

2018/19 Meeting & Conference Tariff Sheet

Valid from 01 April 2018 to 28 February 2019

FULL DAY R 400

Includes:-

- Room hire
- Standard equipment hire
- 3 tea/coffee breaks served with muffins/ pastries/ biscuits
- 3 course buffet lunch served with 1 soft drink and tea/coffee
- Table stationary, mineral water and nibbles per delegate

HALF DAY R 330

Includes:-

- Room hire
- Standard equipment hire
- 2 tea/coffee breaks served with muffins/ pastries/ biscuits
- 3 course buffet lunch served with 1 soft drink and tea/coffee
- Table stationary, mineral water and nibbles per delegate

TRAINING PACKAGE R 280

Includes:-

- Room hire
- Standard equipment hire
- 2 tea/coffee breaks served with muffins/ pastries/ biscuits
- 2 course buffet lunch served with 1 soft drink and tea/coffee
- Table stationary, mineral water and nibbles per delegate

TRAINING LITE R 240

Includes:-

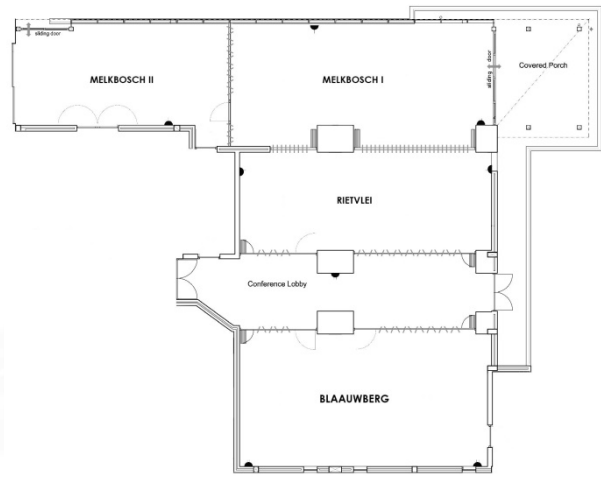
- Room hire
- Standard equipment hire
- 2 tea/coffee breaks served with muffins/ pastries/ biscuits
- Snack-style light lunch served with 1 soft drink and tea/coffee
- Table stationary, mineral water and nibbles per delegate

2018/19 Meeting & Conference Tariff Sheet

Valid from 01 April 2018 to 28 February 2019

VENUE CAPACITY CHART

	Blaauwberg	Rietvlei	Melkbosch I	Melkbosch II
Theatre	80	54	63	
Schoolroom	42	24	24	
U-shape	28	20	27	15
Banquet	60	40	50	30
Size (m ²)	74.5	56.2	61.3	49.7



ROOM HIRE RATES – NO CATERING

(Includes the venue set with tables and chairs only)

VENUE	ROOM HIRE ONLY FULL DAY	ROOM HIRE ONLY HALF DAY	ROOM HIRE ONLY QUARTER DAY
BLAAUWBERG	R 3 000	R 1 500	R 750
RIETVLEI	R 2 000	R 1 000	R 500
MELKBOS I	R 2 500	R 1 250	R 625
MELKBOS II	R 1 500	R 750	R 375

ROOM HIRE RATES – WITH TABLE CATERING

(Includes the venue set with tables & chairs PLUS table stationary, water & table nibbles)

The applicable room hire rate (as per the table above) + **R 55-00 per person** [once off]

AD HOC TEA / COFFEE BREAKS

Only tea / coffee

R 20-00 per person

Tea / coffee served with a snack

R 45-00 per person

HALAAL / KOSHER SURCHARGES

Lunch (full/ half day package equivalent)

R 150-00 per person

Lunch (training package equivalent)

R 100-00 per person

Lunch (training lite package equivalent)

R 75-00 per person

PHOTOCOPY RATES

R 2-00 per page

Terms and Conditions

- The respective Conference Package Rates are quoted on a per delegate basis, inclusive of the package elements detailed in the relevant Conference Package.
- The Conference Package Rates also include complimentary Wi-Fi and secure on-site delegate parking.
- The Conference Package Rates are quoted in South African Rands and include Value Added Tax at the applicable rate (15%).
- A surcharge is applicable for Halaal meals, if required.
- The Conference Package Rates quoted are valid until 28 February 2019 and are subject to change without notification.

Equipment and Services

- Flip chart, data projector, and screen are made available as standard conference equipment.
- Additional equipment and services can, on request, be arranged on your behalf.
- Any additional equipment and services requested will attract an additional charge.
- Each venue is individually air conditioned / heated with adjustable lighting.
- Use of the Business Centre with computer connection facilities.

Payment and Cancellation Policy

- Upon making a provisional booking, a 50% deposit for the full Conference is required within 7 days to secure the reservation. The balance is payable prior to the first day of the conference.
- For 1 day conferences 100% prepayment is required to secure the conference booking.
- Atlantic Beach Hotel reserves the right to release conference bookings held should prepayment not reach the Hotel prior to the deposit deadlines as stipulated.
- A 100% cancellation fee of the conference booking value will be charged if the booking is cancelled from 3 days prior to the event date. This also applies to a 'No show'.