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EXCLUSIVE GUEST LODGE

CONFERENCE PACKAGE



Dear Guest,

Thank you for considering Casambo Exclusive Guest Lodge as the venue for your Conference, where Luxury has found a new home. Break away from the ordinary!

Casambo Exclusive Guest Lodge offers a very upmarket venue to host your conference:

- Conference Centre can seat up to 200, depending on seating arrangement
- Beautiful upmarket function venue that can seat up to 200 indoors & outdoors in Banquet style
- Casambo offers 11 beautifully decorated rooms, with all the comforts of home, accommodating a maximum of 35 guests
- The tranquil and relaxed ambience of Casambo Exclusive Guest Lodge mere minutes from White River & Nelspruit is the ideal setting where one can be creative, productive and inspired.
- But not just all work and no play! Teambuilding and a variety of activities can be arranged to add some spice & fun to the day!
- Our experienced conference coordinators and management team will ensure that your corporate event will suit your every need.

CONFERENCE RATES

FULL DAY CONFERENCE PACKAGE

R295 per person

08h00 -17h00

Arrival	Coffee, tea & snack
Mid-morning Break	Coffee, tea & snack
Lunch	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Afternoon Break	Coffee, tea & snack
Includes	Standard conference equipment (screen / flipchart / whiteboard & data projector, note pad & pens & waters) venue hire

HALF DAY CONFERENCE PACKAGE

R265 per person

08h00 -12h00

Arrival	Coffee, tea, juice & snack
Mid-morning Break	Coffee, tea & snack
Lunch	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
OR	

13h00 - 17h00

Arrival	Coffee, tea & snack
Lunch	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Afternoon Break	Coffee, tea & snack
Includes	Standard conference equipment (screen / flipchart / whiteboard & data projector, note pad & pens & waters) venue hire

HALF DAY CONFERENCE WITHOUT LUNCH

R200 per person

08h00 -12h00

Arrival	Coffee, tea & snack
Mid-morning Break	Coffee, tea
Includes	Standard conference equipment (screen / flipchart / whiteboard, data projector, note pads & pens & waters) venue hire

CONFERENCE RATES

24 HOUR CONFERENCE

R1 155 per person single

Mid Morning Break	Coffee, tea & snack
Lunch	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Afternoon Break	Coffee, tea & snack
Dinner	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Accommodation	Overnight accommodation including breakfast
Includes	Standard conference equipment (screen / flipchart / whiteboard & data projector, note pad & pens & waters venue hire

24 HOUR CONFERENCE

R970 per person sharing twin / double

Arrival	Coffee, tea, juice & snack
Mid Morning Break	Coffee, tea & snack
Lunch	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Afternoon Break	Coffee, tea & snack
Dinner	Chef's choice Menu – Buffet or Set Menu depending on number of guests in-house
Accommodation	Overnight accommodation including breakfast
Includes	Standard conference equipment (screen / flipchart / whiteboard & data projector, note pad & pens & waters venue hire

General

Clients may have access to the conference venue from 07h00 onwards.
Should the conference continue for longer than the time limit specified,
additional charges will apply, which will be R1 000.00 per hour or part thereof.
All drinks and service fees are not included in the prices quoted.

Dietary requirements

Should an outside caterer be used for specialised dietary requirements such as
Kosher or Halaal for a delegate(s), a surcharge will apply and the client will be
responsible for any additional costs involved.

Please speak to our coordinators regarding the options available.

Confirmation & Payment

- To confirm the reservation, the contract should be signed & received within the time specified on the contract.
- Confirmation of final number of delegates is required not later than 14 days prior to the date of conference.
- 50% deposit is required to confirm the reservation
- Balance of payment to be paid in full two weeks prior to the date of conference or as stipulated in the contract.
- All extras must be paid on departure, unless otherwise arranged with Management.
- Any requests or changes regarding the conference must be made in writing.
- No instructions, changes or cancellations will be taken telephonically.







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