



## Conference Package 2010

### **A - Full day Package R230.00**

- *Tea/coffee/juice on arrival*
- *Sandwiches and tea/coffee/juice mid morning break*
- *Standard 3 course buffet lunch break*
- *Tea/coffee and biscuits mid afternoon break*

### **B – Half day Package R200.00**

- *Tea/coffee/juice on arrival*
- *Tea/coffee and sandwiches mid morning break*
- *Standard 3 course buffet lunch*

### **C – Deluxe full day Package R300.00**

- *Package A – Plus Breakfast before meeting or cocktail snacks after meeting*

### **D – Mini Package R125.00**

- *Tea/coffee/juice and sandwiches on arrival*

### **E – Express Package R145.00**

- *Tea/coffee/juice on arrival*
- *Tea/coffee/juice and sandwiches mid morning break*

### **F – Evening Package R220.00**

- *Tea/coffee/juice/biscuits on arrival*
- *Cocktail snacks or buffet dinner*

***Delegate capacity max 350 School stiles/ 600 cinema stile***

- *Package prices includes V.A.T*
- *Packages prices includes venue hire*
- *Packages prices includes overlays and water on table*
- *Packages prices includes note pads, pens and flip charts*
- *Packages prices does not include table cloth or any décor*

## **Additional equipment for hire**

- Large screen ( Incl with data projector)
- TV and DVD player ( R450.00)
- Overhead Projector (R250.00)
- Podium (R250.00)
- Sound system (850.00 per day)
- Laser pointer (Incl with data projector)
- Data Projector (R850.00 per day)
- Telephone lines ( R40.00 per line per day)

## **TERMS AND CONDITIONS**

### **1. How do I make a reservation?**

You can make a reservation for a meeting or an event simply by returning to us the Booking sheet, duly complete.

### **2. How should I pay?**

All prices are VAT inclusive. We accept most credit cards, bank guaranteed cheques and EFT transfers.

### **3. Can I change the number of guests attending the meeting?**

Final numbers have to be confirmed 3 working days prior to the function. In the event that you have additional guests we will do our best to offer them the same service we offer your other guests. Please note that the prices will increase accordingly.

### **4. Can I cancel my reservation?**

A cancellation would result in a considerable loss for the company. That is why we have set up the following cancellation policy:

- **20-30 days prior to the date of the function – No charge**
- **3-19 days prior to the function – deposit of 50% will be charged**
- **Less than 3 days prior to the function – 100% of quoted price will be charged**

### **5. Who is liable in case something goes wrong?**

You break it you pay it!

### **6. Electricity**

Fairview river lodge cannot be held liable for an unplanned electricity interruption.

### **7. Delegate numbers**

**Final number of delegates is required 3 working days prior to date of function in writing this number will be the amount charge and catered for. We reserve the right to amend these rates and the allocated function room should the number of delegates or other requirements change.**

### **8. Payment terms**

A 50% deposit is required upon booking/reservation to be deposited into our bank Account:

Absa – Tzaneen  
Fairview Trust  
Account nr – 01051030453  
(NB: To fax proof of payment on 015 307 2679)

**Thank you for taking the time to read our terms and conditions. Should you have any further questions, and then please feel free to contact us, we will gladly assist you.**

**Yours sincerely  
Fairview Management**

## *Fairview Hotel*

P.O.Box 329  
Tzaneen  
0850  
Old Gravelotte rd ( R 71 )  
Tel/fax : 015-3072679  
[e.mail : marinda@fairviewtzaneen.co.za](mailto:marinda@fairviewtzaneen.co.za)  
web address : [www.fairviewtzaneen.co.za](http://www.fairviewtzaneen.co.za)

<b>Conf erence Booking Sheet</b>						
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<b>Name of company</b>					<b>Date of Conference</b>	
<b>Contact person</b>					<b>Number of delegates</b>	
<b>Cell nr</b>					<b>Time of arrival</b>	
<b>Tel nr</b>					<b>Full day</b>	
<b>Fax nr</b>					<b>Half day</b>	
<b>Postal address</b>					<b>Evening</b>	
<b>E-mail</b>					<b>Vat nr</b>	
<b>Seating</b>	<b>U-shape:</b>		<b>Cinema:</b>		<b>Other:</b>	
Equipment:			Data projector			
			Sound/microphone			
			Podium			
			TV/DVD Player			
			Overhead Projector			
Additional Equipment						
Telephone Line	Yes/No					
Arrival-time						
Mid morning break						
Lunch-time						
Mid Afternoon break						
Breakfast-time						
Cocktails-time						
Special requests						