



VICTORIA & ALFRED
HOTEL

CONFERRING PACKAGE

Half day Conference package R320 per person per day

Full day package R350 per person per day

Includes:

- Selection of teas, filter coffee served with pastries & biscuits on arrival
- Mid-morning tea, filter coffee with fruit skewers with berry sauce
- 2 course set menu lunch in OYO Restaurant
- Mid-afternoon tea & coffee served with cakes & pastries

Optional extras:

- Fruit ice lollies at R35 p/person
- Ice cream with cones dips and sauces at R35 p/person
- Fruit / health bars at R24 p/person
- Iced fruits with wet scented cloths after lunch for summer

On the conference table:

- Smarties, jellybeans and mints
- Mint & lemon water
- Fresh juice on the tables to charge
- Pads and pens
- * Small fruit bowl
- Scented cloths on arrival or after lunch

Standard conference equipment includes:

- Flipchart
- Magnetic whiteboard
- Overhead projector
- Cordless radio microphone
- Laser pointer
- Automated screens
- Fixed microphone & lapel mike
- PA system
- CD & DVD player
- Podium
- Internet Access

Excludes:

- Data projector - R950 per day
- Laptop - R250 per day

Venue	Cinema	School Room	U - Shape	Boardroom	Cocktail	Banquet Including Buffet	Banquet excluding Buffet	Banquet + Dancefloor
Forum 1	40	24	16	14	50	30	40	-
Forum 2	20	24	16	14	30	20	30	-
Forum 3	40	24	16	20	50	30	40	-
Forum 1 & 2	70	50	30	-	80	50	64	40
Forum 2 & 3	70	50	-	-	80	64	72	40
Forum 1, 2, 3	100	60	-	-	120	80	100	60

