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Jan – Dec 2010

Dear Valued Guest,

Thank you for your interest in Diep in die Berg. We can make your company's next corporate event both professional and enjoyable by providing a level of service to match your meeting needs.

Below please find our general rules, conditions and prices as requested.

Client Loyalty Scheme

Incentive on conference bookings:

- 5% Diep in die Berg voucher calculated on invoiced value (including VAT) of conferences booked with Diep in die Berg between 1 January 2010 to 31 December 2010.*

Vouchers may be redeemed as follows:

- For beverages, venue hire and meals at any function booked between 1 January 2010 to 31 December 2010.

* Terms and conditions apply

BEE LEVEL 2 VERIFICATION

Members – H.W.Storm; A. van Zyl (CA) SA
Shelfclose Twenty CC t/a Diep in die Berg Conference and Function Centre
Registration Number - 2003/070071/23

Conference Rates

Please Note: All food and beverages are fixed as described below. All changes will be charged at an additional cost:

FULL DAY CONFERENCE : **R335.00 per person**

Including:

- Arrival tea and coffee with a selection of pastries
- Mid-morning tea & coffee with a selection of sandwiches and a selection of sweet and savoury pastries
- Buffet lunch with juice on tables
- Mid-afternoon tea and coffee with sweet pastries
- Standard furniture and equipment – OHP / screen / flip chart / 1 ream paper / white board and 2 pens
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and mints with cordial mix
 - Halaal / Kosher : R350.00 per person

HALF DAY CONFERENCE : **R305.00 per person**

Including:

- Arrival tea and coffee with a selection of pastries
- Mid-morning tea & coffee with a selection of sandwiches and a selection of sweet and savoury pastries
- Buffet lunch with juice on tables
- Standard furniture and equipment – OHP / screen / flip chart / 1 ream paper / white board and 2 pens
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and mints with cordial mix
 - Halaal / Kosher : R320.00 per person

HALF DAY CONFERENCE (No Lunch) : R275.00 PER PERSON

Including:

- Excluding buffet lunch
- Arrival tea and coffee with a selection of pastries
- Mid-morning tea & coffee with a selection of sandwiches and a selection of savoury pastries
- Standard furniture and equipment – OHP / screen / flip chart / 1 ream paper / white board and 2 pens
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and mints with cordial mix

PRESENTATION : R100.00 PER PERSON

Including:

- Venue usage for a maximum of 2 hours
 - Additional charge for equipment and catering according to requirements

Extras

Rusks or sandwiches can be substituted with any of the below mentioned items at an additional cost per person:

- | | |
|--|----------|
| ▫ Substitute arrival rusks with scones, ½ cream & ½ cheese | R11.50pp |
| ▫ Substitute arrival rusks with sugar glazed muffins | R11.50pp |
| ▫ Extra 2 sandwich wedges per person (total of 4 per person) | R11.50pp |
| ▫ Additional soft drinks during lunch | R12.50pp |
| ▫ Jugs juice with morning or afternoon tea breaks | R33.00 |

Conference Venues

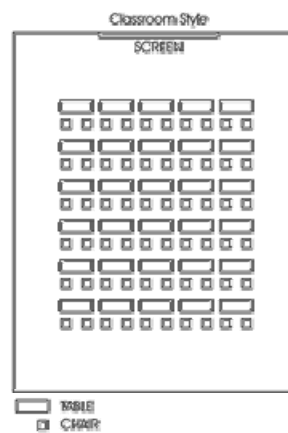
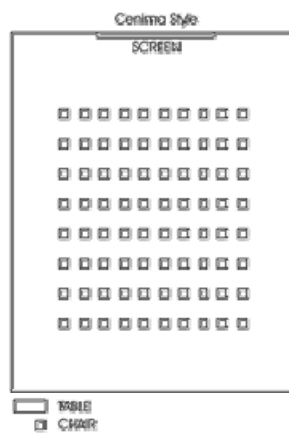
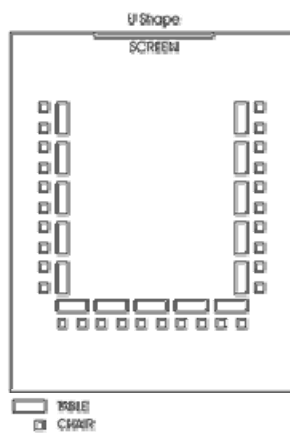
No two events are ever the same and at Diep in die Berg flexibility is the key to successful conferencing, with excellent meeting facilities, an all-purpose conference center consisting of 5 conference rooms and a boardroom.

We can accommodate up to a maximum of 300 delegates in our large conference rooms with a number of smaller breakaway rooms and /or small conference rooms.

Seating style				
Cinema	Schoolroom	U-shape	Herringbone	Banquet

Venue

Conference 1	200	108 (12rows x9)	48 (16 tables)	144 (12rows x12)	80
Conference 2	100	63 (7rows x9)	39 (13 tables)	63 (7rows x9)	60
Conference 3	56	24	15	24	-
Conference 4	63	30	27	27	-
Conference 5	200	120 (10rows x12)	51 (17 tables)	135 (9rows x15)	80
Boardroom	30	18	15	18	10
Banquet 1 (conference 6)	250	126 (14rows x9)	60 (20 tables)	156 (13rows x12)	140
Banquet 2 (conference 7)	450	250 (14rows x18)	63 (21 tables)	234 (13rows x18)	250



Business Centre Prices

▫ A4 Writing sheets per page	: R1.65
▫ Printing & photocopy per page	: R1.65
▫ Incoming fax per page	: R3.65
▫ Local outgoing fax per page	: R6.60
▫ International outgoing fax per page	: R14.50
▫ Phone call per minute local / cellular	: R2.90
▫ Phone call per minute international	: R11.50

Additional Equipment

The following equipment can be supplied at an additional cost:

Playback machines	:	VHS Machine	: R290.00
		DVD Player	: R400.00
		TV (72cm)	: R440.00
Projectors	:	Data Projector	: R800.00
PA system with Mic	:	PA System (100-200pax)	: R1 200.00
Microphones	:	Roving & lapel & microphone	: R285.00
Additional Boards	:	Flip chart or white board	: R235.00
		Flip chart & paper	: R280.00
		Flip chart paper only	: R70.00
Other	:	Podium	: R335.00
		Technician	: on request

Bar Services

- Cash Bar - Delegates to pay for own drinks.
- Master Account - Company to pay for all drinks.

Risk / Loss / Damages

- Diep in die Berg, its employees or any person employed at any function will not be held liable for any loss, or injury to persons, due to negligence or any other cause whatsoever.
- Diep in die Berg will not be liable for loss or damage to any property whatsoever.
- Décor must be removed by 9am the following morning. Diep in die Berg does not accept liability for loss or damage of any item.

Conference Times

- Standard conference times are from 08h00 to 17h00.
- 30 minute extensions in morning (by prior arrangement) or afternoon will be allowed at no extra charge.
- Additional time will be charged at R300 per hour or part thereof.

Payment Procedures

- To confirm and secure your booking 50% deposit is payable immediately.
- All outstanding payments to be settled on departure.
- Should an open bar limit be required, master account to be settled on departure.

Bank Details

Name : Diep in die Berg Conference & Function Centre
Bank : Nedbank
Branch no. : 149745
Account no. : 149 721 8314

Cancellations

A cancellation / postponement fee will be charged in the event of cancellation of conference as follows:

- 25% for notice less than 30 days
- 50% for notice less than 14 days
- 75% for notice less than 7 days
- 100% for notice less than 2 days

Please note that rates are subject to change without prior notice. These rates are applicable from January 2010 – December 2010.

Bookings will only be confirmed by completing and signing the conference confirmation form.

Should you have any questions, do not hesitate to contact me & please book early to avoid disappointment. We have established a reputation for quality. We look forward to showing you that it is well deserved.

Kind regards,

NADIA FAASEN

Sales & Marketing

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