

HILLCREST QUARRY FUNCTION VENUE CONFERENCE PACKAGE 2017



Q the
Quarry
Hillcrest Estate
DURBANVILLE

Packages

Half Day 08h00 – 12h00 / 13h00 – 17h00
Conferences Mondays to Fridays

Full Day 08h00 – 17h00

		Silver	Gold	Platinum
Half Day Package	Full Day Package	Full Day Package R195.00 Half Day Package R180.00	Full Day Package R245.00 Half Day Package R210.00	Full Day Package R295.00 Half Day Package R260.00
		Arrival Coffee/Tea Jugs of Water & Mints (on tables)	Arrival Coffee/Tea Rusks Bottle of Water & Mints (on tables)	Arrival Coffee/Tea Rusks Muffin with preserves & cheese Fresh Fruit Bowl Bottle of Water & Mints (on tables)
		Mid-Morning Coffee/Tea/Juice	Mid-Morning Coffee/Tea/Juice Muffin	Mid-Morning Coffee/Tea /Juice Savoury/Sweet Snack
		Lunch 1 Meat 1 Starch 1 Vegetable Coffee/Tea/Juice	Lunch 1 Meat 2 Starch 2 Vegetables Salad Coffee/Tea/Juice	Lunch 2 Meats 2 Starch 2 Vegetables Salad Coffee/Tea/Juice <u>Dessert (Half Day)</u>
		Afternoon Coffee/Tea/Juice	Afternoon Coffee/Tea/Juice	Afternoon Coffee/Tea/Juice <u>Dessert (Full Day)</u>
	Add-On Extras Rusks or Biscuits Muffin Muffin with preserves Savoury or Sweet Pastry Dessert	R 5.00 R 10.00 R 20.00 R 15.00 R 20.00		
Conferencing equipment included: Data Projector (InFocus: SVGA (800x600), 3000 Lumens) ~ Projection Screen (3.0mx2.3m) ~ Flip Chart ~ Audio Notebooks and Pens All prices are exclusive of Vat.				

Our unique resizable facility is able to suit any conference size requirements. Our facility can host up to 100 delegates including a dining area. Any group smaller than 20, will be charged at a minimum of 20 delegates.

Our adjustable walls allow you to maintain an intimate feel for smaller sessions. For assistants with larger conferences please do not hesitate to contact us, as we do have the ability to expand our facility.

The facility is air conditioned and has a back-up generator.

Seating Style	Seating Style with Dining area	Seating Style without Dining area
Sqm	120	300
Min	20	20
Max	100	200
Cinema	100	200
U-Shape	30	60
Classroom	60	120



Conference Booking Form

Company Name: _____

Vat No: _____

Contact Person: _____

Contact details: Email _____ Tel _____

Person responsible for payments: _____

Dates Required: Day 1 _____ Day 2 _____ Day 3 _____

Total number of delegates per day: Day1 _____ Day2 _____ Day3 _____

	Day 1	Day 2	Day 3
Arrival Time	h	h	h
Mid-Morning Break	h	h	h
Lunch Break	h	h	h
Afternoon Break	h	h	h
Departure	h	h	h
	Gold		Platinum
Silver			
Full Day	Full Day		Full Day
Half Day	Half Day		Half Day

Seating: Classroom _____ / Boardroom _____ / Cinema _____ / U Shape _____

Equipment: Flip File _____ / Data Projector _____ / Screen _____ / Audio _____

Other requirements: _____

Special Dietary requirements: _____

Please sign this document confirming your conference reservation:

Client will be liable for Full Payment if cancelled within one week before the confirmed conference date

Dates of conference: _____ & _____ & _____ / _____ / 201_____

Name: _____

Signature: _____ Date: _____ / _____ / 201_____