

# Conference Rates 2018



Villa Bali Boutique Hotel offers conference facilities for small intimate meetings. Our venue is situated on the ground floor offering easy access. It creates the perfect venue for your off-site meetings, workshops and functions. Our administrative support staff is available to assist you in creating a package to fit your requirements.

## Conference Packages

*Rates Valid Until 28 February 2019*

FULL-DAY CONFERENCE PACKAGE	RATE
<b>Includes:</b> <ul style="list-style-type: none"><li>• Venue Hire &amp; Data Projector (VGA input only)</li><li>• Smalls (Pens, notepads, and flip chart with white board pens)</li><li>• 2x bottles mineral water and mints</li><li>• Arrival tea / coffee with muffins/pastries</li><li>• Mid-Morning tea / coffee with chef's choice snacks</li><li>• Lunch (Two course chef's choice with juice)</li><li>• Afternoon tea / coffee with home baked biscuits</li><li>• Wi-fi access</li></ul>	R 320.00 per person

HALF-DAY CONFERENCE PACKAGE	RATE
<b>Includes:</b> <ul style="list-style-type: none"><li>• Venue Hire &amp; Data Projector (VGA input only)</li><li>• Smalls (Pens, notepads, and flip chart with white board pens)</li><li>• 1x bottles mineral and mints</li><li>• Arrival tea / coffee with muffins</li><li>• Mid-Morning tea / coffee with chef's choice snacks</li><li>• Lunch (Two course chef's choice with juice)</li><li>• Wi-fi access</li></ul>	R 295.00 per person

*For 9 delegates or less, a minimum fee of R1000.00 will be charge PLUS the package price*



Conference and Events Pack: Edition 2018, Version 1

Tel. (051) 444 6606/15 ☐ [res@villabali.co.za](mailto:res@villabali.co.za)

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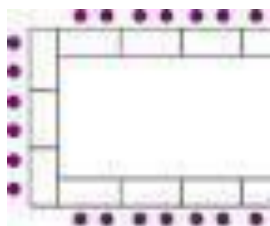
## Accommodation at Villa Bali Boutique Hotel

Single conference delegate	<b>Bed &amp; Breakfast</b>	<b>R1030.00</b>
Single conference delegate	<b>Dinner, Bed &amp; Breakfast</b>	<b>R1230.00</b>
Single conference delegate	<b>Bed &amp; Breakfast</b>	<b>R1330.00</b>
Single conference delegate	<b>Dinner, Bed &amp; Breakfast</b>	<b>R1730.00</b>

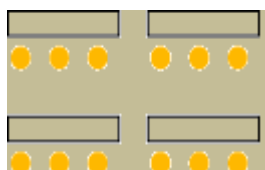


# Conference Lay-Out

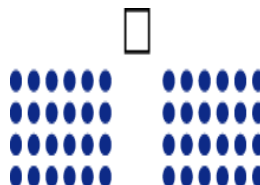
## SEATING CAPABILITY



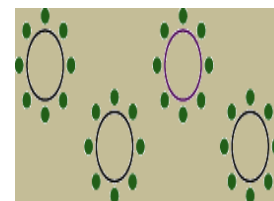
U-Shape  
16 Delegates



School Room  
30 Delegates



Cinema  
50 Delegates



Banquet  
32 Delegates

## ROOM DIMENTIONS

Length

8.4m

Width

7.1m

Height

3m

Area (m<sup>2</sup>)

40m<sup>2</sup>

## LIGHTING FACILITIES

Controls

Yes

Dimmers

Yes

Windows

Yes

Block-Out Blinds

Yes

## OTHER

### Power Sockets

6 Wall Double

### Door Height

2m

### Door width

1.2m

### Screen

1.8m

## FLOOR COVERING

### Floor Covering

Laminated Flooring

## PARKING RESTRICTIONS

Please note, Villa Bali Boutique Hotel offers limited on-site parking. Delegates attending evening functions, events or large conferences will be asked to park at alternative parking areas close to the Hotel as on-site parking is reserved for overnight accommodation guests.

## VENUE HIRE ONLY

The below rates are for the VENUE ONLY. These rates are subject to availability and change without prior notice.

Half day Conference (Weekdays & Weekends)	Full Day Conference (Weekdays & Weekends)
R1000	R1500.00

### HALF DAY SESSIONS (Set up time must be incorporated into sessions)

Session 1 Morning	Session 2 Afternoon	Session 3 EVENING
08H00 – 12H00	13h00 – 17H00	18H00 – 21H00

**FULL DAY SESSIONS** (Set up time must be incorporated into sessions)

**FULL DAY**

08H00 – 18H00

**Venue hire rate is inclusive of:**

- Standard Equipment: Screen, data projector (VGA only) and DVD player
- Room hire fee for the respective session.
- Secure FREE Internet access (Wi-Fi)

**Additional Extras excluded from the Venue Hire Rate**

- Flipchart and markers set at R160.00 each
- Notepads & Pens for delegates at R25.00 per person
- Bottled Conference still water (still) at R8.00 per bottle
- Jugs of fruit juice (Orange, Apple or Fruit cocktail) at R35.00 per jug
- Tea and coffee at R20 per person
- Tea, coffee and rusks or biscuits at R35 per person
- Tea, coffee and muffins at R45 per person
- Tea, coffee and Chefs choice sandwich platter at R55 per person
- Tea, coffee and Chefs choice snack platter at R80 per person
- PA system, microphone and sound cable available on request

## Terms & Conditions

These Terms and Conditions are applicable to all functions, meetings and conferences held at Villa Bali Boutique Hotel and are binding on the person or company making the booking (the Host) upon confirmation of the reservation by payment of the specified deposit.

1. All rates listed in this document are **inclusive of Value Added Tax**. Prices **do not include any commission** for agents or third parties making the booking.
2. Rates are valid until 28 February 2019 and subject to change without prior notification.
3. **Payments**
  - a. Your booking will only be confirmed once we received the signed contract and 50% deposit fee. Villa Bali Boutique Hotel will issue you a reservations number once the booking has been confirmed and a 50% deposit is paid within 4 (four) days of confirmation of the booking. We cannot hold dates as provisional bookings. Quotes are not a booking and no dates been provisionally booked. In the event of a second booking we reserve the right to confirm the first booking that complies with the confirmation requirements.
  - b. The balance of the payment must be received 14 days prior to the conference date.
  - c. There after all charges incurred during the function are to be settled in full on departure i.e. bar accounts, damages, incidentals or any other extra services not included in the package.
4. The final numbers of the guests attending the function, special menu requests and room allocations must be received a minimum of 5 (five) working days prior to the function. This number may not be reduced by more than 10% of the previously anticipated number. The amount payable by the customer shall be calculated on this final number, unless the number of guests attending is more than the final advised number.
5. The conference facility will be made available from 08h00 to 18h00 for full day conferences. A surcharge will apply should you require the conference venue for longer periods.
6. Villa Bali Boutique Hotel conference venue is situated close to the accommodation rooms and is bound by this to restrict matters such as excessive noise. Volume levels will be monitored and if management (in their absolute discretion) form the opinion that the music/noise is too loud, they reserve the right to either turn down the volume or put it off completely.
7. All damages to the venue, cutlery, crockery, linen and furniture will be charged directly to the client.
8. The hotel reserves the right to cancel any bookings forthwith and without liability on its part in the event of any damage or destruction of the allocated room / venue by fire or any other cause, any shortage of labour or food supplies, strikes, lockouts or industrial unrest, or any other cause beyond the control of the hotel, which shall prevent it from performing its obligations in connection with any booking. Subject to the circumstances, an asserted, but reasonable effort, will be made to persist with this booking.



**9. Cancellation Policy: All cancellations and amendments MUST be done in writing**

- a. In case of cancellation more than 2 months prior to the booking, a 100% refund will be made of monies received.
- b. In case of cancellation between 1 month and 2 months prior to the event / booking, an administrative fee for work/arrangements already made will be charged/retained from your deposit – R250-00.
- c. If we received any requests for any bookings on the same date of your booking, which were discarded as a result of your standing booking, an additional fee of R 500 – 00 will be charged/retained from your deposit.
- d. In case of cancellation between 2 weeks and 4 weeks prior to the scheduled booking, a 50% cancellation fee of your deposit/monies received will be retained from your deposit.
- e. In case of cancellation less than 2 weeks prior to the scheduled booking, a 100% cancellation fee of deposit/monies received will be retained from your deposit.

10. Villa Bali Boutique Hotel does not accept any liability for loss or damage to any item of property of guests howsoever such loss or damage may occur.

11. Villa Bali Boutique Hotel do not accept liability for injury to you or your guests on the premises due to negligence, over-indulgence or any other cause.

12. If, during the course of the function, Management of Villa Bali Boutique Hotel, (in their absolute discretion) form the opinion that a guest or guests have become intoxicated, the Hotel reserves the right to suspend service of alcohol to any such guest(s), and /or to require such guest(s) to leave the premises. If this occurs, the host will be informed immediately, and the host assistance is requested to ensure the minimum of disruption to host's function and to enjoyment of other guests.

**TERMS & CONDITIONS HEREBY ACCEPTED**

Date of Conference: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_



**We look forward welcoming you and  
your delegates to Villa Bali Boutique  
Hotel and assisting you with a  
successful conference!**

**To book, please call (051)444-6606/13**

**Or E-mail: [res@villabali.co.za](mailto:res@villabali.co.za)**