

# GIOVANNI'S

MEETING ROOM

## *Conferences*

### **Full day package @ R500 p/p per day**

The full day conference package includes the following:

#### **Arrival filter coffee, tea, juice, & snack**

- Italian Biscotti
- Assortment of homemade biscuits

#### **Mid-morning filter coffee, tea, juice, & snack**

- Assortment of two sweet snacks and two savoury snacks

#### **2-course lunch & 1 soft drink per person**

- Pollo Scallopine

( Chicken breast flash grilled in butter white wine, and lemon, sprinkled with fresh parsley served with roast potatoes and vegetables.)

- Crème Brulee

#### **Afternoon filter coffee, tea, juice & snack**

- Assortment of two sweet snacks and two savoury snacks

**EXCLUDES ANY EXTRA BEVERAGES**

## **Half day package @ R400 p/p per day**

The half-day conference package (with lunch) includes the following:

### **Arrival filter coffee, tea, juice, & snack**

- Italian Biscotti
- Assortment of homemade biscuits

### **Mid-morning filter coffee, tea, juice, & snack**

- Assortment of two sweet snacks and two savoury snacks

### **2-course lunch & 1 soft drink per person**

- Lasagna

(Homemade fresh pasta sheets, Layered with beef Bolognese sauce, creamy bechamel, parmesan and mozzarella cheese, served with a side salad.)

- Tiramisu

**EXCLUDES ANY EXTRA BEVERAGES**

## **Mini package @ R300 p/p per day**

The mini package (half-day conference without unch) includes the following:

### **Arrival filter coffee, tea, juice, & snack**

- Italian Biscotti
- Assortment of homemade biscuits

### **Mid-morning filter coffee, tea, juice, & snack**

- Assortment of two sweet snacks and two savoury snacks

**EXCLUDES ANY EXTRA BEVERAGES**

### All 3 options include:

- Secure parking
- Mineral water & mints
- Notebooks & pens
- Large TV screen for easy connection
- Flipchart & markers
- All menus available on request
- Full bar facilities available

### SET-UP OPTIONS:

(PAX seated comfortably)

U-Shape	22 PAX
Boardroom	28 PAX
School Room	26 PAX
Cinema	40 PAX

### Venue Hire for Meeting Room

(Meeting room only. No packages selected)

Giovanis Meeting room	R700 per hour
OR	
Half day	R2800 (5 hours)
Full day	R4900 (10 hours)

### Additional Equipment Hire

- Please make sure you supply your own laptop & HDMI cable
- Should you require any additional equipment, please make your own arrangements with 3rd parties.

# TERMS AND CONDITIONS

## 1. PROVISIONAL BOOKINGS

- Provisional bookings can be made by telephone , e-mail, or the online booking form on our website.
- Provisional bookings will be held for a maximum of 7 days. Any bookings not confirmed within 7 days may be released without telephonic or written notice.

## 2. CONFIRMATION AND DEPOSIT

- All bookings are provisional until a non-refundable booking deposit of 50% and a signed booking quotation/invoice are received.
  - Bookings must be guaranteed within 48 hours of the quotation by credit card or EFT. Please note that if the deposit is not received by the required date, your reservation will be regarded as cancelled.
  - 50% of the full quotation/invoice price is payable upon acceptance of the quotation. 100% of the quotation/invoice price is payable 7 days prior to arrival.
- ALL EXTRAS TO BE SETTLED BEFORE DEPARTURE.

## 3. PAYMENT

- 50% of the full quotation/invoice price is payable upon acceptance of the quotation.
  - 100% of the quotation/invoice price is payable 7 days prior to arrival.
- ALL EXTRAS TO BE SETTLED BEFORE DEPARTURE.

## 4. FINAL NUMBERS AND REQUIREMENTS

- Notification of the exact numbers and specific requirements must be provided in writing as early as possible and no later than 7 days prior to the conference.
- For day delegate bookings, any reduction in numbers received within the 7 days prior to the start of the conference cannot be accepted, and non-arrivals will be charged as quoted.
- Any additions to the confirmed numbers will be charged pro-rata.
- The final conference invoice will be based on the number submitted, or on the actual number attending, whichever is the higher figure.

## 5. EXCEEDING VENUE HIRE TIME

- If the conference stretches past 17:00, an extra fee of R2000 per hour will be charged.

## 6. CHANGE OF DATE

- Once a booking has been confirmed, any change of date may result in a penalty fee of R2000.
- Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment, and other requirements cannot be guaranteed.

## 7. CANCELLATIONS

- Cancellations must be confirmed in writing.
- If a cancellation is confirmed at least 5 weeks before the scheduled conference date, no cancellation charge will be incurred. If a cancellation is confirmed within a period of 5 weeks before the scheduled conference date, the following cancellation charges will apply:
  - o Less than 1 week before event date - 100% of total estimated charges.
  - o 1 to 2 weeks before the event date - 85% of the total estimated charges.
  - o 3 weeks before event date – 50% of total estimated charges
  - o 4 weeks before event date – 25% of total estimated charges
- Cancellation charges will be determined from the date that written confirmation is received and will be payable upon submission of a final invoice. Total estimated charges will be based on the confirmed booking numbers and all pre-booked facilities, such as room hire, catering & equipment.

## 8. FINAL INVOICES

- A final invoice will be submitted once calculation of final charges is completed. Invoices must be paid within 7 days of the invoice date. Late payment of invoices will incur a monthly administration charge.
- VAT of 15% is included in all quotations.
- Your quote and final invoice will automatically indicate a 10% gratuity/service charge.

## 9. DAMAGE AND INJURY

- Villa San Giovanni shall not be held responsible for any injury or death of any person, or the loss or destruction of, or damage to any property upon the premises of Villa San Giovanni, whether arising from fire, theft, Force Majeure and by whomever caused or arising from negligence (gross or otherwise) or wrongful act of any person in the employment of Villa San Giovanni.

## 10. INSURANCE

- Villa San Giovanni is fully covered by insurance; however, we accept no responsibility for any activities organized by those hiring the facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for or any equipment they use during the event.

## 11. CAR PARKING

- There are car parking spaces available. We will make every effort to provide car parking with the strict priority being given to disabled guests. Parking spaces may also be made available for event organizers and facilitators (subject to availability)

12. SMOKING

- According to the South African tobacco laws, no smoking in public is allowed and Villa San Giovanni operates a strict NO SMOKING policy. We have a designated smoking area clearly marked in the restaurant.

13. ALCOHOL

- Villa San Giovanni is a fully licensed lodge and only beverages (alcoholic as well as non-alcoholic) provided by Villa San Giovanni is allowed to be consumed on the property.

14. SPECIAL CATERING REQUIREMENTS

- If any of your delegates have specific catering requirements including special dietary needs, please provide full details when confirming your booking.
- We will be more than happy to discuss your requirements and every effort will be made to provide a catering package that exactly meets your needs.
- Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages within the premises.

15. PRS FOR MUSIC LICENSE

- NOISE POLICY: before 10:00am or after 22:00pm.

**By signing the quotation & conference agreement OR by paying the deposit, you indicate that you accept the Conference Booking Terms and Conditions above.**

CONFERENCE AGREEMENT BETWEEN

VILLA SAN GIOVANNI AND \_\_\_\_\_ (the client)

Reg/ID no: \_\_\_\_\_

VAT No: \_\_\_\_\_

1. I/we acknowledge that I/we have read and understood the Terms and Conditions of Villa San Giovanni that applies to all functions, occasions, and transactions.
2. I/we agree to the terms and conditions of Villa San Giovanni that applies to all functions, occasions, and transactions.
3. I/we agree that, by signing these Terms and Conditions, I/we and the entity that we represent to accept and to adhere the Terms and Conditions.
4. I/we acknowledge that, if I sign on behalf of an entity, I/we have the authority to do so.
5. If I/we sign, I/we shall be jointly and severally be liable with the entity on whose behalf I/we sign for all debt due to Villa San Giovanni arising as a result of this transaction.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Full name of client: \_\_\_\_\_

On behalf of the Client:

On behalf of Villa San Giovanni:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

## ADDITIONAL INFORMATION

Date/s of conference: \_\_\_\_\_

Total PAX: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

VAT number: \_\_\_\_\_

Reg. number: \_\_\_\_\_

Set up style: \_\_\_\_\_

Package chosen: \_\_\_\_\_

Halaal guest amount: \_\_\_\_\_

Time of arrival / arrival snack: \_\_\_\_\_

Time of mid-morning break: \_\_\_\_\_

Time of lunch: \_\_\_\_\_

Time of afternoon break: \_\_\_\_\_

Dinner: 2 Course: \_\_\_\_\_  
(Total PAX)

3 Course: \_\_\_\_\_  
(Total PAX)

**Upon receiveing the above information, we will send you a quotation.**

**Upus accepting quotation, we will send a TAX Invoice for payment.**

*Thank you for choosing Villa San Giovanni.*

