



## Conference and Function Centre

### An Uplifting Experience

**Thank you** for your interest in L'Aquila Function, Conference and Hydro Spa facilities. We are situated East of Pretoria *easy accessible* from Johannesburg, Pretoria and Bronkhorstspuit (7 km East of Hans Strijdom Drive, close to the N4 highway).

We can make your Company's next corporate event both professional and enjoyable by providing a level of service to match your meeting needs. L'Aquila has established a reputation for *quality* which we look forward to showing you is well deserved.

Our facility includes a well equipped *Function Hall, Conference Room, Hydro and Day Spa*. The premises are surrounded by panoramic gardens with beautiful trees assuring the escape from the usual office environment. At L'Aquila, business and pleasure can be successfully combined in a setting of natural beauty.

L'Aquila is *suitable for yearend functions, conferences, company seminars, meetings, team building, brain storming* and much more. The *multipurpose* venue is ideal for both *small* functions and *larger* functions hosting up to 300 guests. We offer *safe and secure* parking which is ideal for hosting your *professional and successful* function.

Our team focuses on *excellent planning, personal attention* and the **highest level of professionalism**. Qualified staff will ensure your event is a success.

It is a *great privilege* to welcome you to L'Aquila.

Kind Regards,

L'Aquila Team

4 STAR RATING  
BEE LEVEL 4 VERIFICATION

**Conference Rates**

**FULL DAY CONFERENCE**

R340.00 per person

Including:

- Arrival Tea and Coffee with a Selection of Scones and Muffins (Various Options)
- Mid Morning Tea and Coffee with a Selection of Sandwiches (Various Options)
- Buffet lunch with Juice on the Tables (*Various Options*)
- Mid-afternoon Tea and Coffee with Sweet Treats (Various Options)
- Standard Furniture and Equipment – screen/ flip chart/
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and Mints
  - Halaal / Kosher (Include a R10-00 add on)

**HALFDAY CONFERENCE**

R290-00 per person

Including:

- Arrival Tea and Coffee with a Selection of Scones and Muffins
- Mid Morning Tea and Coffee with a Selection of Sandwiches (*Options available on Request*)
- Buffet lunch with Juice on the Tables (*Options available on Request*)
- Standard Furniture and Equipment – screen/ flip chart/
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and Mints
  - Halaal / Kosher (Include a R10-00 add on)

**HALFDAY CONFERENCE (No Lunch)**

R200-00 per person

Including:

- Arrival Tea and Coffee with a Selection of Scones and Muffins
- Mid Morning Tea and Coffee with a Selection of Sandwiches (*Options available on Request*)
- Standard Furniture and Equipment – screen/ flip chart/
- 5 A4 sheets of paper and 1 pen per delegate
- Ice water and Mints
  - Halaal / Kosher (Include a R10-00 add on)

## PRESENTATION

R120-00 per person

Including:

- Venue usage for a maximum of 2 hours

Additional charge for equipment and catering according to requirements

## SPECIAL FUNCTION RATES

Including:

R330 per person

- Venue Hire
- Three-course meal selected from a large variety
- One waiter per twenty guests
- Cash bar service
- Standard Cutlery
- White or cream table cloths
- White or cream fabric napkins
- Standard L'Aquila table décor
- Manager and Coordinator on duty
- One jug of juice on tables
- Coffee and Tea station

## BUSINESS CENTRE PRICES

○ A4 writing sheets per page	R 1-50
○ Printing and photocopy per page	R 1-80
○ Incoming fax per page	R 4-00
○ Local outgoing fax per page	R14-50
○ International outgoing fax per page	R20-00
○ Phone call per minute Local or Cellular	R 3-00
○ Phone call per minute International	R15-00
○ Rental of Photostat Machine Per Day	R250.00

## ADDITIONAL EQUIPMENT

The following equipment can be supplied at an additional cost and must be arranged **prior** to conferencing date

**Playback machines** VHS Machine

R290-00

DVD Player		R400-00
TV		R440-00
<b>Projectors</b>	Data Projector	R1250-00
<b>PA System</b>	PA System (100-200 pax)	R1200-00
<b>Microphones</b>	Roving & Lapel & Microphone	R530-00
<b>Additional Boards</b>	Flip Chart or White Board	R235-00
Flip Chart & paper		R280-00
Flip Chart Paper Only		R 70-00
<b>Other</b>		
Technician		<i>On Request</i>

#### **BAR SERVICES**

- Cash Bar – Delegates to pay for own drinks
- Master Account – Company to pay for all drinks

#### **CONFERENCE TIMES**

- Standard Full Day Conference Times are from 08h00 to 17h00
- 30 minutes extensions in the morning (strictly by prior arrangement) or afternoon will be allowed at no extra charge.
- Additional time will be charged at R500-00 per hour or part thereof

#### **PAYMENT PROCEDURES**

- To Confirm and secure your booking a **50%** deposit is payable
- All outstanding payments to be settled 5 days prior to the Conference Date
- Any extras or Master Account to be settled on Departure

#### **CANCELLATION**

A cancellation / postponement fee will be charged in the event of cancellation of a conference as follows:

- ❖ 25% for notice less than 30 days
- ❖ 50% for notice less than 14 days
- ❖ 75% for notice less than 7 days
- ❖ 100% for notice less than 2 days

*Please note* that rates that are market related are subject to change without prior notice. These rates are applicable from January 2010 to December 2010.

Bookings will only be confirmed by completing and signing the conference confirmation form and paying the Deposit. Should you have any questions, do not hesitate to contact Charmaine and please book early to avoid disappointment.

**ACCOMMODATION:**

- On Request

**MOTIVATIONAL SPEAKERS**

- On Request

**TEAMBUILDING ACTIVITIES**

- On Request

**EXTRAS**

- On Request