

Day Conference Packages 2018

			Rate
Quick Meeting	2 hours	Per person	R90.00 + Lunch option (optional)
Half Day Conference	07:30 - 11:00	Per person	R150.00 + Lunch option (optional)
	12:00 - 16:30	Per person	R150.00 + Lunch option (optional)
Full Day Conference	07:30 - 16:30	Per person	R220 + Lunch option

Standard Conference Equipment

- Data projector with HDMI and VGA connections
- Data projector screen
- 1x 3m Lead, 1x 5m Lead, 1x Multi Plug (**Any extra leads and plugs need to be organised by yourself**)
- Boardroom table with chairs
- Air-conditioned room

All other specialised or additional equipment required, will be charged accordingly.

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. If you need some assistance from the IT department, it is best to contact them in advances at 012 420 3051.

Wi-Fi

Choose one of the following options:

- **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.
- **Pure Café** is able to connect you to our capped router at an additional fee. Please note that this amount will not be measured and will be at the discretion of the client to monitor how much he/she used and pay for. We offer affordable connection fees: 1 GB = R20 | 2 GB = R30 | 5 GB = R80

Package Breakdown 2018

1) Quick meeting package includes (2 hours max)

- Arrival refreshments: tea, filter coffee, bottled water and muffin
- 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

- Arrival refreshments: tea, filter coffee, bottled water and muffin
- Mid-morning/Afternoon refreshment break: tea, filter coffee, sweet/savoury treat and fresh fruit skewer
- 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.



Old Club Hall, University of Pretoria, Hatfield Campus

PO Box 35554, Menlo park, 0102

t » 010 021 0281 f » 0866 381 228

info@purecafe.co.za » www.purecafe.co.za

3) Full Day Conference package includes

- Arrival refreshments: tea, filter coffee, bottled water and muffin
- Mid-morning/Afternoon refreshment break: tea, filter coffee, sweet/savoury treat and fresh fruit skewer
- Light lunch (***lunch menu below to choose from at additional cost***)
- Afternoon refreshments break: tea, filter coffee and sweet treat
- Use of standard conference equipment
- Cutlery, crockery, setup, service and cleaning

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

This form can be faxed to 0866 381 228 or e-mailed to info@purecafe.co.za

Please don't hesitate to contact us with any questions 010 021 0281

Kind regards
Adri van Heerden

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 010 021 0281.

Function Name									
Department									
Venues available. Please mark with X from the following list.		Boardroom 2 <i>2nd floor, 16 delegates*</i>		Boardroom 3 <i>2nd floor, 16 delegates *</i>					
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 <input type="checkbox"/> NO <input type="checkbox"/>		VGA connection		HDMI connection			
Will you be using our WIFI?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Amount of data		1 GB <input type="checkbox"/> 2 GB <input type="checkbox"/> 5 GB <input type="checkbox"/>			
Menu 1: Quiche option – R75.00 per delegate + Full day 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							
Menu 2: Light meal – R95.00 per delegate + Full day tariff									
Lunch menu: Please choose ONE of the menus on the right. Make your selection with X and quantities required.		Homemade beef lasagne 250 g served with seasonal salad							
		Roasted chicken, leek and mushroom pie 250 g served with seasonal salad							
		Butternut and spinach lasagne 250 g served with seasonal salad							
		Menu 3: Harvest table (quote will be provided – min 12 people)							
		Variety of meat and vegetarian options served buffet style							
Menu 4: Breakfast Platter or Lunch Platters (quote will be provided)									
3 x Meat canapés, 2 x Vegetarian canapés									
Menu 5: Wrap and sandwich Platter – R70.00 per delegate + Full day tariff									
Variety of meat and vegetarian sandwiches or wraps									
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									