



## 2010 CONFERENCES RATES

Avianto offers you a choice of venues for your conferences, seating from 2 to 200 delegates depending on the seating arrangement and room selected.

VENUE	U-shape	Schoolroom	Cinema	Banquet with dance floor	Banquet without dance floor
Banquet Hall	60	160	200	150	200
Fireside Room	30	45	70	70	120
Conference Room 1	32	45	80	n.a.	n.a.
Conference Room 2	8	10	16	n.a.	n.a.
Conference Room 3	10	12	16	n.a.	n.a.
Conference Room 4	26	32	60	n.a.	n.a.
Conference Room 5	12	14	20	n.a.	n.a.
Boardroom	6	n.a.	n.a.	n.a.	n.a.

### STANDARD RATES

Description	Rates	Inclusive
<b><u>Half Day Package</u></b> 08h00 – 13h00 or 13h00 – 17h00 Perhaps do half day with lunch and without lunch	R 400-00 per person	Arrival tea, coffee, juice & muffins, Midmorning tea, coffee & pastries, Chef selection lunch in Dining Room, Standard equipment, Venue hire, (VAT)
<b><u>Full Day Package</u></b>	R 450-00 per person	Arrival tea, coffee, juice & muffins, Midmorning tea, coffee & pastries, Chef selection lunch in Dining Room, Afternoon tea, coffee & biscuits, Standard equipment, Venue hire, (VAT)
<b><u>24 Hour Conference Package</u></b>	R 1820-00 per person single per night  R 1360-00 per person sharing per night	Accommodation, Arrival tea, coffee, juice & muffins, Midmorning tea, coffee & pastries, Chef selection lunch in Dining area, Afternoon tea, coffee & biscuits, Buffet dinner in Dining area, Buffet breakfast in Dining area, Standard equipment, Venue hire, (VAT)



## **DISCOUNTED RATES**

(Rates available to group of 50 delegates or more, accommodated in the Banquet Hall.)

<b>Description</b>	<b>Rates</b>	<b>Inclusive</b>
<b><u>Half Day Package</u></b> 08h00 – 13h00 or 13h00 – 17h00  Perhaps do half day with lunch and without lunch	R 280-00 per person	Arrival tea, coffee, juice & muffins, Midmorning tea, coffee & pastries, Chef selection lunch in Dining Room, Standard equipment, Venue hire, (VAT)
<b><u>Full Day Package</u></b>	R 380-00 per person	Arrival tea, coffee, juice & muffins, Midmorning tea, coffee & pastries, Chef selection lunch in Dining Room, Afternoon tea, coffee & biscuits, Standard equipment, Venue hire, (VAT)

## **STANDARD EQUIPMENT AND SET-UP**

Screen (TV only in Boardroom), Flipchart, Whiteboard, Podium, TV, Video, A5 Notepads, Conference Pens, Cordials, Mints and Water.

## **ACCOMMODATION**

The Village Hotel offers 29 Luxury Rooms and 5 Suites. Accommodation offers rooms that are conveniently equipped with twin beds to accommodate two adults in comfort and style. Our unique bathroom layout ensures open access to either a shower, a bath or WC independently – making sharing with a colleague less taxing.

Should you prefer to book a suite for some of your delegates there will be an extra charge of R500-00 for a single and/or R250-00 per person sharing on top of the conference package.

## **CONFIRMATION & DEPOSIT PAYMENTS**

- To confirm a reservation a copy of this signed contract within 5 days of making the reservation is required. Once the signed contract has been received the booking will obtain confirmed status.
- Deposit payments are required as follows after the booking is confirmed:
  - Conference within 14 days of reservation: 100% pre-payment required
  - Conference within 30 - 60 days of reservation: 50% deposit required. Balance of payment to be paid in full 14 days prior to the conference.
  - Conference within more than 60 days: 25% deposit required. Balance of payment to be paid in full 14 days prior to the conference.
  - Conferences booked in the next 10 days only have a waiting period of 48 hrs. Thereafter the booking will be released, we will advise you accordingly. No extensions will be permitted on short notice bookings.
- Confirmation of final number of delegates is required 14 days prior to commencement date of the conference.
- In the event of non-payment of the fees within the time specified, Avianto shall be entitled to cancel a booking after giving the client written notice giving them seven days to rectify.
- All monies are non-refundable once paid by the client.