



CONFERENCE RATES



VENUE OPTIONS

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 no dance floor
Banquet Hall	60	220	250	150	200
Fireside Room	35	100	150	70	120
Great Arch	35	60	100	N/A	N/A
Olive	8	10	16	N/A	N/A
River room	30	30	80	N/A	50
Cypress	10	12	16	N/A	N/A
Jasmine	26	32	60	N/A	N/A
Rosemary	12	14	20	N/A	N/A
Maple	10	12	16	N/A	N/A
Oakroom	18	N/A	30	N/A	30
Ballroom	N/A	N/A	N/A	280	350
Clubhouse	N/A	N/A	N/A	120	120

STANDARD RATES

DESCRIPTION	RATES	INCLUSIVE
Half Day Package 08h00 - 13h00 / 13h00 - 17h00	R 495-00 per person	Arrival tea, coffee, juice & snack, mid-morning tea, coffee & snack, chef selection lunch in public dining room, standard equipment, venue hire and VAT
Full Day Package	R 555-00 per person	Arrival tea, coffee, juice & snack, mid-morning tea, coffee & snack, chef selection lunch in public dining room, standard equipment, venue hire and VAT
24 Hour Conference	R 2 520-00 per person single per night R 1 885-00 per person sharing per night	Accommodation, arrival tea, coffee, juice & snack, mid-morning tea, coffee & snack, chef selection lunch in public dining area, afternoon tea, coffee & snack, chef selection dinner in public dining area, buffet breakfast in public dining area, standard equipment, venue hire and VAT



CONFERENCE RATES

STANDARD EQUIPMENT AND SET-UP

Screen	A5 Notepads
Flipchart	Conference Pens
Whiteboard	Mints
Podium	Water
Data Projector	

ACCOMMODATION

The Village Hotel offers 30 Luxury Rooms and 5 Suites. The 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 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
- No changes will be accepted on the day of the event.