

GEORGE LODGE INTERNATIONAL

Conference Centre



George Lodge International is the ideal facility for your out-of-the-office conference and training requirements. The key to successful conferencing is simplicity, service and ability. A dedicated and experienced venue team is on hand to support you in delivering your events, whether you are attending a one-day conference or a group training session, planning your latest product launch or hosting a cocktail reception. With a range of, a boardroom and large conference venue, the Conference Centre provides everything you would expect in terms of service, technology and inspired food and drink. We supply a variety of packages varying from standard to deluxe, venue hire only or simply a business breakfast with some colleagues. Complimentary highspeed internet facility available.

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Welcome to our Conference Centre with a difference.....

George Lodge International is the ideal facility for your out-of-the-office conference and training requirements. The key to successful conferencing is simplicity, service and flexibility. The overall combination of our facilities, extraordinary service, attention to detail, food and the range of activities we offer makes your event a memorable occasion.

Information on our conference venues

A dedicated and experienced venue team is on hand to support you in delivering your events, whether you are attending a one-day conference or a group training session, planning your latest product launch or hosting a cocktail reception. With a range of breakaway rooms, a boardroom and large conference venue, the Conference Centre provides everything you would expect in terms of service, technology and inspired food and drink.

Breakaway Room

This is a quiet, private location ideal for interviews, breakaway room or registration area in conjunction with the usage of one of our other conference venues. It consists of two round tables and can seat four people per table, as well as comfortable couches for an informal meeting or just to relax. It can also be used for small management meetings.



The Boardroom

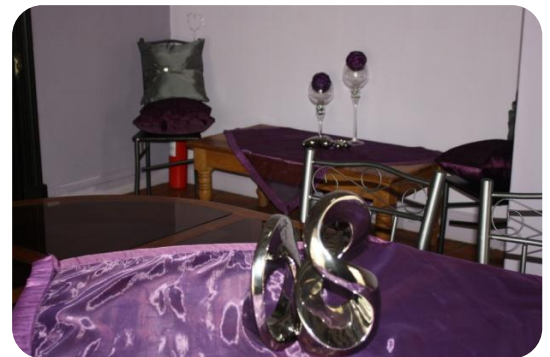
This room is in a quiet location and benefits from filtered natural daylight. Ideal for training courses, management meetings or small meetings.

Refreshments are served in our breakaway room, where you can relax on our comfortable couches, while having your coffee break.



The Lavender Room

This beautiful lavender and silver room is ideal for small meetings, groups discussion or business breakfasts. It consists of a six seater conference table which makes it ideal for one on one meeting areas. It is also ideal for interviews or registration area in conjunction with the usage of our other conference venues.



The Venue

This Room is an unique space within the Conference Centre and is situated upstairs. The look is sleek and contemporary, and is well-suited to a variety of events. The venue can be set up to your requirements in a variety of styles. It is ideal for training,



computer training (supply own computers), workshops, meeting cocktail evenings, business breakfasts and many more. It consists of a private working area for the facilitator,

relaxing couches where they can unwind in break times. For the smokers, there is an outside balcony appointed for this purpose. The other rooms as mentioned above can be utilized in conjunction with this venue.

Lunch is served in our banquet hall or if the weather is perfect at our swimming pool area (must be pre arranged). All the bathrooms are located down stairs.



Crucially, our Conference Centre maintains a service that is tailored to your needs, ensuring your food and drink requirements are met at all times. We are always happy to discuss alternative menus and special dietary requirements with you.

A variety of conference packages are available and we believe each conference/event/meeting have individual requirements and we are therefore very flexible in our approach to quote according to your specific needs.

How to book

We attach hereto all the necessary documentation required for the confirmation of your conference. Please complete all the forms and return by email to admin@georgelodge.co.za or fax to Tel 044 8746549.

Full Day Packages

Please select your package

Standard Full Day Conference Package R220.00 per delegate

- Arrival Tea & Coffee with biscuits
- Mid Morning Tea & Coffee with Muffins or Scones
- 2 – Course Plated Lunch & Juice – please make selection on attached menus
- Mid – afternoon Tea & Coffee
- Bottled Water and Peppermints
- Venue Hire
- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- See extras available

Morning or afternoon only without lunch – R155.00

Delux Full Day Conference Package R245.00 per delegate

- Arrival Tea & Coffee with open sandwiches
- Mid Morning Tea & Coffee with Muffins or Scones
- 2 – Course Plated Lunch & Juice – please make selection on attached menus
- Mid – afternoon Tea & Coffee with biscuits
- Bottled Water & Cordials and Peppermints
- Venue Hire
- Standard Equipment (Screen, Flip Chart , White Board & Pens, TV, VCR, Overhead Projector)
- See extras available

Morning or afternoon only without lunch – R185.00

Venue Hire Only

- Full Day Conference Venue Only R1000.00**
- Standard conference times are from 08h00 to 17h00
 - Standard Equipment (Screen, Flip Chart, White Board & Pens, TV, VCR, Overhead Projector)
 - Additional time will be charged at R150.00 per hour or part thereof

- Half Day Conference Venue Only R650.00**
- Standard half day 08h00 – 13h00 or 13h00 – 18h00
 - Standard Equipment (Screen, Flip Chart, White Board & Pens, TV, VCR, Overhead Projector)
 - Additional time will be charged at R150.00 per hour or part thereof

- Boardroom, Lavender Room and Info Hub R100 1st hour and R85.00 per hour thereafter
- Standard Equipment (Flip Chart)

Extra's available for all the abovementioned Conference Packages

- | | | |
|--------------------------|---------------------------------|-------------------|
| <input type="checkbox"/> | Data Projector | R350.00 per day |
| <input type="checkbox"/> | Pencils and Note Pads | R12.50 pp |
| <input type="checkbox"/> | Additional Jugs of Juice | R35.00 per jug |
| <input type="checkbox"/> | Cash Bar (must be pre-arranged) | |
| <input type="checkbox"/> | Coffee and Tea | R12.500 per cup |
| <input type="checkbox"/> | Muffins | R12.00 per muffin |

To reserve your conference facility kindly complete the documentation below and return to us by mail or fax

Company Name	
Company Address	
Company Vat No	
Company Tel	
Company Fax	
Contact Person	
Cell No	
Email	
Conference Date/s	
Number of Delegates	

Payment Procedure

- Number of delegates must be confirmed 5 day prior to the event.
- To confirm and secure your booking 50% deposit is payable immediately.
- All outstanding payments to be settled on departure or on receipt of final invoice
- A cancellation / postponement fee will be charged in the event of cancellation of 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 3 days

Bookings will only be confirmed by completing and signing the conference confirmation form.

Bank Details

Name : George Lodge International
 Bank : First National Bank
 Branch George
 Branch 210114
 Account 62016294788

Conference Details

In order for us to make sure that your conference is in accordance with your requirements and time schedule, would you please complete the following form regarding your conference and return to us the other completed documentation.

Conference Times

Arrival		Lunch	
Tea/Coffee			
Conference Commence		Mid-afternoon	
		Tea/Coffee	
Mid-Morning		Conference ends	
Tea/Coffee			
Dinner			

Dietary Requirements

Vegetarian (supply names) _____

No : _____

Halaal (supply names) _____

No : _____

Shuttle Service

Our shuttle service can take care of the transport requirements of your delegates, whether it being from the airport or point-to-point transfers.

Shuttle required

Time of shuttle _____

Destination From _____ To _____

Accommodation

Single Room _____

Double Room _____

Require more information regarding accommodation (info will be sent)

**Thank you for booking with George Lodge International
Conference Centre**