

## CONFERENCE INFORMATION 2010

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## INTRODUCTION

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Conveniently situated in the northern suburbs of Cape Town Latitude Varsity provides an up market, trendy atmosphere with breathtaking views of Table Mountain and Table Bay, just minutes away from Cape Town and the International Airport.

Latitude Varsity boasts with two state of the art, fully air conditioned conference facilities with multimedia equipment for your convenience - an ideal setting for a successful presentation or business meeting. The ambiance of the conference and meeting facilities reflects a modern yet classic interior.

It is our pleasure to provide you with the following information with regards to all facilities and services we have to offer.

Please do not hesitate to contact us to assist you with your specific requirements.

## CONTACT INFORMATION

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### LATITUDE VARSITY

Tel: +27 (0) 861 33 54 00

Tel: +27 (0) 21 300 5400

Fax: +27 (0) 866 67 54 97

E-mail: [info@latitudevarsity.com](mailto:info@latitudevarsity.com)

Website: [www.latitudevarsity.com](http://www.latitudevarsity.com)

### PHYSICAL ADDRESS

1<sup>st</sup> Floor, Skyscape Terraces  
DJ Wood Way  
(off Mike Pienaar Boulevard)  
Bellville  
7530

## CONFERENCE

### STANDARD CONFERENCE EQUIPMENT

#### Standard Conference equipment:

- Television and video recording
- CD and DVD player
- Data Projector @ R450.00
- Wi-Fi Facilities
- White screen for projection
- Flip charts with pens
- Paper and Pens
- Ice Water, mints and sweets

### MENUS SELECTION

#### The following menus are available on request:

- Breakfast
- Set Menu
- Buffet Menu
- Snack Menu

Please note that all menu's and menu items are negotiable and can be re-quoted according to necessary changes.

#### Buffet Style Lunch Menu options:

##### *Buffet Style Lunch Menu A*

- Mini Asian Lamb Kebabs
- Sesame Chicken Strips with Oyster sauce
- Smoked Salmon, melon and blue cheese parcels
- Cajun prawn and peppadew kebabs
- Sweet Basil Chicken drummets
- Sweet & Sour Vegetable spring rolls
- Healthy Bruchetta Green Salad
- Individual Cheese cake with Kiwi Fruit

##### *Buffet Style Lunch Menu B*

- Marinated Carved leg of Lamb
- Potato and wild mushroom Bake
- Traditional Chicken Lasagne
- Oven Roasted Baby Vegetables
- Green Salad with Croutons
- Baked Sticky Toffee Pudding

#### Breakfast Menu options:

##### *Traditional Breakfast Menu A*

- Bacon Rashers
- 2 Eggs
- Cheese Frankfurter
- Pork Sausage
- Breakfast Mushrooms
- Grilled Mushrooms
- 2 Slices toast with jams and marmalade  
(Rye bread, Wholewheat or white)

##### *Variety Breakfast Menu B*

- One large Croissant
- Continental Ham
- Cheese
- Yoghurt – Fruit Salad
- 2 Bacon Rashers
- 1 Egg
- 1 Slice Toast
- Orange Juice x250ml

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#### **DIETARY REQUIREMENTS**

For strictly Halaal and Kosher meals, meals will be purchased from the restaurant's preferred supplier at the cost per person as indicated by the supplier or caterer. Special meal requirements i.e. Halaal, Vegetarian or Kosher are to be indicated five (5) days prior to the function.

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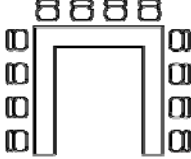

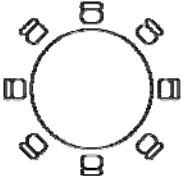
#### **BEVERAGE AND WINE**

A fee of R15.00 per bottle (750 ml) will be charged for wines and sparkling wines brought on to the premises. No other beverages may be brought on to the premises.

## CONFERENCE PACKAGES

### ROOMS AND CAPACITY

The conference facilities consist of two rooms, both equipped with state of the art audio visual equipment. The stylish boardroom is complimented with a view of Cape Town and the surrounding areas.

					
Room	Cinema	Classroom	U-Shape	Boardroom	Banquet
Room 1 / 2	70	60	30	8	50

### CONFERENCE PACKAGES

**VENUE HIRE ONLY:** • FULL DAY – R1 200.00 • HALF DAY – R800.00

#### FULL DAY PACKAGE – R220.00 per delegate WITH LUNCH

- Arrival: Tea, coffee, fruit juice and home baked biscuits
- Mid-Morning: Tea, coffee, fruit juice with savoury snack of the day
- Lunch: Light Buffet Lunch & Fruit Juice on the tables
- Mid-Afternoon: Tea and coffee with home baked biscuits
- Standard conference equipment

#### HALF DAY PACKAGE – R195.00 per delegate WITH LUNCH

- Arrival: Tea, coffee, fruit juice and home baked biscuits
- Mid-Morning: Tea, coffee, fruit juice with savoury snack of the day
- Lunch: Light Buffet Lunch & Fruit Juice on the tables
- Standard conference equipment

#### HALF DAY PACKAGE – R160.00 per delegate WITHOUT LUNCH

- Arrival: Tea, coffee, fruit juice and home baked biscuits
- Mid-Morning: Tea, coffee, fruit juice with savoury snack of the day
- Standard conference equipment

#### SMALL GROUPS – R200.00 (under 12 delegates) WITH LUNCH

- Arrival: Tea, coffee, fruit juice and home baked biscuits
- Mid-Morning: Tea, coffee, fruit juice with savoury snack of the day
- Lunch: Light Buffet Lunch & Fruit Juice on the tables
- Mid-Afternoon: Tea and coffee with home baked biscuits
- Standard conference equipment

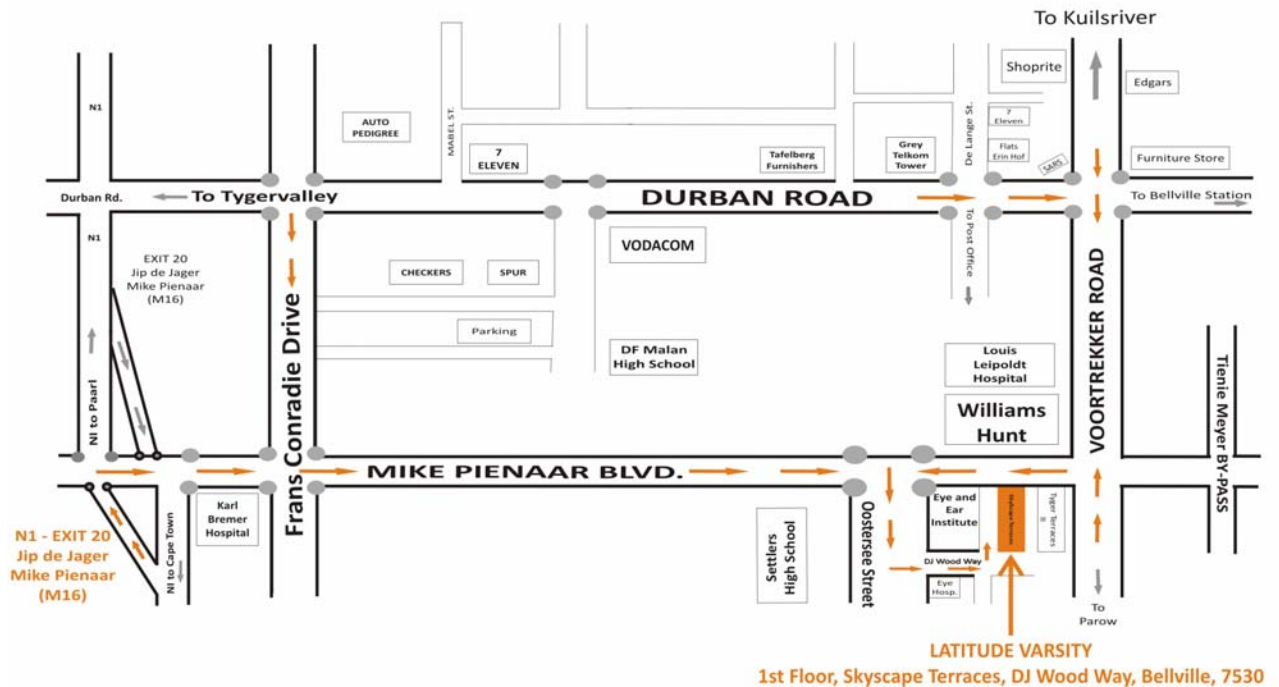
## **OTHER FACILITIES**

- Bottled mineral water is available at R7.50
- Car Wash at R40.00
- Facsimile service: Send @ R1.50 per page | Receive @ R1.00 per page
- Photocopying service @ R0.80 per page
- Printing (grayscale) @ R1.50 per page

## **MARKETING**

- Networking function at Latitude Varsity, inviting Professional Conference Organisers (PCO's) and business secretaries in the area
- Opportunity posted on Latitude Varsity's website and other websites
- Email offering to companies
- Media networking session
- Advertise in local media
- Door-to-Door knock and drop
- SMS- / Email / Mailshots

## MAP AND DIRECTIONS



**Physical address:** 1st Floor, Skyscape Terraces, DJ Wood Way, Bellville, 7530

### Directions from Cape Town:

- Use the N1 Highway and take Exit 20 (Jip de Jager / Mike Pienaar - M16).
- Turn right at the traffic intersection, into Mike Pienaar Boulevard.
- Continue straight pass Karl Bremer Hospital, over Frans Conradie Blvd.
- Turn right at the 3rd traffic intersection, into Oostersee Street (at the Ear Institution)
- At the first stop street, turn left into DJ Wood Way.
- Second building on your left is Skyscape Terraces (Latitude Varsity is located on the 1st Floor).

### Directions from Paarl :

- Use the N1 Highway and take Exit 20 (Jip de Jager / Mike Pienaar - M16).
- Turn left at the traffic intersection, into Mike Pienaar Boulevard.
- Continue straight pass Karl Bremer Hospital, over Frans Conradie Blvd.
- Turn right at the 3rd traffic intersection, into Oostersee Street (at the Ear Institution)
- At the first stop street, turn left into DJ Wood Way.
- Second building on your left is Skyscape Terraces (Latitude Varsity is located on the 1st Floor).

## TERMS AND CONDITIONS 2010

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### Dear Client

Your attention is drawn to the following Terms and Conditions for use of Latitude Varsity's Conference Venue(s):

### Booking and Confirmation of a Function

For sit-down functions a maximum of 60 guests can be accommodated per venue, and a maximum of 150 guests for cocktails or standing functions. Confirmation of a function is required within seven (7) days after the initial enquiry was made. The final number of guests must be confirmed seven (7) days prior to the function. Payment for the function will be according to the number of guests as per the seven (7) days confirmation. Bookings will only be confirmed once the deposit has been paid and a signed copy of the function contract received.

### Non-refundable Deposit on Confirmation

On confirming a function reservation, a deposit (50% of the total Proforma Invoice) is payable to Latitude Varsity. The Conference Manager will confirm the amount. Payments can be made by cheque or electronic bank transfer. All cheques to be made out to: Latitude Varsity. Cheques can be posted to Latitude Varsity or paid directly into the bank account (see details below):

### Banking Details:

Bank: ABSA  
Branch: Pretoria  
Branch Code: 632005  
Account name: Latitude Varsity  
Account number: 407 452 6127  
Reference: Company Name

### Postal Address:

Latitude Varsity  
P O Box 923  
Bellville, 7535

### Payment Procedures

When a deposit is made, a copy of the deposit slip or electronic banking document must be forwarded to Latitude Varsity by fax (0866.67.54.97) or e-mailed to [susan@latitudevarsity.com](mailto:susan@latitudevarsity.com). Please note that the function must be paid in full a day before the function.

### Availability of Facility

Catering staff will be on the premises two (2) hours prior to a function. The room will be available for set up from that time. All equipment, decorations, etc. have to be removed from the premises at the end of the function.

### Corkage

A fee of R15.00 per bottle (750 ml) will be charged for wines and sparkling wines brought on to the premises. No other beverages may be brought on to the premises.



**Function Menus**

The menu must be confirmed in writing and faxed to Latitude Varsity seven (7) days before the function. The Conference Manager must also be informed about specific dietary requirements five (5) days prior to the function date, i.e. Halaal, Vegetarian or Kosher. Coffee and tea is included in the function menus.

**Breakages and Private Property**

The organizer of the function will be held responsible for any breakages of property and/or equipment incurred by any of the guests attending the function. Costs for damages will be charged to the organizer's account. The staff and management of Latitude Varsity will not be held responsible for any breakages and or loss of property of guests attending functions.

**Cancellation Clause**

Latitude Varsity management reserves the right to cancel a reservation without liability on its part. Conditions beyond management's control (such as shortage of labour or food supplies, strikes, industrial unrest, lockouts, or if the event is anticipated to include inappropriate, undesirable or controversial activity) will lead to a cancellation. Latitude Varsity will have the right to terminate the reservation upon refunding the patron's deposit.

Cancellation of a confirmed booking seven (7) or less days prior to the function date will result in billing of the quoted room and/or venue hire amount. The Conference Manger will confirm this amount. Cancellation of a confirmed booking 24 hours prior to the function date will result in billing of the total amount of the profroma invoice or quote. Deposits paid for functions are refundable should the function be cancelled within 2 weeks prior to the function date.

**No smoking**

In accordance with the South African Tobacco Legislation no smoking is permitted inside the venue or any part of the building. Desired smoking outside the building will be indicated.

## FUNCTION CONTRACT 2010

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**Date of function** \_\_\_\_\_

**Name of applicant** \_\_\_\_\_

**Name of company** \_\_\_\_\_

**Telephone number** \_\_\_\_\_

**Fax number** \_\_\_\_\_

**Cell phone number** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Postal address** \_\_\_\_\_

\_\_\_\_\_ **Code** \_\_\_\_\_

Hereby I agree to confirm my booking with Latitude Varsity as per the Terms and Conditions listed above.

I agree to pay the full amount of the bill on the day of the function.

**Name (in print)** \_\_\_\_\_

**On behalf of Company** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_