

BOTSWANACRAFT BUFFET BREAKFAST/LUNCH/DINNER ENQUIRY FORM

Application to Botswanacraft Marketing for use of the Courtyard/Mogopong.
Please complete and hand-deliver, fax 3922689 or email to events@botswanacraft.com
We will provide you with a quote ASAP.

Event Manager: _____

Company: _____

Email: _____

Contact Number: _____

Date(s) & Times Required: _____

Number of Delegates: _____

In order to prepare your quotation, please indicate (circle) your choices:

Menu: _____ Breakfast _____ Lunch _____ Dinner _____

Bar Limit: _____ Cash Bar _____ Bar Limit: _____ Amount BWP _____

Sound: _____ Live Band _____ PA System + DJ _____ Background Music _____

Stage: _____ Required _____ Not Required _____

Special requirements: _____

Please note:

- We can only confirm availability on receipt of purchase order or full payment (companies/clients without credit facilities with Botswanacraft Marketing).
- All cancellations within 7 days of the event must be paid for in full.
- We kindly request for your conference to start at 9am.
- For guests with dietary requirements, please inform the reservation officer or manager at the time of booking.
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