



CONFERENCE PACKAGE

Glen Afric Country Lodge is set in an idyllic location 20 minutes from Pretoria and 40 minutes from Johannesburg. The reserve itself consists of over 750 hectares of bushveld and woodland where wild animals are free to roam.

Glen Afric Country Lodge offers a range of conferencing options to suit business conference, company function and team building events.

The conference room looks out onto stunning views, with an abundance of wildlife, with access to an outside decking area.

Full Day Venue hire:

R15 000.00 (venue only) 50 – 100 Delegates
R10 000.00 (venue only) 15 – 59 Delegates
R7000.00 (venue only) 1 - 14 Guests Delegates

From 9.00 to 18.00

Half Day Venue hire:

R7500.00 (venue only) 50 – 100 Delegates
R5000.00 (venue only) 15 – 59 Delegates
R3500.00 (venue only) 1-14 Guests Delegates

09.00 to 13.00 or 13.00 to 18.00

Game Drives

R250.00 Available in the AM and PM

Spent an hour and half on our Landover with a professional game ranger meeting our array of animals which include lion, hippo, giraffe to name but three.

Elephant Walks R350.00 Available in the AM

Walk with our family of elephants for two hours in the bush, you will get the opportunity to interact with our two baby elephants and her mother.

Accommodation

Delegates pay R600 per person for Bed only

A MINIMUM OF 15 DELEGATES NEED TO BOOK PER NIGHT, TO CONFIRM THE BOOKING AND THIS REDUCED PRICE.

Tea and Coffee R25 per person (available AM and PM)

Lunch Options

Buffet or set menu with prices starting from R182.50 per person (please contact 0877248746 for more details)

Dinner Options

Buffet or set menu with prices starting from R182.50 per person (please contact 0877248746 for more details)

Bar Facilities

The bar will be run to your requirements i.e. Full bar, cash bar etc. Welcome drinks are also available. Wine lists & bar prices available on request.



CONFERENCE BOOKING FORM

Please complete this form with your refreshment and set up requirements including the number of each item required

Contact Details

Company Name:	Contact Person:
Tel Number:	Fax Number:
Email Address:	Cell Number:

Payment Details

Company Name (To be invoiced):	
Contact Name:	Tel Number:
Fax Number:	E-mail:
Company VAT number:	
Postal Address:	

Arrival and Departure

Date In:	Arrival Time:
Date Out:	Departure Time:
Number of Delegates:	

Dietary Requirements: Please give 48-Hour notice (A surcharge may apply for special for these requirements)

Vegetarian		Hallal		Kosher		Vegan		Non-Dairy	
Additional Information:									

Conference set up

U-shapes		Class Room		Board Room		Cinema	
Additional Information							

Conference Equipment

Notepads & Pens		Flit Chart		Whiteboard & Pens		Projector (this comes with an Additional charge)	
Additional Information							

Bar Account:

Full Bar		Wine		Soft Drinks		Cash Bar (please include limit)	
Additional Information							



CONFERENCE AGENDA

Please complete this form with the appropriate times required for your conference

Conference Agenda	Day 1	Day 2	Day 3	Day 4
Arrival (Tea/Coffee)				
Breakfast (if required)				
Conference begins				
Mid Morning Tea/Coffee				
Lunch				
Afternoon Tea/Coffee				
Conference Adjourns				
Dinner (if required)				
Activities (Game Drive/Elephant Walk/Team Building)				
Departure				



CONFERENCE ACCOMODATION

Please complete this form with your accommodation requirements

<u>Room Number</u>	<u>Number of Guests</u>	<u>Description</u>	<u>Guest's Name</u>
Main Suite		King Size Bed	
Duck Room		King Size Bed	
Bushman		King Size Bed	
Owl Room		King Size Bed	
Brooker Suite		Kings Size Bed and two sofa beds	
Stable 1		2 x ¾ Beds	
Stable 2		2 x ¾ Beds	
Stable 3		2 x ¾ Beds	
Stable 4		Queen Size Bed	
Stable 5		King Size Bed	
Stable 6		Queen Size Bed	
Stable 7		2 x ¾ Beds	
Stable 8		2 x ¾ Beds	
Stable 9		Queen Size Bed	
Stable 10		Queen Size Bed	
Tent 1		2 x ¾ Beds	
Tent 2		2 x ¾ Beds	
Tent 3		2 x ¾ Beds	
Tent 4		2 x ¾ Beds	
Tent 5		2 x ¾ Beds	
Bush Camp		Queen Size Bed	
Lake View		2 King and 2 x3/4 Bed	



TERMS AND CONDITIONS

Payment

Payment options: cash, credit card or bank transfer

Account Details for Payment: Standard Bank – Fourways Crossing, Branch code: 009953, Account Number: 02 337 963 4

Reference: "Your company name"

Deposit

A non refundable deposit of 50% is required in order to secure your booking, and not refundable should you cancel your booking for any reason. Should a postponement of your conference be necessary, 50% of your original deposit will be forfeited.

A Refundable key deposit of R100.00 will be charged on check in and returned when the key is returned on check out. The balance of the payment must be received 14 days prior to the conference date.

Deadlines

Final guest numbers, special menu requests and room allocations must be received a minimum of 7 days prior to your function.

In the event that the booking or part thereof is cancelled within 7 days prior to the function a 100% cancellation fee will apply. There after all charges incurred during your function, are to be settled in full, on departure, bar account, damages, and incidentals.

Guests and delegates

The package price per person is non negotiable should facilities not be used.

Partners/guests staying with conference delegates will be charged in addition should they not be party to the event.

Day visitors, guest's speakers, facilitators must be included in your final delegate numbers. This also applies to guest accompanying conference delegates that are not party to the event.

R1000.00 per hour or part there of, will be charged for functions exceeding the specified period of time. Overtime payment must be settled on departure. The function manager must agree to any extension of time.

Venue Hours

Breakfast functions are from 07H00 to 11H30.

Brunch functions are from 10H00 to 14H30

Lunch functions are from 11h00 to 16H30

Evening functions are from 16H00 to 24H00

All day functions are 07H00 to 17H00

Alcohol licence

Glen Afric is a licensed premises: all beverages alcoholic and non are to be supplied by Glen Afric, no alcohol may be brought onto the premises.

Check-in/out

Room check-in is at 14H00 and checkout is before 10H00, unless otherwise stated.

Overnight conference

Please note that we require room allocations one week before your conference.

Please confirm in advance what equipment you will need, as well as your seating requirements and daily agenda, by completing a conference information sheet and return it to us, no later than 7 days prior to your conference.

All teambuilding activities are to be co-ordinated through Glen Afric Management, to ensure no damage is done to the property, Glen Afric falls within the proclaimed World Heritage Site – The Cradle of Humankind.

All bank charges for negotiation of foreign payments, are for the clients account.

Glen Afric or any of its employees does not accept responsibility for any losses or inconvenience due to power failures, or acts of God. We do have a backup generator which runs the lodge during power outages.

Glen Afric or any of its employees does not accept responsibility for any losses or damages by whatever cause.

All damages to the venue, cutlery, crockery, linen, equipment and furniture will be charged directly to the client.

Staff Gratuity always welcome, as a service fee is not included in your bill.

Wine list & bar prices are available on request. The prices shown are current. Prices applied will be, as per those ruling at the date of the conference.

If during the course of your conference, Management or Owner of Glen Afric (in their absolute discretion) forms the opinion that guest/guests have become intoxicated, the Lodge reserves the right to suspend service of alcohol to any such guest/s and/or required guest/s to leave the licensed areas of the premises. If this occurs, you will be informed immediately, and your assistance is required to ensure the minimum of disruption to your function and to the enjoyment of other guests.

No alcohol what so ever may be brought onto Glen Afric premises. All Alcohol and Beverages will be supplied by Glen Afric.

TERMS & CONDITIONS HERBY ACCEPTED

Date of Conference:

Name:

Signature:

Date:

Glen Afric Country Lodge P.O. Box 235 Broederstroom 0240 South Africa

Vat Number: 4430194151 Tel: 012 205 1412 Fax: 086 548 7047

Web: www.glenafric.co.za

Email: info@glenafric.co.za