

## **CONFERENCES**

Thank you for selecting Sherewood Lodge as a potential venue for your conference. We can seat 50 people maximum, depending on the set-up required in our conference venue.

## **PACKAGES**

### **Full day package @ R450pp per day:**

The full day conference package includes the following:

- Arrival filter coffee, tea & snack
- Mid-morning filter coffee, tea & snack
- 2-course lunch
- Afternoon filter coffee, tea & sweet snack

### **Half day package @ R400pp per day:**

The half-day conference package (with lunch) includes the following:

- Arrival filter coffee, tea & snack
- Mid-morning filter coffee, tea & snack
- 2-course lunch

### **Mini package @ R300pp per day:**

The mini package (half-day conference without lunch) includes the following:

- Arrival filter coffee, tea & snack
- Mid-morning filter coffee, tea & snack

### **All 3 options include:**

- Meeting room hire with complimentary Wi-Fi facilities
- Secure parking
- Mineral water & mints
- Note books & pens
- Projector & screen
- Flip-chart & pens

**All menus available on request.**



## SET-UP OPTIONS

SET-UP STYLE	PAX seated Comfortable	PAX seated Packed
U-Shape	30	40
L-Shape	20	25
Boardroom	25	30
School Room	25	30
Cinema	50	60
Tasting	50	60
Chapel	50	60

## CORPORATE CONFERENCE ACCOMODATION RATES

### Accommodation single rates (includes breakfast)

ROOMS AVAILABLE	ROOM TYPE	PER ROOM
2	Standard	900
3	Premier	900
2	Honeymoon suite	900
1	Executive suite	900
1	Family suite (2 rooms)	1800
10	Exclusive use of entire lodge	12 000

## ADDITIONAL EQUIPMENT HIRE

- Please make sure to supply your own laptop.

### **Additional equipment can be arranged at the following costs:**

- Data projector @ R1000 per day.
- Revolving or lapel microphones @ R500 each per day.
- Extension cords @ R150 each per day.

## GROUP TEAMBUILDING ACTIVITIES

- We offer additional team building activities that goes hand in hand with conference bookings.
- All teambuilding activity packages are available on request.

**Please note that all equipment is subject to availability and all prices are subject to change.**



## TERMS AND CONDITIONS

### 1. Provisional Bookings:

- Provisional bookings can be made by telephone, e-mail, or the online booking form on our website.
- Provisional bookings will be held for a maximum of 7 days. Any bookings not confirmed within 7 days may be released without telephonic or written notice.

### 2. Confirmation and Deposit:

- All bookings are provisional until a refundable booking deposit of 50% and a signed booking quotation/invoice are received.
- Bookings must be guaranteed within 48 hours of the quotation by credit card or EFT. Please note that if the deposit is not received by the required date, your reservation will be regarded as cancelled.
- 50% of the full quotation/invoice price is payable upon acceptance of the quotation. 100% of the full quotation/invoice price is payable 7 days prior to arrival. All extras to be settled before departure.

### 3. Payment:

- 50% of the full quotation/invoice price is payable upon acceptance of the quotation.
- 100% of the full quotation/invoice price is payable 7 days prior to arrival. All extras must be settled before departure.

### 4. Final numbers and requirements:

- Notification of the exact numbers and specific requirements must be provided in writing as early as possible, and no later than 7 days prior to the conference.
- For day delegate bookings, any reduction in numbers received within the 7 days prior to the start of the event cannot be accepted, and non-arrivals will be charged as quoted.
- Any additions to the confirmed numbers will be charged pro-rata.
- The final conference invoice will be based on the numbers submitted, or on the actual numbers attending, whichever is the higher figure.

### 5. Exceeding venue hire time:

- If conference stretches past 18:00, an extra fee of R1000 per hour will be charged.

### 6. Change of Date:

- Once a booking has been confirmed, any change of date may result in a penalty fee of R2000.00.
- Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed.

### 7. Cancellations:

- Cancellations must be confirmed in writing.
- If a cancellation is confirmed at least 5 weeks before the scheduled conference date, no cancellation charge will be incurred. If a cancellation is confirmed within a period of 5 weeks before the scheduled event date, the following cancellation charges will apply:
  - Less than 1 week before event date – 100% of total estimated charges
  - 1 to 2 weeks before event date – 85% of total estimated charges
  - 3 weeks before event date – 50% of total estimated charges
  - 4 weeks before event date – 25% of total estimated charges
- Cancellation charges will be determined from the date that written confirmation is received and will be payable upon submission of a final invoice. Total estimated charges will be based on the confirmed booking numbers and all pre-booked facilities, such as room hire, catering & equipment.



#### **8. Final Invoices:**

- A final invoice will be submitted once calculation of final charges is completed. Invoices must be paid within 7 days of the invoice date. Late payment of invoices will incur a monthly administration charge.
- VAT of 15% is included in all quotations.

#### **9. Damage and injury:**

- Sherewood Lodge shall not be held responsible for any injury or death of any person, or the loss or destruction of, or damage to any property upon the premises of Sherewood Lodge, whether arising from fire, theft, Force Majeure and by whomever caused or arising from negligence (gross or otherwise) or wrongful act of any person in the employment of Sherewood Lodge.

#### **10. Insurance:**

- Sherewood Lodge is fully covered by insurance; however, we accept no responsibility for any activities organised by those hiring the facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for or any equipment they use during the event.

#### **11. Car Parking:**

- There are limited car parking spaces available. We will make every effort to provide car parking with the strict priority being given to disabled guests. Parking spaces may also be made available for event organisers and facilitators (subject to availability).

#### **12. Smoking:**

- According to the South African tobacco laws, no smoking in public is allowed and Sherewood Lodge operates a strict NO SMOKING policy. There is a designated smoking area at our Boma facility.

#### **13. Alcohol:**

- Sherewood Lodge is a fully licensed lodge and only beverages (alcoholic as well as non-alcoholic) provided by Sherewood Lodge is allowed to be consumed on the property.

#### **14. Special Catering Requirements:**

- If any of your delegates have specific catering requirements including special dietary needs, please provide full details when confirming your booking.
- We will be more than happy to discuss your requirements and every effort will be made to provide a catering package that exactly meets your needs.
- Halaal and Kosher meals are available on request. A surcharge applies accordingly.
- Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages within the premises.

#### **15. PRS for Music License:**

- We do not have a PRS license, therefore if you wanted to play recorded music during your event you would have to obtain the relevant license.
- Because Sherewood Lodge is situated in a residential area no noise is permitted before 10:00am or after 22:00pm.

#### **16. Swimming Pool:**

- Please note that Sherewood Lodge takes no responsibility for any injuries with regards to the swimming pool. Use the swimming pool entirely at own risk.

**By signing the quotation & conference agreement OR by paying the deposit, you indicate that you accept the Conference Booking Terms and Conditions above.**

