

Conference/ Meeting Packages 2016

| Attendees | Half Day Conference incl. Lunch | Full Day Conference incl. Lunch |
|-----------|------------------------------------|------------------------------------|
| 1-9 | R275.00 p/p | R315.00 p/p |
| 10-18 | R255.00 p/p | R295.00 p/p |

| Attendees | Half Day Conference excl. Lunch | Full Day Conference excl. Lunch |
|-----------|------------------------------------|------------------------------------|
| 1-9 | R160.00 p/p | R200.00 p/p |
| 10-18 | R140.00 p/p | R180.00 p/p |

Full Day Conference Package

(08h00 – 17h00)

- Arrival Coffee, Tea and Biscuits
- Mid- morning and afternoon break with coffee, tea, juice and snacks e.g Muffins
- Lunch

Half Day Conference Package

(08h00 – 13h00 or 13h00 – 17h00)

- Arrival Coffee, Tea and Biscuits
- One break with coffee, tea, juice and snacks e.g Muffins
- Lunch

Included:

- Venue Hire
- Standard Equipment
- Water and Mints on Table
- Data Projector & Screen
- WIFI

Optional Extra's:

- Note Pad & Pens
- Mineral Water
- PA System
- Soft Drinks during Lunch

**Confirmation and Deposit Payments:**

- Bookings will only be confirmed upon receipt of 50% of the pro forma invoice.
- Full payment should be received 5(five) days prior to the conference/function date.
- In the event of non-payment of the deposit within the time specified, Cuppa Volta shall be entitled to cancel the booking after giving the client written notice.
- By paying a deposit, you indicate your acceptance of the terms and conditions.

Cancellations:

- In the event of cancellation, subsequent to the venue hire being paid, a refund will only be made if the venue is re-booked by another function on the same date.
- Cuppa Volta reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, strikes, shortage of labour, or any other cause beyond the control of Cuppa Volta, which shall prevent it from performing its obligations.
- The client must confirm all changes and cancellations in writing.
- Rescheduling our date can only be made 5(five) or more days prior to your event.

Terms & Conditions:

- Client will be held responsible for any damage to linen décor and property during the course of the event and will be charged accordingly.
- Cuppa Volta and its employees will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- Please ensure that any equipment requirements are requested well in advance of your function. Any additional items should be supplied or hired by the client at the client's cost. This will be confirmed and charged prior to the event.
- No smoking is permitted inside the venue. Ashtrays are provided outdoors at designated areas.