

Company Name: _____ Contact Person: _____

Address: _____ VAT No: _____

Email Address: _____ Tel No: _____

Venue Option: Venue 1 Venue 2 (please circle)

Seating Layout: Lecture U-shape Clustered (please circle)

Our Venues

Venue 1 The Learning Loft

Seats maximum of 30 people

R750 per day (excl. VAT)

Includes an interactive data projector with touch screen and recording

Venue 2 The Inspiration Station

Seats a maximum of 8 people

R500 per day (excl. VAT)

Includes 65" LED screen with VC capability

(Both venues include fast speed Wi-Fi, high quality audio, flip charts, white boards and markers)

Catering Requirements

Time insert preferred times	Catering
Arrival	Tea / Coffee
Mid-Morning Break	Tea / Coffee / Baked Goods
Lunch	Meal / Cooldrink
Afternoon Tea	Tea / Coffee

Option 1	Option 2	Option 3
(R220 p/p)	(R245 p/p)	(R290 p/p)
1 Course	2 Courses	3 Courses
Lunch	Lunch	Lunch

(Please circle catering option)

Dietary Requirements Yes/ No (please circle) Specify: _____

Number of delegates: _____

Please complete, sign and return

Please note that your booking remains unconfirmed until payment has been made.

*Our cancellation terms: should you cancel a confirmed booking within 5 days of the event date, 50% cancellation fee will apply and a 100% cancellation fee is applicable within 2 days of the event date.

Signature: _____ Date: _____