BOARDROOM INFORMATION - Quote request form

Please complete the following information form. We need this information to give you an accurate quote for a successful function. Please send your form to info@purecafe.co.za or contact us 063 350 3552

			Rate
Quick Meeting	2 hours	Per person	**R220.00 + Lunch option** *(optional)*
Half Day Conference	4 hours max	Per person	**R340.00 + Lunch option** *(optional)*
Full Day Conference	4-8 hours max	Per person	**R450.00 + Lunch option** *(optional)*

Standard Conference Equipment
- Data projector with HDMI and VGA connections
- Data projector screen
- 1x 3m Lead, 1x 5m Lead, 1x Multi Plug
- Boardroom table with chairs
- Air-conditioned room

All other specialized or additional equipment required must be arranged by the client

Use of projector
Unfortunately, we are **not** equipped to offer any IT assistance with your PC/Mac connections to the projector. Please note it is your own responsibility to come and test your computer on the projector well in advance of your presentation. If it is not possible to test the presenter's laptop rather have the presentation copied to a laptop that is tested. Please arrange with management a time slot to come and test it well in advance.

Wi-Fi
- ***Connect to UP Wi-Fi:*** Please arrange in advance your guest's Wi-Fi connections to the UP-Guest Wi-Fi network and the procedures regarding how to set it up.

Package Breakdown 2026

1) **Quick meeting package includes (2 hours max)**
   - Arrival refreshments: tea, filter coffee, bottled water with rusks/biscuits
   - Use of standard conference equipment
   - Cutlery, crockery, setup, service and cleaning

   Lunch option is optional. All other/extra food or beverages required will be charged accordingly. Please make your selection below.

2) Half Day Conference package includes (4 hours max)

- Arrival refreshments: tea,filter coffee, bottled water, rusk/biscuits
- Mid-morning or afternoon refreshment break: tea, filter coffee, sweet/savory treat and fresh fruit skewer
- Use of standard conference equipment
- Cutlery, crockery, setup and cleaning

Lunch option is optional. All other/extra food or beverages required will be charged accordingly. Please make your selection below.

3) Full Day Conference package includes (8 hours max)

- Arrival refreshments: tea, filter coffee, bottled water, rusks/biscuits
- Mid-morning break: tea, filter coffee, savory treat and fresh fruit skewer
- Afternoon refreshments break: tea, filter coffee and sweet treat
- Use of standard conference equipment
- Cutlery, crockery, setup and cleaning

Lunch option is optional. All other/extra food or beverages required will be charged accordingly. Please make your selection below.

This form can be e-mailed to info@purecafe.co.za

Please don't hesitate to contact us with any questions 063 350 3552

Kind Regards

Pure Café Team

Quote Request Form - Boardroom 2 & 3

Please complete the following information form. We need this information to give you an accurate quote for a successful function/conference. Please send your form to info@purecafe.co.za or contact us 063 350 3553

Function Name						
Department						
Venues available. Please mark with X from the following list.	**Boardroom 2** *2nd floor, 16 delegates**		**Boardroom 3** *2nd floor, 16 delegates **			
Person responsible for function:			Cell nr			
E-mail:			Landline			
Date of function:	/ /		Number of people attending			
Starting time of function	Start time		Quick meeting (2 hours max)		Full day session	
	End time		Half-day session		Add lunch	

PLEASE NOTE: R500 per hour will be charged to the final bill, if the time exceeds the 'end' time as stipulated above

Will you make use of the data projector?	YES		NO		VGA connection		HDMI connection	

		Menu 1: Quiche option – R98.00 **per delegate + Conference tariff**	
What time do you want your lunch served? ___h___			Vegetable quiche (12 cm) served with seasonal salad
			Meat quiche (12 cm) served with seasonal salad
Lunch menu: Please choose ONE of the menus on the right. Make your selection with X and quantities required.		**Menu 2: Light meal –** R165.00 **per delegate + Conference tariff**	
			Homemade beef lasagna 250 g served with seasonal salad
			Roasted chicken, leek and mushroom pie 250 g served with seasonal salad
			Butternut and spinach lasagna 250 g served with seasonal salad
		Menu 3: Harvest table (quote will be provided – min 12 people) + Conference tariff	
			Variety of meat and vegetarian options served buffet style
		Menu 4: Breakfast Platter or Lunch Platters (quote will be provided) + Conference tariff	
			4 x Meat canapés, 2 x Vegetarian canapés, 2x sweet canapés
		Menu 5: Wrap and sandwich Platter – R110.00 **per delegate + Conference tariff**	

	Variety of meat and vegetarian sandwiches or wraps (3 units per person)	
Please state any special dietary requirements (allergies, vegetarian, vegan, gluten intolerant, etc.)	*Please note that we are not a Kosher/Halal kitchen, can only serve vegetarian food as an option*	
Any other special instructions		