

CONFERENCE PACKAGES 2017

# PRIVATE, PERSONAL, PROFESSIONAL



*Misty Blue*  
GROUP

anda<sup>®</sup> |



THE SQUARE  
BOUTIQUE HOTEL & SPA

250 Umhlanga Rocks Drive, Umhlanga | 031 566 1814  
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THE SQUARE  
BOUTIQUE HOTEL & SPA

## LUXURY AND *Sophistication* FOR BUSINESSES

Settled atop of Umhlanga Ridge and boasting spectacular views over Umhlanga Rocks and the Indian Ocean, The Square Boutique Hotel & Spa offers sophisticated businesses a professional atmosphere for conferencing and accommodation.

Our state-of-the-art and highly functional conference venues offer businesses a refined and professional environment to host a conference which can vary in size from ten to five hundred delegates. We also have 50 stylish rooms fitted with a selection of in-room facilities to keep even the most discerning business travellers comfortable and entertained.

Tailored to corporates and professionals, The Square is the epitome of comfort and luxury which will cast a respectable reflection on your business.







THE SQUARE  
BOUTIQUE HOTEL & SPA

## FULL DAY AND HALF DAY CONFERENCE PACKAGES ARE AVAILABLE.

*Half Day Conference Package includes:  
R300 per delegate*

**Conference venue from 08h00 - 12h00 (for a morning half day conference) OR 13h00 - 17h00 (for an afternoon half day conference)**

Tea and coffee on arrival

Mid morning tea time snacks or mid afternoon tea time snacks

Buffet conference luncheon

1 Flipchart

Notepads, pens and sweets

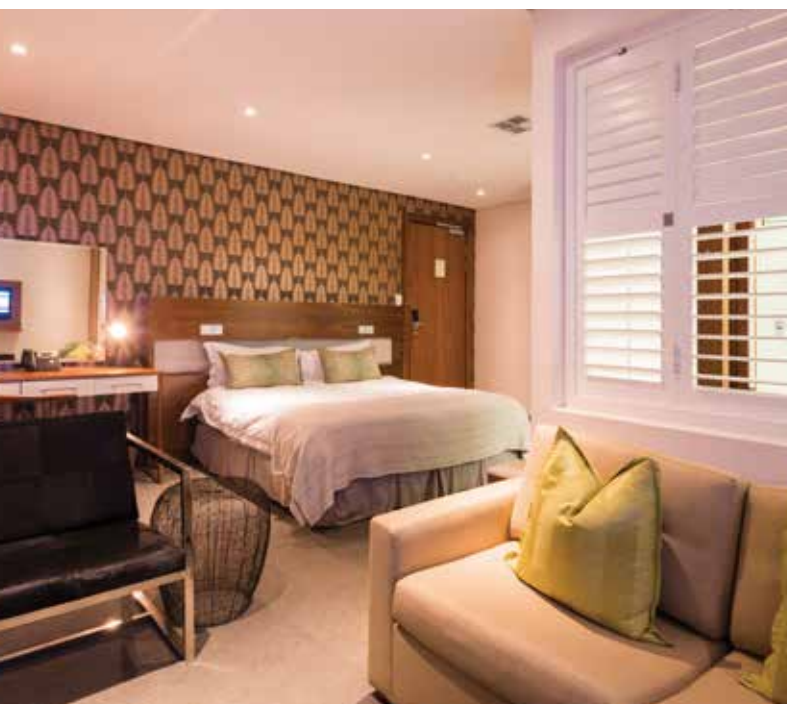
Standard conference equipment: screen, data projector and flipchart & pens

Staffing

14% VAT

Parking

**Please note: 2 snacks per person will be catered for. Additional snacks can be requested for at additional charge.**





**THE SQUARE**  
BOUTIQUE HOTEL & SPA

*Full Day Conference Package includes:  
R330 per delegate*

**Conference venue from 08h00 - 17h00**

Tea and coffee on arrival

Mid morning tea time snacks

Buffet conference luncheon

1 Flipchart

Notepads, pens and sweets

Standard conference equipment: screen,  
data projector and flipchart & pens

Staffing

14% VAT

Parking

Mid afternoon tea time snacks



VENUE	BOARDROOM	CINEMA	U SHAPED	BANQUET	SCHOOL ROOM
THE MEMPHIS BELL ROOM	80	600	80	500	200
THE HERCULES ROOM	20	100	40	80	50
THE VOYAGER ROOM	20	60	25	60	40

Please note: 2 snacks per person will be catered for. Additional snacks can be requested for an additional charge.

# CONFERENCE, EVENTS AND OTHER FUNCTIONS

## TERMS & CONDITIONS

Please note that this contract shall apply to all conferences booked at The Square Boutique Hotel & Spa and shall be binding upon the client and its delegates. The client shall be responsible for ensuring that its delegates are advised of and adhere to these terms and conditions.

### CONFIRMATION

50% deposit, a signed and completed copy of the terms and conditions and the conference checklist is required in order to secure the conference reservation.

Full pre-payment with the final number of delegates and meal/conference requirements is required to be confirmed by no later than seven (7) days prior to the conference date or full cancellation fee will apply.

To ensure the efficient running of the conference we require the completed copy of the conference checklist.

### CANCELLATION POLICY

The initial confirmation deposit for the venue hire is non-refundable.

If the event is cancelled up until 6(six) months prior to the event, a 25% cancellation fee of the total event account will be charged.

If the event is cancelled 6(six) to 3(three) months prior to the event, a 50% cancellation fee of the total event account will be charged.

If the event is cancelled less than 3(three) months prior to the event, a 100% cancellation fee of the total event account will be charged.

Refunds can take up to 30 days to process.

### FINAL ACCOUNT SETTLEMENTS

The Square Boutique Hotel & Spa will not allow any bill back arrangements and will therefore require the final account to be settled on departure.

### INDEMNITY

The Square Boutique Hotel & Spa and or any of its employees do not accept any responsibility for any loss or damage sustained by the client; incurred whilst on the The Square Boutique Hotel & Spa premises.

All damage to the conference venue, cutlery, crockery, linen, furniture, and other property of The Square Boutique Hotel & Spa will be charged directly to the client.

The Square Boutique Hotel & Spa reserves the right to change the specific function room allocated to the conference without prior notification, should the number of delegates change from that specified in the quotation. (E.g. 80 to 120 Guests)

The client acknowledges that they are responsible for the full payment of the conference at The Square Boutique Hotel & Spa, notwithstanding the involvement of or payment to any conference organiser or agent.

Please note that check-in time is at 14H00 and check-out time is at 10H00

Should the client use The Square Boutique Hotel & Spa technical equipment, a Technician shall be charged to the Client at a cost of R1500.00

### **FOOD AND BEVERAGE SERVICE**

The Square Boutique Hotel & Spa Operates with a full on-consumption liquor licence and guests are not permitted to bring their own alcoholic or non-alcoholic beverages onto the property.

The client will be responsible for the payment of all beverages ordered by delegates on a non-cash basis unless otherwise stipulated.

The Square Boutique Hotel & Spa reserves the right to increase food and beverage prices without prior notification.

Kindly note that an additional R360 per person will be added for Halaal and Kosher meals.

The function co-ordinator reserves the right to stop music after 23H00 as other guests need to be taken into consideration.

Corkage is R120.00 per bottle of wine and sparkling wine only.

For functions, a 10% surcharge will be added to the final bill.

### **RATES QUOTED**

The rates quoted are only applicable to the services specified in the quotation.

The total conference charge will be subject to change based on any additional requirements of the client as may be identified in the confirmation schedule.

All rates include a 14% VAT but exclude staff gratuity, which will be subject to the clients' discretion.

All extras such as additional projectors, extra flipcharts, sound systems, microphones will be charged for accordingly.

### **SETUP DAY**

Full venue hire to be paid for the setup day.

### **DAY FUNCTIONS AND EVENTS**

The venue is available from 08H00 to 17H00. Should longer hours be required a surcharge of R2500 per hour will be levied and only if the venue is available.

### **EVENING FUNCTIONS AND EVENTS**

The venue is available from 18H30 to 24H00; should longer hours be required, a surcharge of R2500, per hour will be levied and NO loud music will be permitted after 24H00.



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