



CONFERENCE PACKAGE 2017

Premi Singh
Tel: (033) 386 0801//033 3860846/033 3860868
Fax: (033) 346 2940
E-mail: manager@ascotconference.co.za
217 Woodhouse Road,
Pietermaritzburg, KZN
P.O. Box 100048, Scottsville, Pietermaritzburg,3209

COMPANY PROFILE

Escape from the hustle and bustle of the city and business life. Ascot Wedding and Conference Venue is nestled in beautiful indigenous surroundings with abundant rockeries and birdlife and provides a perfect wedding, function and conference venue. During the breaks, relax with some tea or coffee, a freshly baked muffin or biscuits and listen to the birds chirping and the water flowing. There's no better way to gather your thoughts.

The venue is situated off the N3 highway and is easily accessible. It is just a short 10 minute drive from the CBD of Pietermaritzburg.

Ascot offers some of the most beautiful and economical venues in KZN.

There are a number of different rooms to choose from at Ascot. From small training sessions to large annual conferences, we will be able to meet your event needs. All the venues are air-conditioned, have fixed projector screens and each has its own unique character. There is also an on-site conference co-ordinator.

The venues are also ideal for work functions that need to take place away from the usual office environment. A product launch or training for example can take place in one of our smaller function rooms.

The Buffalo room

This venue has a unique hessian and wooden beam roof, and overlooks a crystal clear swimming pool. Up to 60 delegates can be seated in a cinema style setting and 35 delegates in a U-Shape set-up.

The Boardroom

This venue is one of our smaller venues and can accommodate up to 15 delegates in a U-Shape set up. This is perfect for smaller conferences.

The Rondavel

This venue is ideal as a break away room or for a small group of up to 10 delegates. It is nestled away from the other conference venues.

The Hippo Room

This venue is often used as the dining area for lunch.

The Elephant Room

This is a magnificent venue. It has a separate bar and buffet area which allows for more space inside this venue. This venue is perfect for any occasion and can seat up to 250 delegates cinema style, 60 delegates in U-shape and 120 delegates in a schoolroom set-up.

The Rhino Room

Due to the demand, the newest addition to the Ascot Wedding & Conference Venue is the Rhino Room. This is a thatched venue and can accommodate up to 50 delegates in a U-Shaped set up.

Ascot Wedding and Conference venue offers in-house catering and will cater for corporate functions, year end function, weddings, private function and conferences. We have a close working relationship with the Ascot Inn (situated next door) and can arrange accommodation for the delegates at the same time.

Our vibrant, friendly and efficient staff are here to cater for your every need and look forward to hosting you at their venue.

Make the Ascot Wedding & Conference Venue the ideal choice for your next conference. For further information, please do not hesitate to contact Stacy at manager@ascotconference.co.za or alternatively 033-3860801.

Venues are subject to availability.

BREAKFAST CONFERENCE PACKAGE

A Selection of Croissants, Pastries and Muffins
White & Brown Bread

Butter & Preserves

Fresh Jugs of Fruit Juice on the Tables

All Bran, Cornflakes & Muesli Crunch
Fresh Fruit Salad
Selection of Yoghurts

Herbed Scrambled Egg
Creamy Button Mushrooms
Grilled Tomato

(Choice of Two Items)

Beef Chipolata Sausages
Savoury Baked Beans
Savoury Mince
Crispy Bacon

**R180.00 pp (Inclusive of VAT)
(minimum of 40 pax)**

(Inclusive of Venue Hire and *Standard Equipment, Pens & Pads, Jugs of water and mints)

OPTIONAL EXTRA'S

P.A System @ R1200.00
Mineral Water @ R12.00 per bottle
Additional Pens & Pads @ R10.00 each
Welcome Chocolate @ R5.00 each
Jug of Fruit juice @ R40.00 per jug
Data Projector @ R350.00

Please Note - Should any of your delegates require a Vegetarian or Halaal meal, this will not form part of the Standard Breakfast Menu

HALF DAY CONFERENCE PACKAGE (INCLUDING LUNCH)

Coffee and Tea on Arrival

Mid Morning Coffee, Tea and Eats

BUFFET LUNCH

Two Assorted Salads

Chefs Roast of the Day
Chefs Casserole of the Day
Savoury Rice and/or potatoes
Two Fresh Seasonal Vegetables
Jugs of Fresh Fruit Juice Served on the Tables

Chef Choice Hot Dessert
Chef Choice Cold Dessert

R250.00 per person

(Inclusive of Venue Hire and *Standard Equipment, Pens & Pads, Jugs of water and mints)

OPTIONAL EXTRA'S

P.A System @ R1200.00
Mineral Water @ R15.00 per bottle
Additional Pens & Pads @ R12.00 each
Welcome Chocolate @ R5.00 each
Jug of Fruit juice @ R40.00 per jug
Data Projector @ R350.00

Please Note - Should any of your delegates require a Vegetarian or Halaal meal, this will not form part of the Standard Buffet Lunch

All prices include vat and the menu is subject to change without prior notice!

HALF DAY CONFERENCE PACKAGE (EXCLUDING LUNCH)

Coffee and Tea on Arrival

Mid Morning Coffee, Tea and Eats

R135.00 per person

(Inclusive of Venue Hire and *Standard Equipment, Pens & Pads, Jugs of water and mints)

OPTIONAL EXTRA'S

P.A System @ R1200.00

Mineral Water @ R12.00 per bottle

Additional Pens & Pads @ R10.00 each

Welcome Chocolate @ R5.00 each

Jug of Fruit juice @ R40.00 per jug

Data Projector @ R350.00

Please Note - Should any of your delegates require a Vegetarian or Halaal meal, this will not form part of the Standard Buffet Lunch

FULL DAY CONFERENCE PACKAGE

Coffee and Tea on Arrival

Mid Morning Coffee, Tea and Eats

BUFFET LUNCH

Two Assorted Salads

Chefs Roast of the Day
Chefs Casserole of the Day
Savoury Rice and/or potatoes
Two Fresh Seasonal Vegetables
Jugs of Fresh Fruit Juice Served on the Tables

Chef Choice Hot Dessert
Chef Choice Cold Dessert

Afternoon Coffee, Tea and Biscuits

R270.00 per person

(Inclusive of Venue Hire and *Standard Equipment, Pens & Pads, Jugs of water and mints)

OPTIONAL EXTRA'S

P.A System @ R1200.00
Mineral Water @ R12.00 per bottle
Additional Pens & Pads @ R10.00 each
Welcome Chocolate @ R5.00 each
Jug of Fruit juice @ R40.00 per jug
Data Projector @ R350.00

Please Note - Should any of your delegates require a Vegetarian or Halaal meal, this will not form part of the Standard Buffet Lunch

All prices include vat and the menu is subject to change without prior notice!

ACCOMMODATION

Should you require accommodation with you conference, please do not hesitate to contact me and I will include this in the quotation. Our preferred accommodation is Ascot Inn, (single accommodation) and Aintree Lodge (single/sharing accommodation). The quoted price will be on a price per head including Dinner, Bed and Breakfast.

***Standard equipment includes: tables, chairs, flipchart, flipchart paper & pens and screen**

CONFERENCE TERMS AND CONDITIONS

1. BOOKING PROCEDURE

- 1.1. In order to secure your booking we require a fully signed and completed Conference Confirmation Sheet (Page 8,7 & 10) with the VAT number of the Company along with a travel agents voucher/ order number/ cash payment/ money transfer/ credit card details. (A copy of the credit card back and front to be faxed through);
- 1.2. All Government Departments must supply the Ascot Wedding and Conference Venue with an official order number for confirmation;
- 1.3. Please note that no verbal confirmations will be accepted.

2. PAYMENT

- 2.1. **A 50% deposit is required on Confirmation, the balance is payable 3 working days prior to the function and any additional extras must be settled on departure;**
- 2.2. **Please note that we regrettably do not accept cheque payments.**

3. POSTPONEMENT

- 3.1. In the event of your conference being postponed 4 or more days prior to your conference date, you will be given 5 working days in which to re-confirm another date, within three months of the original confirmed date;
- 3.2. You will be entitled to one postponement only, should we not receive re-confirmation within this period, the full quoted price will then be charged.

4. CANCELLATION

- 4.1. In the event of a cancellation 3 or less full working days, prior to your conference date, the full quoted price will be charged. No postponements will be entertained in this period;
- 4.2. The Client will be liable and subject to this cancellation penalty and the cancellation terms and conditions contained herein notwithstanding, *inter alia*, an event of death, serious injury or an Act of God or any other reason or cause whatsoever that may occasion such cancellation;
- 4.3. The Client hereby warrants and agrees that the penalty provisions as stated, *inter alia*, in this clause, are fair and equitable.
- 4.4. In the event of a cancellation of food, equipment or any other requirement 3 or less full working days, prior to your conference date, the full quoted price will be charged.

5. **DELEGATE NUMBERS**

5.1 We require **3 Working Days** notice of your intention to adjust the number of delegates;

5.2 In the event of Ascot Wedding and Conference Venue not being advised in writing of these adjustments (stated above), your company will be held liable for the delegates who do not arrive.

6. **AVAILABILITY OF VENUE**

6.1 All conference venues at Ascot Wedding and Conference Venue are available from 08h00 until 17h00 each day;

6.2 A surcharge of R150.00 per hour will then become applicable should you need to start earlier or finish later.

6.3 We would need to know if you are finishing later than 17h00 on the day of your conference by 12h00 so we can inform our staff of your requirement, failure to do so will result in an additional penalty charge of R500.00 over and above the hourly rate.

7. **FOOD**

7.1 All the food provided for the conference remains the property of the Ascot Wedding and Conference Venue;

7.2 No food may be removed from the premises under any circumstances;

7.3 No food is allowed to be brought on to Ascot Property, so as to maintain Ascot Standards;

7.4 It is a health requirement that the food provided can only remain in the heated units for a maximum period of 2 hours. The staff are compelled to remove the food 2 hours after the requested serving time;

7.5 Lunch is served strictly between the hours of 12:00 and 2:00pm.

8. **HOLIDAYS**

8.1 For Sundays & Public Holidays we require a minimum number of 50 people in order to host a conference.

8.2 A surcharge of R40.00 per person is payable for bookings on Public Holidays and Sundays.

9. **DAMAGE TO PROPERTY**

The Client shall be liable for any damage caused whatsoever to the property of Ascot Inn, Ascot Wedding and Conference Venue Ascot Bush Lodge and Aintree Lodge, arising from any cause whatsoever, whether or not the damage is due to the negligence of the Client and/or his/her guests.

10. **MISCELLANEOUS**

10.1 The Ascot Wedding and Conference Venue is a smoke free environment with demarcated smoking areas;

10.2 As per legislation, you are required to give us your VAT number to add to our invoice;

- 10.3 The quoted price includes the use of the venue and conference facilities;
- 10.4 **The quoted price excludes Business Centre Facilities** (ie. the use of the computer, making of telephone calls, sending faxes or e-mails and stationary items such as pens, pencils, exam pads and Prestik) Photocopies are available at R1.00 per A4 page;
- 10.5 No alcohol may be brought onto or consumed on the premises without prior arrangement with management.

11. **NO VARIATION**

No variation to these terms and conditions is permitted without the prior written consent of Ascot Wedding and Conference Venue.

PLEASE NOTE: We work on a first come first served basis in securing bookings therefore should we have no response within 3 days from the date of your quote, it will be considered as unsuccessful.

The banking details for Ascot Conference Centre are as follows:

ACCOUNT NAME: CHEZIS CONFERENCE CENTRE t/a ASCOT CONFERENCE VENUE
Nedbank
KZN Inland
ACCOUNT NO: 102 8295 138
BRANCH CODE: 116 535
CHEQUE ACCOUNT

REF ON DEPOSIT SLIP: DATE OF CONFERENCE AND NAME
FAX NO: 033 - 3462940

GOVERNMENT DEPARTMENTS: DATA BASE NUMBER ASCO100ZNT

My signature appended hereto confirms my acceptance of the aforesaid terms and conditions. I furthermore confirm that I am indebted to the Ascot Wedding and Conference Venue in the amounts as indicated in this quote as well as any such further amounts as agreed with the Conference Centre Management for purposes of the entire function as stated in, but not limited to, the aforesaid Terms & Conditions.

Dated at _____ this _____ day of _____ 20_____

Signature of Client: _____
(in the case of a legal person) who warrants that they are duly authorized hereto

Full Name of Client: _____



**Ascot Wedding and Conference Venue
Conference Confirmation Sheet**

Name of Conference: _____

Contact Person:		Name of Facilitator:	
Company Name:		Email Address:	
Creditors Name:		Telephone No.	
Postal Address:		Fax No.	
		How did you hear about us:	
Company VAT Registration No.			

Payment Method

Credit Card		Travel Agent Bill Back Voucher	
Company Order No		Pre Payment	
		Other (Specify):	

**PLEASE NOTE THAT WE DO NOT ACCEPT CHEQUES.
PLEASE TICK YOUR CHOSEN PAYMENT METHOD AND ATTACH THE NECESSARY PAPERWORK.**

Date of Arrival:		Time of Arrival:	
Date of Departure:		Time of Departure:	

Number of Delegates

Day 1	Day 2	Day 3	Day 4	Day 5

Additional Delegates/Guests for Lunch

Day 1	Day 2	Day 3	Day 4	Day 5

Additional Requirements (Please Tick)

Mini PA System incl. Lapel Mic	R1200.00 incl. vat	
Data Projector	R350.00 incl. vat	
Welcome Chocolate	R5.00 incl. vat	
Pens & Pads	R10.00 incl.vat	
Bottled Mineral Water	R12.00 incl. vat	
Jug of Fruit Juice	R40.00 incl. vat	
Delegate Place Card	R4.00 incl. vat	

Room Set Up

U - Shape	School Room	Cinema	Half Moon	Other

CONFERENCE REFRESHMENT & MEAL BREAK TIMES

Tea / Coffee On Arrival Time – please indicate the time i.e 08h00

Day 1	Day 2	Day 3	Day 4	Day 5

Mid Morning Tea / Coffee Time – please indicate the time i.e 10h30

Day 1	Day 2	Day 3	Day 4	Day 5

Lunch Time – please indicate the time i.e 13h00

Day 1	Day 2	Day 3	Day 4	Day 5

Afternoon Tea / Coffee Time – please indicate the time i.e 15h30

Day 1	Day 2	Day 3	Day 4	Day 5

Dietary Requirements (Please specify number required per day)

Halaal	Vegetarian	Other

Additional Requirements: _____

Signature: _____ Date: _____

Name of Signatory: _____