

## 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.bw](mailto:events@botswanacraft.bw)  
We will provide you with a quote ASAP.

**Event Manager:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date & 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 P \_\_\_\_\_

**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.