



## *Corporate Meetings and Conferencing*

We at the Royal Hotel believe that a tranquil and relaxing environment manifest into a productive and successful conferencing experience. That is why we have created the following Corporate Meeting and Conferencing Packages to suite your needs.

### *Venue*

#### *The Conference Room*

Main conference room complete with outside bar and lounge area, bathrooms, good acoustics which does not require a microphone system and separate entrance ideal for private conferences or group meetings. From 25 to 100 people.

#### *The Meerhoff Room*

Ideal for corporate meetings up to 25 people in boardroom style seating. It is in close proximity to the hotel's lounge which is perfect for mid-meeting breaks and luncheons. Featuring a fireplace for winter and full air-conditioning for summer, this room is perfect for the annual board meeting or smaller corporate sessions.



## *Packages*

### *Half Day Conference (8:00 - 14:00)*

Includes one coffee/tea break, 2 course lunch before departure  
R395 p.p (min 10 pax)

### *Full Day Conference (8:00 - 17:00)*

Includes two coffee/tea breaks, 2 course lunch.  
R450 p.p (min 10 pax)

#### *Includes:*

- Full utilization of the chosen conference venue room
- Equipment include digital projector, projector screen, flipchart with markers, complimentary WIFI, pens and notepads, mineral water and mints
- Copying and faxing on request at a charge



## Terms & Conditions

- Final numbers must be confirmed in writing, 7 days before your function, and will be charged accordingly.
- Special dietary requirements to be confirmed 7 days prior to function.
- The client shall be responsible for any damage caused to the venue, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
- Full day functions must terminate by 17h00 unless a later time is agreed upon in writing with the hotel, at the time the booking is made. For functions that continue after these hours, a charge of R 500 per hour will be levied.
- A 10% service fee will be added to the final invoice.
- A 50% deposit of the pro-forma invoice will be required in order to confirm the booking.
- The balance of the account is required 7 days before the conference. Extras to be settled directly after the function unless otherwise agreed with by hotel management
- In the event that your function is cancelled, a full refund will be granted, provided the hotel receives written notification 30 days your function. Thereafter any deposits will be subject to cancellation charges (30 to 21 days prior - 50% of total bill to be settled; within 21 to 7 days prior – 75% of total bill to be settled; within 7 days prior – 100% of total bill to be settled)
- The Royal Hotel does not take any responsibility for loss or damage to any property of the clients and their guests

### Rates Quoted are:

- Net and non-commissionable
- Quoted in South African Rand (ZAR)
- Subject to change without prior notice
- Inclusive of 14% VAT

For more information please contact

**The Royal Hotel** on 022 448 1378 or email us at [info@royalinriebeek.com](mailto:info@royalinriebeek.com) .

You can also visit our website at [www.royalinriebeek.com](http://www.royalinriebeek.com).