



Corporate Meetings and Conferencing

We at the Royal Hotel believe that a tranquil and relaxing environment manifest into a productive and successful conferencing experience. That is why we have created the following Corporate Meeting and Conferencing Packages to suite your needs.

Venue

The Conference Room

Main conference room complete with outside bar and lounge area, bathrooms, good acoustics which does not require a microphone system and separate entrance ideal for private conferences or group meetings. From 25 to 100 people.

The Meerhoff Room

Ideal for corporate meetings up to 25 people in boardroom style seating. It is in close proximity to the hotel's lounge which is perfect for mid-meeting breaks and luncheons. Featuring a fireplace for winter and full air-conditioning for summer, this room is perfect for the annual board meeting or smaller corporate sessions.



Packages

Half Day Conference (8:00 - 14:00)

Includes one coffee/tea break, 2 course lunch before departure
R395 p.p (min 10 pax)

Full Day Conference (8:00 - 17:00)

Includes two coffee/tea breaks, 2 course lunch.
R450 p.p (min 10 pax)

Includes:

- Full utilization of the chosen conference venue room
- Equipment include digital projector, projector screen, flipchart with markers, complimentary WIFI, pens and notepads, mineral water and mints
- Copying and faxing on request at a charge



Terms & Conditions

- Final numbers must be confirmed in writing, 7 days before your function, and will be charged accordingly.
- Special dietary requirements to be confirmed 7 days prior to function.
- The client shall be responsible for any damage caused to the venue, furnishings, utensils and equipment therein, by any act or omission of the client or guests/employees of the client.
- Full day functions must terminate by 17h00 unless a later time is agreed upon in writing with the hotel, at the time the booking is made. For functions that continue after these hours, a charge of R 500 per hour will be levied.
- A 10% service fee will be added to the final invoice.
- A 50% deposit of the pro-forma invoice will be required in order to confirm the booking.
- The balance of the account is required 7 days before the conference. Extras to be settled directly after the function unless otherwise agreed with by hotel management
- In the event that your function is cancelled, a full refund will be granted, provided the hotel receives written notification 30 days your function. Thereafter any deposits will be subject to cancellation charges (30 to 21 days prior - 50% of total bill to be settled; within 21 to 7 days prior – 75% of total bill to be settled; within 7 days prior – 100% of total bill to be settled)
- The Royal Hotel does not take any responsibility for loss or damage to any property of the clients and their guests

Rates Quoted are:

- Net and non-commissionable
- Quoted in South African Rand (ZAR)
- Subject to change without prior notice
- Inclusive of 14% VAT

For more information please contact

The Royal Hotel on 022 448 1378 or email us at info@royalinriebeek.com .

You can also visit our website at www.royalinriebeek.com.