



**DIEP IN DIE BERG**  
Venue Est. 2003



## Conference

Tel: 012 807 4630 | Fax: 088 012 807 4640 | Email: [info@diepindieberg.com](mailto:info@diepindieberg.com) | Website: [www.diepindieberg.com](http://www.diepindieberg.com)

### Conference Rates

**FULL DAY CONFERENCE** : **R490.00 PER PERSON**

Including:

- ❖ Arrival tea/coffee and juice with our signature rusks and a chef selection of healthy refreshments
- ❖ Mid-morning tea/coffee and juice with a selection of sweet and savoury refreshments
- ❖ Full Lunch with 1x standard soft drink per person
  - (Buffet Lunch for 20 delegates and more on property | Plated Lunch for less than 20 delegates on property)
- ❖ Mid-afternoon tea/coffee and juice with selection of sugar rush treats
- ❖ Standard furniture and equipment – 1x Data projector / 1x Screen / 1x Flip chart with paper & Markers
- ❖ A5 booklet and 1 pen per delegate
- ❖ Free Uncapped Fibre Wireless Internet
- ❖ Oasis filtered water
  - Strict Halaal Surcharge on package : R165.00 per person

**HALF DAY CONFERENCE WITH LUNCH / BREAKFAST** : **R440.00 PER PERSON**

Including:

- ❖ Arrival tea/coffee and juice with our signature rusks and a chef selection of healthy refreshments
- ❖ Mid-morning tea/coffee and juice with a selection of sweet and savoury refreshments
- ❖ Full Lunch with 1x standard soft drink per person
  - (Buffet Lunch for 20 delegates and more on property | Plated Lunch for less than 20 delegates on property)
- ❖ Standard furniture and equipment – 1x Data projector / 1x Screen / 1x Flip chart with paper & Markers
- ❖ A5 booklet and 1 pen per delegate
- ❖ Free Uncapped Fibre Wireless Internet
- ❖ Oasis filtered water
  - Strict Halaal Surcharge on package : R155.00 per person

**HALF DAY CONFERENCE (Excluding Lunch)** : **R350.00 PER PERSON**

Including:

- ❖ Arrival tea/coffee and juice with our signature rusks and a chef selection of healthy refreshments
- ❖ Mid-morning tea/coffee and juice with a selection of sweet and savoury refreshments
- ❖ Standard furniture and equipment – 1x Data projector / 1x Screen / 1x Flip chart with paper & Markers
- ❖ A5 booklet and 1 pen per delegate
- ❖ Free Uncapped Fibre Wireless Internet
- ❖ Oasis filtered water

**PRESENTATION /SEMINAR PACKAGE** : **R150.00 PER PERSON**

Including:

- ❖ Venue usage for a maximum of 2 hours
- ❖ Additional charge for equipment and catering according to requirements
  - Additional Tea/Coffee and juice with two snacks : R80.00 per person

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

All strict halaal and kosher meals need to be ordered 48 hours in advance.

These rates are applicable from January '18 – December '18. Should you have any questions, do not hesitate to contact us.

# Client Loyalty Scheme

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Incentive on conference bookings:

- 5% Diep in die Berg voucher calculated on conference package value (including VAT) of conferences booked with Diep in die Berg between 1 January 2018 to 31 December 2018.\*

Vouchers may be redeemed as follows:

- For beverages, venue hire and meals at any function booked between 1 January 2018 to 31 December 2018 or if your conference is booked late in the year we will allow you to use your voucher for 6 months after your voucher is received (even if it falls in 2019).

\* Terms and conditions apply

## Extras

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The following can be added at an additional cost per person, please tick where applicable:

Replace OASIS filtered water in conference room with bottled still mineral water	: R33.00 per delegate	<input type="checkbox"/>
Soft drinks during lunch (if not included in quote)	: R21.00 per delegate	<input type="checkbox"/>
Appetizer / Grapetizer or Liqui fruit	: R25.00 per delegate	<input type="checkbox"/>

## Additional Equipment

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The following equipment can be supplied at an additional cost, please tick where applicable:

ITEM	NUMBER OF DAYS	PLEASE TICK
<b>Microphones:</b>		
Roving Microphone	: R315.00	___ <input type="checkbox"/>
Lapel Microphone	: R315.00	___ <input type="checkbox"/>
<b>Additional Boards:</b>		
Flip chart & paper	: R270.00	___ <input type="checkbox"/>
Flip chart paper only	: R150.00	___ <input type="checkbox"/>
<b>Projectors:</b>		
Data Projector	: R1150.00	___ <input type="checkbox"/>
White screen	: R800.00	___ <input type="checkbox"/>
<b>Playback machines:</b>		
VHS Machine	: R300.00	___ <input type="checkbox"/>
DVD Player	: R120.00	___ <input type="checkbox"/>
TV (72cm)	: R510.00	___ <input type="checkbox"/>
<b>PA system (incl mixers):</b>		
PA System with Mic (100-200pax)	: R1 550.00	___ <input type="checkbox"/>
<b>Other:</b>		
Podium	: R550.00	___ <input type="checkbox"/>
Technician	: on request	___ <input type="checkbox"/>

## Business Centre Prices

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❖ Business centre prices are available on request

# Conference Venues

Seating style				
Theatre	Classroom	U-shape	Herringbone	Banquet

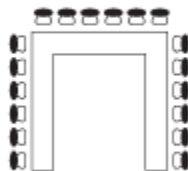
Venue

Conference 1	190	120	57	144	80
Conference 2	120	60	48	63	60
Conference 3	50	27	21	24	-
Conference 4	60	30	27	27	-
Conference 5	190	120	75	135	80
Boardroom	30	18	10	18	10
Banquet 2 (Conference 7)	450	280	156	234	300

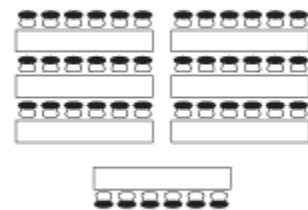
Theatre



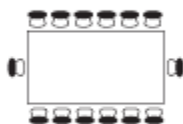
U-Shape



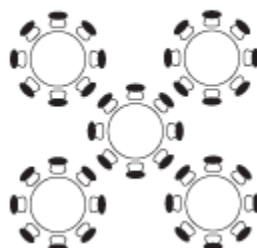
Classroom



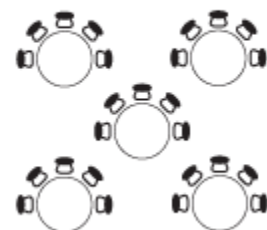
Boardroom



Banquet



Cabaret



## Bar Service

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- ❖ Standard Bar - Delegates to pay for own drinks.
- ❖ Master Account - Company to pay for all drinks.
- ❖ Diep in die Berg will be a cashless venue from 1 January 2015, We do accept debit and credit card payments on site. Please ensure that you inform your guests prior to your conference.

## Conference Times

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- ❖ 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 R550.00 per hour or part thereof.

## Payment Procedures

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- ❖ To confirm and secure your booking 50% deposit is payable immediately, alternatively a government purchase order needs to be provided.
- ❖ All outstanding payments to be settled a day before conference starts.
- ❖ Should an open bar limit be required, master account to be settled on departure.
- ❖ Diep in die Berg will be a cashless venue from 1 January 2018. Should you wish to pay cash you are welcome to deposit it into our bank account. Alternatively we do accept EFT, debit or credit card payments.

## Bank Details

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

## Cancellations

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Due to the limited booking space available and the extensive preparation for all Conferences and Accommodation, the following reasonable terms are applicable:

- ❖ 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
- ❖ Final numbers, within 10% variance of original numbers, need to be confirmed 3 working days prior to conference start / check in date of accommodation.
- ❖ If delegate's numbers are reduced by more than 10% of the signed agreement less than 7 working days prior to event above cancellation fees will apply.

Please note that rates are subject to change without prior notice. These rates are applicable from January '18 - December '18. Should you have any questions, do not hesitate to contact the writer.

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

Kind regards,  
**CHANTELLÉ MÜLLER PIETERSE**  
 Assistant General Manager  
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