

# NEPTUNE

GUEST HOUSE · CONFERENCE CENTRE



## CONFERENCE PACKAGE

R195 per person per day | Plus R2500 venue hire

### CONFERENCE ROOM

#### Standard equipment includes:

Data Projector (DSTV & PC compatible) flipchart and screen, TV, VCR/DVD, printer, electrical connections, high quality audio system with Ipad and other data equipment connections and morning newspaper.

#### On Arrival

- Variety of teas with sliced lemon
- Filter coffee
- Fruit juice
- Selection of muffins with home-made jams and cheese
- Fruit Platter

#### Mid-morning Tea Break

- Variety of teas
- Filter coffee
- Fruit juice
- Fresh home-made cake
- Selection of biscuits and fresh fruit platter

#### Buffet Lunch

- 3 menu options from which to select by prior arrangement
- Afternoon tea break
- Variety of teas
- Filter coffee
- Biscuits

#### Please Note:

- Beverage during lunch are not included in the package and will be charged on consumption
- Final numbers are required 48 hours prior to a function – we will cater for that number and charge accordingly.
- All prices are excluding VAT and are subject to change without notice.
- Vegetarians can be catered for, please advise.
- Our kitchen is neither Kosher nor Halaal.

### LUNCH MENU OPTIONS

#### OPTION 1

- Mushroom or butternut soup starter with health bread
- Fish platter

#### Main

- Two roast meats and vegetables in season
- Roast potatoes
- Selection of salads

#### Desert

- Fresh Fruit Salad
- Ice Cream
- Chocolate sauce
- Trifle

#### OPTION 2

- Mushroom or butternut soup starter with health bread
- Fish platter

#### Main Course

- Beef and vegetarian lasagna
- Vegetables in season
- Salad selection
- Garlic bread

#### Desert

- Fresh Fruit Salad
- Ice Cream
- Chocolate sauce
- Trifle

#### OPTION 3

- Mushroom or butternut soup starter with health bread
- Fish platter

#### Main Course

- 3 cold meats: Country ham, roast beef and chicken drumsticks
- Potato salad
- Pasta salad
- 3 Bean salad
- Copper penny
- Coleslaw or Greek salad

#### Desert

- Fresh Fruit Salad
- Ice Cream
- Chocolate sauce
- Trifle

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### TERMS & CONDITIONS

- The prices exclude VAT of 14% and may be revised, should your expected numbers change.
- Prices quoted are valid for 30 days – R2500 per day plus R195 per person.
- Final numbers must be confirmed in writing, 48 hours before your function and will be charged accordingly.
- The client shall be responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
- All functions must terminate by 18h00 unless a later time is agreed upon in writing with the centre, at the time the booking is made. For functions that continue after these hours, a charge of R1000,00 per hour will be levied.
- We will hold your booking on a provisional basis, until a signed copy of this agreement is received along with the deposit. The booking shall be released should this not occur within 7 days of verbal confirmation.
- A deposit of 50% of the quotation is required to confirm the booking, together with a signed copy of this contract.

Our banking details are:

**Standard Bank**  
**Toshkry Family Circle**  
**Account type: Cheque**  
**Branch code: 05-00-21-00**  
**Account number: 081090641**

- Please fax us a copy of the deposit slip to +27 (0)43 726 9899
- In the event of the function being cancelled, a full refund will be granted, provided that written notification is received within 45 days of the function. Thereafter, any deposits will be forfeited and cancellation charges will be applied.
- The Neptune Conference Centre will not be held liable for any loss or damage resulting from the presence of our guests, or their respective properties on the premises. The client hereby indemnifies the Neptune Conference Centre against any claims that might be brought against it.
- Free parking is available on site on a 'first-come-first-served' basis and is not guaranteed when the Conference Centre is full.
- Company details below will be the final billing address and cannot be altered after the event.
- Please sign that you have read and accept the above terms and conditions and fax to Shirley Balshaw at +27 (0)43 726 9899

### PLEASE PRINT CLEARLY

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Full name of authorised contact person: \_\_\_\_\_ Order No: \_\_\_\_\_

Company name or department: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Tel: (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Date of function: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Menu option: \_\_\_\_\_

Expected start time: \_\_\_\_\_ Expected lunch time: \_\_\_\_\_ Expected closure time: \_\_\_\_\_

Signature of authorised contact person: \_\_\_\_\_ Vat Number: \_\_\_\_\_

Enquiries: Contact Shirley Balshaw on 083 590 6033 or 043 748 3938.

*We look forward to meeting you!*

377 Neptune Road, Sunrise-On-Sea, East London • Tel: 043 748 3938 • Fax: 043 726 9899 • Cell: 083 590 6033

Email: [neptuneconferencing@gtec.co.za](mailto:neptuneconferencing@gtec.co.za) • [www.neptuneguesthouse.co.za](http://www.neptuneguesthouse.co.za)

Registration number: 1992/028572/23 Vat No: 4250134352