

BOTSWANACRAFT CONFERENCE ENQUIRY FORM

Please complete and hand-deliver, fax 3922689 or email to events@botswanacraft.com
We will provide you with a quote as soon as possible.
NB all listed prices exclude VAT.

Event Manager: _____

Company: _____

Email: _____

Contact Number: _____

Date & Times Required: _____

Number of Delegates: _____

In order to prepare your quotation, please mark desired conference options:

✓	CONFERENCE OPTIONS	COST pp
	Arrival Tea - includes tea, coffee & juice	P25
	Full Breakfast	P120
	Morning Tea - includes tea, coffee, juice & sandwiches	P50
	Lunch – 3 Options, all include water or soft drink	P220/280/350
	Afternoon Tea - includes tea, coffee, juice & sandwiches	P50
	P-A System	P3,500
	Projector	P750
	Note Pad & Pen	P25
	Bottled water	P15

NOTES:

- Botswanacraft opens at 8am (Monday to Saturday); Conferences start from 8.30am
- Venue fee of P1,000 is charged for all conferences with less than 15 participants or if lunch is not required.
- Arrival Tea – includes tea, coffee & juice
- Morning/Afternoon Tea - includes tea, coffee, juice & sandwiches
- Breakfast – includes full breakfast and tea or coffee
- Venue fits up to 100 people with cinema style seating
- Venue fits up to 60 people with exam style tables and seating
- Quotation valid for 30 days.
- We can only confirm availability on receipt of purchase order or full payment for companies/clients without credit facilities with Botswanacraft Marketing.
- All cancellation within 7 days of the event must be paid for in full.
- For guests with dietary requirements, please inform the reservation officer or manager at the time of booking.
- No take-always allowed from buffet