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Want

To

Be

Your

Favourite

HELLO

And

Your

Hardest

GOODBYE

Physical/Postal
Address:

9 Brighton Drive,
Summerstrand,
Port Elizabeth

Reg no:
2009/071220/23

Vat No: 4240251530

Dear Mr/Mrs _____

Thank you for enquiring with Onse Khaya Lodging & Conferencing for your upcoming event. We aim to provide the best experiences for all our guests and clients and hope to do the same for you.

Kindly note that we require full payment to secure the booking.

Please note that the attached forms need to be signed and faxed or e-mailed back to us in order to complete the quote.

The below information will assist us in planning your function and making it a memorable one.

Company Details to appear on invoice

Postal Address	
Telephone No	
Email Address	
Contact Person	
VAT No	

Your brief:

Date of Event	
Time	
Type of Event	
Number Of People	
Package	
Menu	

Date: _____

Signature: _____

CONFERRING & FUNCTION PACKAGES

Prices are excluding VAT

We offer a wide ranging deal that can be customized to your requirements, whether it is to host a small conference, corporate training session, business meeting or any other small function you might have in mind. This package is designed to be cost effective and with our deals we aim to give you a value for money service. Our conferencing package would be best for small businesses, government departments or training companies to assist in the everyday training facilitation. For break-time

FULL DAY CONFERRING PACKAGE:

**Venue- Conferencing equipment:
Smart flat screen, Wi-Fi, Data projector,
Air-con, wireless microphone and
Flip chart.**

Basic administration services (Fax/Copies).

Minimum 10 People-R180 Excl

Time-09:00 – 17:00

Mid-Morning coffee/Tea & Biscuits - 10:00

Lunch-13:00 (Extra cost – see menus)

Afternoon Coffee/Tea & Biscuits - 15:00

Full

Day Conferencing Includes:

2 Bottles of Still Water & Mints

HALF DAY CONFERRING PACKAGE:

**Venue- Conferencing equipment:
Smart flat screen, Wi-Fi, Data projector,
Air-con, wireless microphone and
Flip chart.**

**Basic administration services
(Fax/Copies).**

Minimum 10 People-R150 Excl

Time-09:00-

13:00/13:00-17:00

Mid-Morning

Coffee/Tea & Biscuits -10:30

Lunch-12:00 (Extra cost – see menus)

Afternoon Coffee/Tea & Biscuits -14:30

Half

Day Conferencing Includes 1 Bottle of Still Water & Mints

Menu Option 1:

Tangy Chicken
Rice
Two Vegetables

Dessert options:

Cheesecake
Ice Cream & Chocolate Sauce
Malva Pudding
Fudge Picasso
Mississippi Mudpie

Lunch served with can of Soda

Price: R 195 Excl

Menu Option 2:

Lasagne
Green Salad
Dinner Rolls

Dessert options:

Cheesecake
Ice Cream & Chocolate Sauce
Malva Pudding
Fudge Picasso
Mississippi Mudpie

Lunch served with can of Soda

Price: R 195 Excl

Menu Option 3: Finger Lunch

Salty Platter-Cocktail Pizzas, Quiches, Pies,
Samosas, Springrolls.

Meat Platters: Chicken

Platter

Cocktail Wings, Drumsticks, Nuggets, Sausage, Strips,
Kebabs.

OR

Sausage Platter

Beef, Pork, Chicken, Cheese, Cabanossi, Chilli.

Dessert Platter

Mini Milkart, Chocolate Eclairs, Caramel tarts, Koeksisters,
Shortbread Balls, Queenies.

Lunch served with can of Soda

Price: R 195 Excl

Menu Option 4:

On the braai:

Fillet Steak
Potatoe Bake
Green Salad
Dinner Rolls

Dessert options:

Cheesecake
Ice Cream & Chocolate Sauce
Malva Pudding
Fudge Picasso
Mississippi Mudpie

Lunch served with can of Soda

Price: R 195 Excl

CUSTOMIZE YOUR PACKAGE

We aim to ensure client satisfaction and to do this, we offer customized packages to suit your individual needs. Kindly note that specific requirements may lead to extra costs which will, in return, affect your quote.

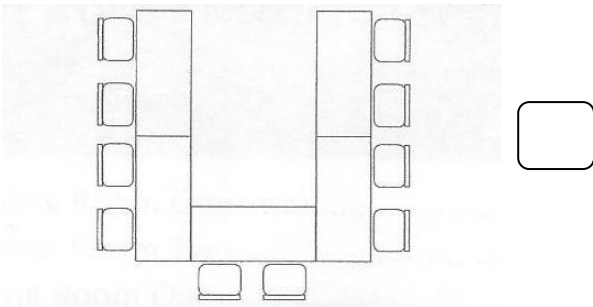
- | | |
|---|------|
| <input type="checkbox"/> Notepad per delegate | R20 |
| <input type="checkbox"/> Pen per delegate | R5 |
| <input type="checkbox"/> Stage | R100 |
| <input type="checkbox"/> Can of Soda | R15 |
| <input type="checkbox"/> Fruit Juice | R15 |
| <input type="checkbox"/> Extra Bottled Water | R10 |
| <input type="checkbox"/> Biscuits | R10 |
| <input type="checkbox"/> Arrival Sandwiches | R20 |

Venue Layout

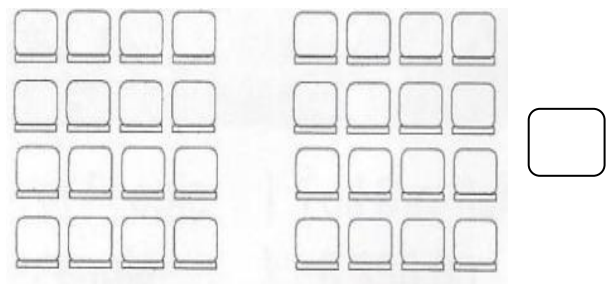
The Conference Centre seating format can be changed according to your personal preferences.

The Different Layouts are as follows:

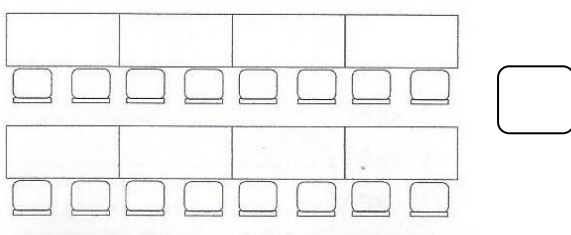
U-SHAPE



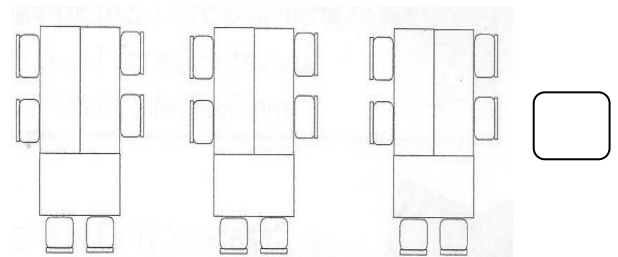
CINEMA STYLE



LECTURE FORMAT



GROUPS



VENUE HIRE - Max 40 People R1500 Excl (Dining room) - R1500 Excl (Entertainment area)

Venue: 9 Brighton Drive, Summerstrand, Port Elizabeth.

For private functions other than conferencing, training or business meetings, our venue can be hired at an individual charge. The amount stipulated is only for the use of the venue and anything else that might be required may be ticked off on the attached form.

Please note that by law, only alcohol bought from Onse Khaya may be consumed on the premises. Our pricelist is attached, kindly inform us if there are any specific requirements in order for us to make arrangements.

HIRING OF CUTLERY & CROCKERY/ HUUR VAN BREEKWARE EN EETGEREI	Price to Hire	Units	Beverages	Price	Units
Dinner Plates/Groot borde	R 2.00		Beverages-Amstel	R 16.00	
Side Plates/Slaai borde	R 2.00		Beverages-Castle	R 16.00	
Pudding/Soup Bowls/Nagereg/Sop bakkies	R 2.00		Beverages-Coke Zero	R 15.00	
Cup & Saucers	R 3.00		Beverages-Dry Lemon	R 15.00	
Milk Jugs	R 5.00		Beverages-Fanta	R 15.00	
Sugar Bowls/Suikerpotjie	R 5.00		Beverages-Heineken	20.00	
Salt & Pepper Sets/Sout & Peper Stel	R 5.00		Beverages-Hunters Dry	R 16.00	
Glass Jugs	R 5.00		Beverages-Hunters Extreme	R 16.00	
Coffee & Tea Pots/Koffie & Tee pot	R 15.00		Beverages-Hunters Gold	R 16.00	
Teaspoons/Teelepels	R 1.00		Beverages-Lemon Twist	R 15.00	
Cake Forks/Koekvurkies	R 1.00		Beverages-Lunch Bar	R 6.00	
Dessert/Soup Spoons/ Nagereg/Sop Lepels	R 1.00		Beverages-Millers	20.00	
Table Knives/Tafel Messe	R 1.00		Beverages-Savanah Dry	R 16.00	
Table Forks/Tafel Vurke	R 1.00		Beverages-Savanah Light	R 16.00	
Steak Knives/Messe	R 2.00		Beverages-Sparberry	R 15.00	
Steak Forks/Vurke	R 2.00		Beverages-Sprite	R 15.00	
Serving Spoons/Opdien Lepels	R 5.00		Beverages-Tonic Water	R 15.00	
Tongs/Braai Vurke - Set	R 10.00		Beverages-Wine Red (750ml)	R 70.00	
Salad Spoon Sets/Slaai Opskep Stel	R 10.00		Beverages-Wine White(750ml)	R 70.00	
Cheese Cutters/Kaas Mes	R 5.00		Beverages-Wine/White	R 30.00	
Cake Knives/Koek Mes	R 15.00		Beverages-Wine-Rd/Wine	R 40.00	
Cake Lifters/Koek	R 15.00		Beverages-Castle light	R 16.00	
Wine Coolers/Stand/Wyn Houer	R 40.00		Beverages-Black Label	R 16.00	
Wine Glasses/Wyn Glase	R 2.00		Beverages-Mini Amarula	R 30.00	
Drinking Glasses/Drink Glase	R 2.00		Beverages-Mini Brandy	R 30.00	
Champagne Glasses/Shanpanje Glase	R 2.00		Beverages-Mini Gin	R 30.00	
Red Champaign Glasses	R 2.00		Beverages-Mini Rum	R 30.00	
Baymarine (Set has 3 bowls)	R 35.00		Beverages-Mini Vodka	R 30.00	
Cake Stand	R 30.00		Beverages-Mini Whiskey	R 35.00	
Chocolate fountain	R 100.00		Beverages-Appeltizer	R 20.00	
Urn	R 100.00		Beverages-Grapetiser	R 20.00	
Juice Dispenser	R 70.00		Beverages-Coke	R 15.00	
3 Tear Snack Stand	R 60.00		Beverages-Cream Soda	R 15.00	
2 Tear Snack Stand	R 40.00		Beverages-Water	R 10.00	
Snack Tray 3-in-1	R 20.00		Beverages-Milk	R 7.00	
Round Glass Platter Plates	R 30.00				
Shaped Olive Plates	R 15.00				
3-Tear Rectangle stand	R 60.00				
Round Ramekins	R 3.00				
Large White Ceramic Bowls	R 35.00				
White Square Salad Bowl	R 35.00				
Deep Round Salad Bowl	R 35.00				
White Round Bowl (small)	R 20.00				
White Square Bowls (Small)	R 20.00				
Silver Gravy Jug	R 15.00				
White Gravy Jug	R 20.00				
			SUBTOTAL		
TOTAL			TOTAL		

We want to be your **favourite HELLO** and **hardest GOODBYE!**