

## BOTSWANACRAFT CONFERENCE 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 mark desired conference options:

✓	CONFERENCE OPTIONS
	Arrival Tea - includes tea, coffee & juice
	Full Breakfast
	Morning Tea - includes tea, coffee, juice & sandwiches
	Lunch
	Afternoon Tea - includes tea, coffee, juice & sandwiches
	P-A System
	Projector
	Note Pad & Pen
	Water Bottles

**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.