

Conferencing Request 2021/22

Du Kloof Lodge

Event Details

Company name:	
Company Address:	
VAT NR	
Cell phone + work number:	
Email Address	
Name of Conference or Event:	
Arrival & Departure Date:	
Arrival time day 1:	
Contact Person on Site:	
Number of Delegates (PAX):	

Schedule / Itinerary

Description (See menu for further details)	Price	Day 1		Day 2		Day 3		Day 4	
		No. of delegates	Time	No. of delegates	Time	No. of delegates	Time	No. of delegates	Time
Arrival Time									
Arrival drinks	R45								
Early morning bowl	R60								
Early morning pastry	R35								
Mid morning drinks	R45								
Mid morning pastries	R35								
Lunch – Starters (please specify)									
Lunch – Mains (please specify)									
Lunch drinks (please specify)									
Lunch – Dessert (please specify)									
Dinner – Starters (please specify)									
Dinner – Mains (please specify)									
Dinner drinks (please specify)									
Dinner – Dessert (please specify)									
Conference End Times									
Meeting Facility Only	R74								
<i>Meeting Includes Venue, Water jugs, Mints, Wi-fi for up to 4 hrs, 10 pax minimum</i>									
Additional information:									

Dietary Requirements (R35/meal)

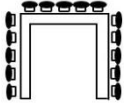

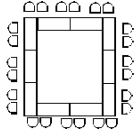
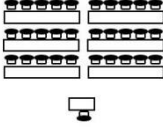

Special Meal	Required (Y/N)	Number of Special meals required, indicate per day
Kosher		
Halaal		
Vegetarian		
Other:		

Conference Facilities (Mark with X or Nr required) R180 pp /day

x/nr	Description of item	Price	x/nr	Description of item	Price
	Notepads & pens	Included in venue hire		Bluetooth speakers	Included in venue hire
	Registration table	Included on request		Data Projector, screen, pointer	Included in venue hire
	Podium	Included in venue hire		Roving Microphone + batteries	R250 each
	Flipchart & Pen	Included in venue hire		Flowers / decor	Can be quoted, please specify
	Bottled water	2 bottles pp included			
	Jugs of water	Included as required			
	Wi-Fi	Included in venue hire			
	Mints	Included in venue hire			

Additional information:

Conference Layout (Mark with X)

U Shape 	Theatre 	Square 
Classroom 	Boardroom 	Other Please specify, keeping in mind the venue capacity (see conference package)
Additional information:		

Accommodation (see conference package for details)	
Number of Single Rooms: _____	Check in: Day before conference <input type="checkbox"/> Day of conference <input type="checkbox"/> Check out: Final day of conference <input type="checkbox"/> Other days <input type="checkbox"/> Specify which days: _____
Number of Double/Sharing Rooms: _____	Check in: Day before conference <input type="checkbox"/> Day of conference <input type="checkbox"/> Check out: Final day of conference <input type="checkbox"/> Other days <input type="checkbox"/> Specify which days: _____
Please elaborate on accommodation requirements if necessary:	

Activities – please request further information

Trout fishing in our dams (Free permit for overnight guests / Rods, bait and hooks R50 / Trout caught purchased per kg)

Swim in the river

Hiking / walking routes

Use our braai facilities at any time – overnight guests

We have a fully licensed bar and restaurant, where you can relax, reflect and simply take in the views

There are a range of activities in the Breedekloof, such as wine tasting. We would be glad to assist with suggestions.

Thank you for taking the time to complete this form!