

Conference & Banqueting Reservation Sheet

Event name:			
Company:			
Arrival date/s:		Arrival time/s:	
Departure date/s:		Departure time/s:	
VAT Number:			
Address:		Tel:	
		Fax:	
		Email:	
Contact person:		Cell:	
Contact on the day:		Cell:	
Number of guests:			
Venue set up:		U Shape	Boardroom style
		Schoolroom style	Stand-up/Cocktail
		Cinema style	Banqueting style
Conference Package Selected:		Full Day Conference	Half Day Conference (with lunch)
		Half Day Conference (no lunch)	
Conference Programme: <i>(Indicate Times)</i>		Activity	
		Arrival or Breakfast:	
		Mid-morning break:	
		Lunch:	
		Mid-afternoon break:	
		Cocktail/Canape:	
		Dinner:	
		End:	
Dietary Requirements: <i>(Indicate number of guests, [*] Additional charges applies)</i>		Halaal [*]	Vegetarian
		Kosher [*]	Other (specify):
Beverages on account:		Soft drinks:	Full bar on account:
		Wine, beer & soft drinks:	Cash only:
Equipment required:		Flip chart	Whiteboard
		Data projector & screen	Podium
Additional equipment: <i>(Indicate equipment and quantity required, i.e. PA system: 1. Additional charges applies)</i>			
Additional requirements: <i>(Indicate requirements and quantities, i.e. Breakaway areas: 2. Add. charges applies)</i>			
Notes:			

Rate Sheet

Conference Rates

Full Day Conference Package		Half Day Conference Package (with lunch)		Half Day Conference Package (no lunch)	
Catering	Arrival Tea/Coffee/Juice & Snacks	Catering	Arrival Tea/Coffee/Juice & Snacks	Catering	Arrival Tea/Coffee/Juice & Snacks
	Morning Tea/Coffee/Juice & Snacks		Morning Tea/Coffee/Juice & Snacks		Morning/Afternoon Tea/Coffee/Juice & Snacks
	Lunch (Finger/Plated/Bufet - Option 1)		Lunch (Finger/Plated/Bufet - Option 1)	Equipment	Dataprojector & Screen
	Afternoon Tea/Coffee/Juice & Snacks	Equipment	Dataprojector & Screen		Flipchart, paper & markers
Equipment	Dataprojector & Screen		Flipchart, paper & markers		Whiteboard & markers
	Flipchart, paper & markers		Whiteboard & markers		Extra equipment can be arranged
	Whiteboard & markers		Extra equipment can be arranged	Stationary	Notepads & pens
	Extra equipment can be arranged	Stationary	Notepads & pens	Refreshments	Mints
Stationary	Notepads & pens	Refreshments	Mints		1 x Bottled water pp
Refreshments	Mints		1 x Bottled water pp	Venue Hire	Included in package
	2 x Bottled water pp	Venue Hire	Included in package		Venue hire will be charged should
Venue Hire	Included in package		Venue hire will be charged should		less than 20 pax attend (Conference hall)
	Venue hire will be charged should		less than 20 pax attend (Conference hall)		less than 5 pax attend (Boardroom)
	less than 20 pax attend (Conference hall)		less than 5 pax attend (Boardroom)		
	less than 5 pax attend (Boardroom)				

R495.00 pppd

R450.00 pppd

R315.00 pppd

Venue Hire

	Full Day (08h00 - 17h00)	Half Day (08h00 - 13h00 or 12h00 - 17h00)
Conference Hall	R 4,000.00	R 2,000.00
Boardroom	R 2,000.00	R 1,000.00

• Venue hire is not included in Banqueting packages, above rates will apply

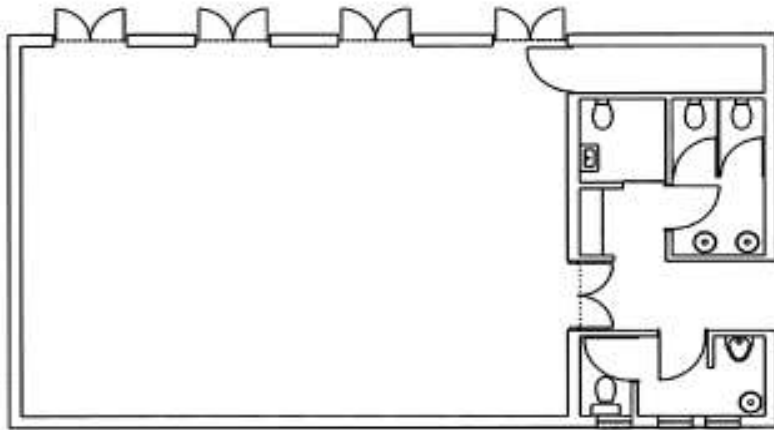
• Venue hire is included in Conference packages provided that a minimum of 20 pax (Conference Hall) or a minimum of 5 pax (Boardroom) is booked

Excluded from the standard packages:

- Additional venues – e.g. Breakaway rooms, secretarial offices, etc.
- Additional stationery/specialised equipment and services such as photo copying, fax & printing facilities
- Additional snacks, meals & menus – e.g. Strict Halaal & Kosher meals, breakfast menu, dinner menu, cocktail menu, etc
- Additional beverages – e.g. special coffee (capuccino/espresso/etc), bar facility, alcoholic drinks, soft drinks and tea/coffee/water/juice in the meeting room
- Flowers, chair covers & sashes, serviette detail, coloured linen, napkins and table décor. provided on request according to clients specifications

CONFERENCING - CONFERENCE HALL

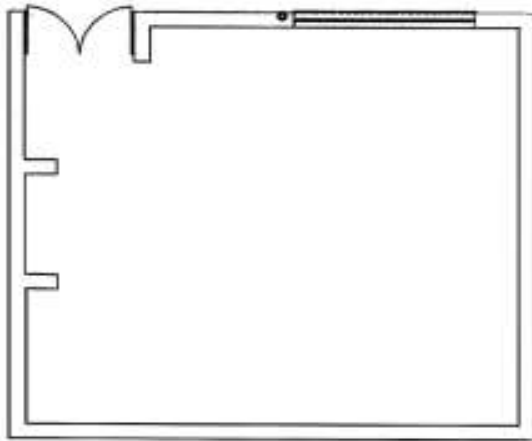
Combining chic African charm with superb modern convenience, Alpine Attitude earned the reputation of being the preferred meeting place for Gauteng's corporate elite. The double volume Conference Hall is the ideal venue for product launches, workshops, presentations and training sessions.



	Cinema style	Schoolroom style	U-Shape	Boardroom style	Banqueting style	Stand-up/Cocktail
Seating Configuration						
	60 pax	36 pax	39 pax (double U)	18 pax	40 pax	60 pax
Dimensions	Length		Width		Height	
	9.4m		7.1m		Double volume (sloped)	

CONFERENCING - EXECUTIVE BOARDROOM

Alpine Attitude's dedicated team of professionals strive to exceed delegates expectations with personalized service and a wide variety of packages to choose from. The Executive boardroom is the ideal venue for exclusive meetings.



	Cinema style	Schoolroom style	U-Shape	Boardroom style	Banqueting style	Stand-up/Cocktail
Seating Configuration		N/A	N/A			N/A
	30 pax	N/A	N/A	14 pax	40 pax	N/A
Dimensions	Length		Width		Height	
	6.5m		5.6m		2.8m	

