



Dear Client

Thank you for your interest in the Meeting Room on Under Oaks. Situated in the Manor House on one of the valleys oldest farms Under Oaks Meeting Room offers a peaceful surrounding for a break away meeting, team-building session or small conference.

Our venue seats up to 20 delegates spaciouly and the furniture can be arranged according to your requirements.

CONFERENCE PACKAGES – (as from 1 January 2018)

1. **Half day conference (5 Hours)** **R325,00 per delegate**

This includes:

Coffee and tea on arrival served with rusks
Mid-morning tea with light snack
Bottled water
Mints
2 course conference lunch with soft drink

2. **Full day conference** **R450,00 per delegate**

This includes:

Coffee and tea on arrival served with rusks
Mid-morning tea with light snack
Bottled water
Mints
2 course conference lunch with soft drink
Mid-afternoon tea with light snack

3. **Half day conferences (5 Hours)** **R275,00 per delegate**
(Lunch is not included / Lunch at Under Oaks Pizzeria for own account)

This includes:

Coffee and tea on arrival served with rusks
Mid-morning tea with light snack
Bottled water
Mints

4. **Full day conference** **R400,00 per delegate**
(Lunch is not included / Lunch at Under Oaks Pizzeria for own account)

This includes:

Coffee and tea on arrival served with rusks

Mid-morning tea with light snack

Bottled water

Mints

Mid-afternoon tea with light snack

Should you require a full breakfast for delegates before the start of your meeting this can be served at an additional cost of R150,00 per delegate

Payment terms: We require full payment to secure your booking. Any incidentals incurred during the conference may be settled afterwards.

Kindly contact us if you would like a site inspection or if you have any further queries.

We look forward to welcoming you to Under Oaks

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