

## **CONFERENCES**

Thank you for selecting Sherewood Lodge as a potential venue for your conference. We can seat 30 people maximum, depending on the set-up required in our conference venue.

### **PACKAGES**

#### **Full day package @ R600pp per day:**

The full-day conference package includes the following:

- Arrival filter coffee, tea & snack
- Mid-morning filter coffee, tea & snack
- 2-course lunch + 1 soft drink per person
- Afternoon filter coffee, tea & sweet snack
- EXCLUDES ANY EXTRA BEVERAGES

#### **Half day package @ R500pp 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 + 1 soft drink pp
- EXCLUDES ANY EXTRA BEVERAGES

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

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

- Arrival filter coffee, tea & snack
- Mid-morning filter coffee, tea & snack
- EXCLUDES ANY OTHER BEVERAGES

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

- Meeting room hire with complimentary Wi-Fi facilities (Fibre point)
- Secure parking
- Mineral water & mints
- Notebooks & pens
- Projector & screen
- Flipchart & pens
- **All menus available on request.**
- **Additional breakfast menus @ R250pp and dinner menus are charged @ R400pp (for a two-course plated meal or R500pp for a three-course plated meal or a three-course braai menu).**
- **Full bar facilities available. Only card payments accepted.**



### **SET-UP OPTIONS**

<b>SET-UP STYLE</b>	<b>PAX seated comfortable</b>
U-Shape	20
L-Shape	20
Boardroom	25
School Room	30
Cinema	30
Tasting	30

### **CORPORATE CONFERENCE ACCOMMODATION RATES**

#### **Accommodation single rates (including breakfast)**

<b>ROOMS AVAILABLE</b>	<b>ROOM TYPE</b>	<b>PER ROOM</b>
2	Standard	1200pp
3	Premier	1200pp
2	Honeymoon suite	1200pp
1	Executive suite	1200pp
1	Family suite (2 rooms)	1200pp
11	Exclusive use of entire lodge	35 000

### **ADDITIONAL EQUIPMENT HIRE**

- Please make sure to supply your own laptop.
- Should you require any additional equipment please make your own arrangements with 3rd parties.

### **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 17:00, an extra fee of R2000 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 the 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.
- Your quote and final invoice will automatically indicate a 15% gratuity/service charge.

#### **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 organized 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 organizers 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 are 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 not available and should be arranged by the host of the conference.
- Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages on 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. The pool is only for the use of accommodation guests.

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





## CONFERENCE AGREEMENT

BETWEEN  
SHEREWOOD LODGE  
AND

\_\_\_\_\_  
(The Client)

Reg/ID no: \_\_\_\_\_ VAT No: \_\_\_\_\_

1. I/we acknowledge that I/we have read and understood the Terms and Conditions of Sherewood Lodge that applies to all functions, occasions and transactions.
2. I/we agree to the terms and conditions of Sherewood Lodge that applies to all functions, occasions and transactions.
3. I/we agree that, by signing these Terms and Conditions, I/we and the entity that we represent to accept and to adhere the Terms and Conditions.
4. I/we acknowledge that, if I sign on behalf of an entity, I/we have the authority to do so.
5. If I/we sign, I/we shall be jointly and severally be liable with the entity on whose behalf I/we sign for all debt due to Sherewood Lodge arising as a result of this transaction.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Full name of client: \_\_\_\_\_

\_\_\_\_\_

On behalf of the Client:

On behalf of Sherewood Lodge:

Duly authorised signature

\_\_\_\_\_

Witness

Witness



## ADDITIONAL INFORMATION

### Contact details

Contact person:

Mobile number:

Email:

Physical address:

Person responsible for payment:

Mobile number:

Email:

Physical address:

### Function particulars

Date and time of function:

Package:

Price per head:

Maximum pax:

Pax:

Additional notes:

### Payment details and dates

Booking Code:

Deposit date:

Final amount:

Deposit paid:

Final amount due date:

Bar pre-payment:

Banking details, bank, branch no, account no:

Reference:

### Bank details

Investec Cheque Account number: 10012290262

Branch: 580105

Reference: Invoice number

Please email proof of payment to [info@sherewoodlodge.co.za](mailto:info@sherewoodlodge.co.za). Thank you!

***By accepting this confirmation by way of paying the deposit or confirming the booking, the guest warrants that they agree to the terms and conditions above.***

