



## CONFERENCE INFORMATION 2020

Thank you for selecting Castello Di Monte as a potential venue for your Conference.

### Conference Packages:

We are able to seat 30 people maximum, depending on the set-up required. (See table below)

- **Standard Conference Package: R400 per person per day**
  - \* Inclusive of Venue fee,
  - \* Tea/Coffee with Muffins on arrival
  - \* Conference table set-up with mineral water, cordials, mints, chocolates, notepad and pen.
  
- **Create your own Package according to your needs - Add the following items:**
  - \* Breakfast (3-course Set-Menu) @ R250 per person (Menu available on request)
  - \* Tea/Coffee break with Freshly Baked Banana Bread or Assorted freshly baked Pastries @ R60 per person
  - \* Tea/Coffee break with assorted Savory Croissants @ R80 per person
  - \* Lunch - Set Menu (1-30 guests) from R 340.00 per person or Buffet Menu (10-30 guests) or Finger Menu (6 or more guests) Prices and Menus available on Request
  - \* Afternoon Tea/Coffee with homemade Biscuits @ R40 per person

All Menus are available on request

### Conference Seating Available

ROOMS	SET UP	PAX
Formal Lounge	U-Shape	12
	Board Room	15
Main Dining Room	U-Shape	25
	Board Room	20
	Cinema	30
Bar Lounge	U-Shape	12
	Board Room	15

### Accommodation Single Rates (includes breakfast)

ROOMS AVAILABLE	ROOM TYPE	PER ROOM
4	Classic rooms	R 2 300.00
3	Terrace rooms	R 2 300.00
1	Honeymoon suite	R 2 800.00
1	Presidential suite	R 3 800.00
9 rooms	Use of entire Villa	R 25 000.00



### **TERMS & CONDITIONS**

Please note that a quotation does not secure your booking automatically. Once a tentative booking is made, it will only be held for 3 working days, after which a signed Quote and deposit is required to guarantee the venue for your conference.

### **DEPOSIT AND PAYMENT**

A 50% deposit is required on the final quotation. The deposit will be deducted from the final bill, which needs to be settled on the day of the conference. (Interest might be levied at 15% on outstanding balances after 30 days)

Electronic transfers or bank deposits

NAME : Castello Di Monte  
BANK : ABSA  
ACCOUNT NO : 4059828271  
BRANCH CODE : 631245

*Kindly fax proof of payment to 086 634 1547. Use the company name & date of conference as reference.*

We accept all major credit cards - please provide valid card number, expiration date and CVV code.

- Please note that a 10% service fee will be added to the final bill, on food & beverage charges.
- The conference room is available until 17H00; thereafter a fee of R1000 per hour will be charged.

### **CANCELLATION**

Should you wish to cancel the function please see below

- Less than 7 days before the date of function forfeit the full amount paid
- 7 to 14 days forfeit 75% the full amount paid and 14 to 21 days forfeit 50% and
- 21 to 28 days forfeit 25% the full amount paid.

All Cancellations must be done in writing.

### **GUEST CONFIRMATION**

The final number of guests must be confirmed 72 hours (3 days) prior to the conference.

### **FOOD & BEVERAGES**

All food and beverage arrangements must be decided at least 3 days before the conference. You are welcome to bring in your own wines and sparkling wines at a corkage fee of R90.00 per bottle. All other beverages are to be bought from Castello di Monte

### **DRESS CODE**

Guests are requested to dress in a smart casual manner.

### **NON-LIABILITY**

Castello Di Monte is not liable for any decoration, personal items or equipment brought onto the premises

### **VENUE AVAILABILITY**

The venue will be available at the times stipulated on the contract. There will be a R1000 per hour venue fee added to your final invoice should you exceed these hours.