



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.

The quoted prices below include venue hire and equipment (Data Projector and flip chart with color pens) There is however a minimum spend of R2750.00 per day. We do have wi-fi.

CONFERENCE PACKAGES – (as from 1 January 2024)

1. **Half day conference** **R565,00 per delegate**
(5 Hours 8:00 – 13:00 OR 12:00 – 17:00 including lunch)

This includes:

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

2. **Full day conference** **R700,00 per delegate**
(8 hours 8:00 – 17:00 including lunch)

This includes:

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

3. **Half day conferences** **R465,00 per delegate**
(5 hours 8:00 – 13:00)

(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

Water

Mints

4. **Full day conference (8 hours)** **R600,00 per delegate**
(8 hours 8:00 – 17:00 including lunch)

(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

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 R185,00 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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Please note:

* Please indicate any dietary requirements. Some dietary requirements may have additional charges.

* Lunch-time juice is included. Other beverages excluded.

RISK, LOSS AND DAMAGES

- Under Oaks shall not be held liable for interruptions of services beyond our control (i.e. Eskom power cuts) We do have an Inverter System for lights, wi-fi and the projector. The air-conditioning will however not be functional during load-shedding.
- All precaution will be taken to ensure safeguarding of your belongings. We will not be liable for loss or damage to any property whatsoever. All personal and valuable property must be removed during or directly after the function.
- The venue is a NON SMOKING venue. Guests who wish to smoke may do so in the designated smoking areas