



Conference Packages

2013 / 2014



Conference Options

From: 08h00 – 17h00 for only R300.00 per delegate per day.

08h00 – 13h00 for only R140.00 per delegate for half day.

Includes:

- Tea/coffee with rusks and muffins on arrival for delegates
- Mid-morning tea/coffee sandwiches (*other options available – please enquire*)
- Buffet lunch (served from 12h00 - 14h00)
- Mid-afternoon tea/coffee confectionary (*please feel free to request a specific confectionary*)
- Standard equipment
 - Combination white board / flipchart & pens
 - Fixed or free standing screens
 - Cordials, water jugs & mints on the tables
 - Pen & writing pad for each delegate

Conference Extras

The following conference extras are available at an additional cost:

- Breakaway venues: R 500.00 per breakaway per day
- PA system, data projector and other audio visual equipment available on request - please contact us in this regard
- We also cater for Halaal and vegetarian preferences (additional costs may apply)
- Tea /coffee on arrival can be replaced with a full English breakfast at R100.00 per person
- Dinner or lunch can be replaced with a gala dinner or braai at a surcharge



To confirm a conference booking

Please complete the conference booking form

Email the completed form to orders@rockatevents.co.za

Signature is required on our conference sheet, to confirm the information is correct

A 50% deposit is required to confirm the conference date, and full payment prior to the conference

Conference Compliances

The number of delegates must be confirmed as well as your break times two weeks in advance to avoid any misunderstanding during your conference.

Any extras that may occur during the conference period must be signed off by an authorised person and paid together with the final account that will be sent to your company.

Please note that all rooms are non-smoking as per management.

Bookings

For bookings please contact our function coordinators:

Tel: 071 170 2464 / 076 308 0290

Fax: 086 767 2571

Email: orders@rockatevents.co.za

mark@rockatevents.co.za

Rockat Catering and Events

Mark 071 170 2464 / 076 308 0290

Email: venue@rockatevents.co.za Website: www.rockatevents.co.za



Conference Booking Forms

Conference Date: _____

Company Date: _____

VAT No: _____

No of Delegates: _____

Conference Contact Person: _____

Cell: _____

Tel: _____

Fax: _____

Email: _____

Name of Facilitator: _____

Cell: _____

Tel: _____

Fax: _____

Email: _____

Account to be posted to: _____

Account contact person: _____

Tel: _____

Fax: _____

Email: _____

Welcome sign wording: _____

Package: _____

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Conference Programme:
Please attach if possible

Please specify times for serving the refreshments and extras

Programme		Time	Alternative Refreshments	
Tea / coffee risks and muffins on arrival		H		
Conference commences		H		
Mid-morning Refreshments - T/C Sandwiches		H		
Lunch		H		
Mid-afternoon Refreshments - T/C Confectionary		H		
Conference ends		H		
Std Equipment	Flip Chart and Pens			
Extra Equipment (at extra costs)	Data Projector Proxima (R800.00)	Basic PA System (R800.00)	LCD Screens	
	Laptops (700.00)			
Seating Style	Cinema	Schoolroom	U-shaped	
	Boardroom	Round Tables	Other	
Beverages	All drinks on account (pre-paid bar limit)		Only softdrinks for master account	
	Cash only / For individuals account		Other: Please specify	
Additional Details / Information				
Dietary Requirements				
Break Away Rooms Required (additional cost)				
Name and Title of Authorised Person to sign all slips and extras				

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