CONFERENCE BOOKING FORM

BOOKING INFO REQUIRED

Name of Company: .....

Contact Person : ..... Member ? (√) ..... Memb. No. .....

Phone No.: ..... Fax No. .....

Date of Booking : . .....

Half day/Full Day/Evening : .....

Time: From: ..... to .....

No of Persons : .....

Venue required (Boardroom/Committee Room) : .....

ROOM SET-UP REQUIREMENTS — Board Room (No of persons)

☐ School Room (with tables)	24
☐ Theater (chairs only)	30
☐ Board Room	25
☐ Head Table	3
☐ Committee Room	8

ADDITIONAL REQUIREMENTS (Prices supplied on request)

- ☐ Flipchart & Paper/pens
- ☐ Data Projector
- ☐ TV / VCR
- ☐ Internet Connection (available on request – P.O.A)
- ☐ Bar Facilities (Account – deposit required)

CATERING REQUIREMENTS (Water & Mints included)

- ☐ Tea/Coffee Times : 1. ..... 2. ..... 3. ..... 4. .....
- ☐ Muffins
- ☐ Biscuits
- ☐ Lunch (Full day)
- ☐ Other (Based on quotation as required) .....

.....
SIGNED

Date : .....

OUR CONTACT:
Maryke Nel
Tel: 041 – 365 1835

(NB! CONTACT Maryke FOR CONFIRMATION OF ALL REQUIREMENTS AT LEAST *2 DAYS BEFORE* YOUR MEETING)

Conference Packages

Venues:

The MBA has two venues namely

1. The Boardroom which seats 25 to 30 people depending on the style selected.
2. The Committee room – The smaller room with a single boardroom table which seats 8 – 10 people.

Hiring Options

Either venue can be hired for a full or half day. Evening functions are also possible.

Venue hire:

Venue hire includes the basic setup including water & mints. Additional equipment and catering requirements can be indicated on the conference booking form.

Venues are hired out as follows:

	Members	Non Members
1. Boardroom :		
a. Full day	R 2 400.00	R 2 600,00
b. Half Day	R 1 600.00	R 2 100,00
2. Committee Room		
a. Full day	R 1 500,00	R 1 950,00
b. Half Day	R 1 000,00	R 1 300,00

Any special requests can be accommodation by quotation upon request.

Audio Visual Equipment:

The Boardroom is equipped with overhead data projector, screen, whiteboard, DVD player and sound system. This can be used for power point presentations or to play videos off of your laptop or DVD.

The hire charges are as follows:

	Members	Non-members
3. Data Projector	R 375,00	R 560,00

Catering:

4. Mineral water	R 10,00
5. Tea/Coffee	R 5,50
6. Biscuits	R 8,80
7. Lunch	R 50,00 – R75,00 depending on Menu selection

Note : All Prices quoted are Inclusive of VAT