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**THORNBIRDS CONFERENCE & WEDDING CENTRE  
CONFERENCE PACKAGE 2013**

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**1. Conference Package Rates 2012**

	<b>Full Day Conference With lunch (08:00 – 17:00)</b>	<b>Half Day Conference With lunch (Max 4.5 hours)</b>	<b>Half Day Conference Excluding lunch (Max 4.5 hours)</b>
Monday to Friday	R360-00	R340-00	R310-00
Saturday	R380-00	R360-00	R330-00
Sunday	R390-00	R375-00	R350-00

The above rates include;

- On arrival – Tea, coffee, juice with muffins OR scones OR cereal & yoghurt
- Morning break – Tea & coffee with light snacks
- Lunch – Three course buffet lunch
- Afternoon break – Tea & coffee with biscuits
- Fully air-conditioned conference room with sweets, water & juice
- Standard equipment
- VAT

**2. 24 Hour Conference Package Rates**

Please enquire for a list of room amenities.

**Standard Luxury Rooms**

	<b>Sharing</b>	<b>Single</b>
Monday to Friday	R950-00	R1150-00
Saturday & Sunday	R980-00	R1180-00

**Executive Suites**

	<b>Sharing</b>	<b>Single</b>
Monday to Friday	R1050-00	R1400-00
Saturday & Sunday	R1080-00	R1430-00

The above rates include;

- On arrival – Tea, coffee, juice with muffins OR scones OR cereal & yoghurt
- Morning break – Tea & coffee with light snacks
- Lunch – Three course buffet lunch
- Afternoon break – Tea & coffee with biscuits
- Dinner – Three course buffet dinner
- Breakfast – Buffet breakfast
- Fully air-conditioned conference room with sweets, water & juice
- Standard equipment
- Accommodation (Sharing / single as per your booking)
- VAT

### 3. **Beverages**

- Beverages are estimated at R17-00 per beverage per delegate during lunch & R17-00 per beverage per delegate during dinner.
- The client is welcome to request different bar options.

All rates quoted are valid for a period of 2 days and are subject to change without prior notice.

Availability cannot be guaranteed during this period.

A minimum of 6 delegates is required to secure a conference booking at Thornbirds.

### 4. **Times**

- Full day conference: 08:00 to 17:00.
- Half day conference: maximum of 4 & a half hours including lunch time.
- Clients have access to the venue from 07:00.
- Should a conference / function continue for longer than the time specified, an additional charge of R60-00 per delegate per hour will be levied.

### 5. **Conference Equipment**

<b>Standard equipment included in conference rates</b>	<b>Equipment available at an additional cost</b>
Flipchart & markers	Data projector – R700-00 per day
White screen	PA system – R1430-00
White board	PA system with lapel or roaming microphone – R2090-00
Notepads & pens	PA system with lapel & roaming microphone – R2400-00
TV	Additional microphone – R450-00 each
DVD player	Additional speakers for PA system – R220-00 each
	Additional flipchart – R170-00 each

### 6. **Additional Facilities / Services / Items**

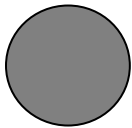

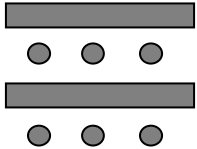
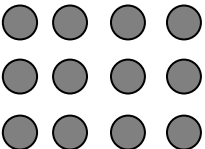
Breakaway rooms	Please enquire
Photocopies / Prints – black & white	R3-00 each
Photocopies – colour	R13-00 each
Faxes Local – Sent	R6-00 per page
Faxes National – Sent	R8-00 per page
Faxes International - Sent	R20-00 per page

Faxes – Received	R3-00 per page
Faxed International – Received	R12-00 per page
Laminating A4	R14-00 per page
Emails sent	R5-00 per email up to 300kb
Phone calls made – Local	R4-00 per minute
Phone calls made – National	R5-00 per minute
Phone calls made - International	R20-00 per minute

## 7. **Teambuilding**

Please contact us for a list of teambuilding activities & rates.

## 8. **Conference Setup & Capacities**

	Banquet	U-Shape	School Room	Cinema
				
Venue	10 Per Table	3 Per Table	3 Per Table	Rows
Fish Eagle Hall	200	100	120	180-200
Bataleur Room	90	70	99	130-150
Falcon Room	80	42	60	90
Starling room	30	21	30	35-42
Plover Room	20	15	18	36
Heron Boardroom	10	15	12	18

## 9. **Catering Arrangements**

- The chef's choice applies to meals served to conference delegates.
- Thornbirds welcomes requests such as "braai" menus.
- Halaal, Kosher, vegan & vegetarian meals are available upon request and are served separately.
- Dietary requirements must be confirmed at least 5 days prior to the conference to ensure that your requirements are met.
- An additional surcharge of R120-00 per person will be charged for Kosher & R90-00 per person for strictly Halaal & vegan meals.

## 10. **Payment**

- Upon confirmation of your booking & receipt of this signed document, a 50% deposit will be required to secure your booking.
- A pro forma invoice will be sent to the client upon request.
- An invoice will be sent to the client once payment has been received.
- The client will be required to confirm the final number of attendees attending the conference not less than 1 week prior to the conference.
- Should less people attend the conference than previously confirmed; the client will be charged the confirmed number of attendees.
- The total amount must be settled 7 days prior to the conference date.
- Any outstanding accounts (additional beverages, photocopies etc.) must be settled on the day of the conference unless otherwise stated by Thornbirds.

Deposits can be made via:

- Direct electronic transfers
- Credit card payments  
(A 4% bank levy will be charged for credit card payments)
- Bank deposits
- Cash
- Thornbirds does not accept any cheques

Thornbirds banking details:

Account name:	Thornbirds Conference Centre
Bank:	ABSA
Branch code:	334-105 (Booysens)
Account number:	40-58-70-80-10
Account type:	Cheque

Please fax or email confirmation of payment to Thornbirds Conference & Wedding Centre's offices.

Please also confirm your reservation after sending through proof of payment.

Fax number: 086-636-7473      Email address: mail@thornbirdscentre.co.za

#### **11. Risk / Loss / Damage**

Thornbirds Conference and Wedding Centre shall not be liable for the interruption of services (water, electricity, sanitary services, gas etc.)

Whilst every precaution will be taken to ensure the safeguarding of your personal belongings, Thornbirds Conference and Wedding Centre will not be liable for any loss or damages to any property whatsoever. This includes décor, props, equipment, gifts, valuables etc. Please read the Disclaimer below. We strongly advise that all personal and valuable belongings be removed directly after your event.

Thornbirds Conference and Wedding Centre reserves the right to charge for damages / breakages / loss of any nature of Thornbirds property, facilities or buildings.

- Should any of the Thornbirds Conference & Wedding Centre buildings, gardens, furniture, décor, napery or equipment be damaged during setup or breakdown operations of the vent, the client shall be billed accordingly. This excludes damage by Thornbirds Conference and Wedding Centre staff.
- Thornbirds Conference and Wedding Centre reserves the right to cancel any booking forthwith & without liability on its behalf in the event of any damages, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest or any other cause beyond the control of Thornbirds Conference and Wedding Centre which shall prevent it from its obligations. In these instances, every effort will be made to find an alternative venue.

#### **12. Cancellation / Date Amendments**

In the unlikely event of a cancellation, the following will apply;

	Percentage of amount refunded
More than 2 months notice	100%
1 to 2 months notice	50%
14to 30 days notice	25%
Less than 14 days notice	No refund

All cancellations must be in writing & should be faxed or emailed to Thornbirds Conference and Wedding Centre. An administrative fee of R500-00 will be deducted from all cancellations regardless of the notification period. Once you have received written confirmation from our offices, your cancellation / date amendment will be official. Reimbursements will only be done via EFT 10 working days after cancellation.

We would like to take this opportunity to thank you for considering Thornbirds Conference and Wedding Centre as a possible venue for your function. We look forward to welcoming you & your guests.

Please do not hesitate to contact us should you wish to make an enquiry or schedule an appointment to view our facilities.

**Thornbirds Conference and Wedding Centre**

**T: (011)948-6001 / (010)500-1043**

**F: (086)636-7472**

**C: 079-526-0348**

**E: [mail@thornbirdscentre.co.za](mailto:mail@thornbirdscentre.co.za)**

**For more information, please visit: [www.thornbirdscentre.co.za](http://www.thornbirdscentre.co.za)**