6550	

#### Full day package (8am – 17pm)

Item	Delegate Fee	Venue Hire	Venue hire only	Tick applicable one
Less than 10	R550 / Delegate	R4000	R 8000	
More than 10	R600 / Delegate	R3500	R 9500	

- Tea/Coffee served with muffins at 10am and 3pm
- Buffet Lunch (menu as per chef)
- Standard furniture and equipment
- Data projector, Screen, white board & 2 pens
- Bottled water
- Pen and paper
- Parking



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# **Seating Style:**

Class room style (10 – 40 delegates)	
<b>U-Shape</b> (10 – 30 delegates)	
Cinema style (10 -50 delegates)	
Dietary Requirements?	
Any special Requirements?	

### Risk/Loss/Damage

- Lion Lodge, its employees or any other person employed at any function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- > Lion Lodge or its employees will not be liable for loss or damage to property whatsoever.
- > Standard conference times are 08:00 to 17:00 extensions will be allowed with an extra cost of R 1000.00 per hour in the week. Over weekend, public holidays and after 21:00 the cost will be R 1750.00 per hour.



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#### **Payment Procedures**

- ✓ To confirm and secure the booking a 50% deposit must be paid immediately.
- ✓ All outstanding amounts must be paid before arrival of delegates.

#### **Cancellations**

A cancellation fee will be charged in the event of the following:

- 50% of full amount less than 14 days prior to the conference.
- 100% of full payment less than 7 days prior to the conference.

PLEASE NOTE PRICES MAY VARY ACCORDING TO YOUR SPECIFIC NEEDS. ANY CHANGES IN THE ABOVE OPTIONS MAY CHANGE THE PRICING AND WILL BE DEALT WITH ON REQUIEST.

Acceptance of terms and conditions:	YES NO
Signature	Date



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