




# THE COLLECTION

## CONFERENCE VENUE



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## Theatre of Brainstorming



The following standard equipment and services are available for full and half day Conferencing Packages: Data projector and screen, Amplification, Flip chart, Notepads and pens, Mints and water on the Tables, White board and markers, Tea and coffee, Staggered snacks, Lunch

Any special requirements will be arranged upon request  
Team-building programmes are also available



**CONFERENCE VENUE RATES AND CAPACITY**

**What is included in the conference rates:**

Data projector (The Orchid Room only), Screen, Amplification, Flip chart, Notepads and pens, water and mints, White board and markers, Tea and coffee, Staggered snacks, Lunch, all staff

**THE ORCHID ROOM**

CAPACITY 50-300 DELEGATES

**RATES:**

Standard – R195 per delegate

Platinum – R235 per delegate

**THE JASMINE ROOM and THE CHAPEL**

CAPACITY 25-150 DELEGATES

**RATES:**

Standard – R155 per delegate

Platinum – R195 per delegate

**GUESTHOUSE LOUNGE**

CAPACITY 10-25 DELEGATES

**RATES:**

Standard – R155 per delegate

Platinum – R195 per delegate

**Note: Half-day conferences without lunch are less R45.00 off the above prices and half day conferences with lunch are less R25.00**

**Team-Building sessions will be quoted for on request**



## Room Capacities

	ORCHID ROOM	JASMINE	CHAPEL	GUESTHOUSE
School Room Style:	120	72	54	25
Cinema Style:	300	200	150	25
U-shape Style	80	40	35	25

## Payment Terms

A 50% deposit is required on confirmation of the conference venue

Balance of money owing is due 48 hours prior to commencement of conference.

Deposits will only be refunded in full if 7 working days notice of cancellation is advised.

25% of the 50% deposit will be refunded with a 2-5 day cancellation notice period.

Conferences may be deferred with a 14 day notice period and deposits will be kept in lieu of the new date set.

Numbers confirmed 48 hours prior to commencement of the conference will be billed for regardless of the turnout number.

## Bar

A cash bar is available on request (Company's must approve the serving of liquor to their staff)

Should the company wish to have an open bar, the reserve amount is to be advised and paid in full prior to commencement of the conference and balances owing to be advised and paid for within 24 hours of conference completion date.

Barmen will be charged for at an additional rate of R310 per day.

Complimentary juice, water and tea is provided throughout the day.

## Deliveries

Any equipment or stock required for the conference can be delivered to:

The Collection Venue

5 Boendoe Road, off Garsfontein Drive

Garsfontein

Pretoria East

GPS : S25°49,630' E28°19,140'

Directions and Map can be found on [www.thecollection.co.za](http://www.thecollection.co.za)

Deliveries may only take place between 08h00 and 16h00.

## Weather:

Unfortunately we take no responsibility for outdoor functions and the client remains responsible for any extra costs that may result from a change in the weather that may affect the arrangements for the function.

## Photographs:

The Collection Bali reserves the right to publish all photographs taken on the premises.

## Disclaimer:

The owners, management and staff of The Collection do not accept any liability, of whatsoever nature, for any loss, damage or injury suffered by or to any person or property whilst on the premises, notwithstanding that such loss, damage or injury may have been caused as a direct result of the negligence of the owners of The Collection Bali or any of their employees.

## Terms and Conditions

Terms and Conditions of The Collection can be viewed on [www.thecollection.co.za](http://www.thecollection.co.za). Hard copies are available on request. By honouring the invoice, the Terms and Conditions of The Collection are thereby entered into by both parties.

## Accommodation:

Accommodation is available at the venue at The Collection Bali Guesthouse at R320 per person sharing (double beds only) and R350 for a single person (bed only). Accommodation can also be arranged at other guesthouses in the area and group meals can be booked accordingly.

## What next:

The Venue may be viewed by appointment at the following times:  
Monday to Friday: 08h00 - 16h30 and on Saturday's by special arrangement.

## Directions

The Collection Venue  
5 Boendoe Road, off Garsfontein Drive  
Garsfontein  
Pretoria East  
GPS : S25°49,630' E28°19,140'  
Directions and Map can be found on [www.thecollection.co.za](http://www.thecollection.co.za)

The Collection  
Tel: 012 993 3638  
Web: [www.thecollection.co.za](http://www.thecollection.co.za)