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*"Quality conferences and functions in a natural setting"*

Dear Client,

Thank you for your enquiry regarding our Conference/Function venues. Set out herein is a brief description of our facilities, as well as quoted prices for various options that we have available.

Arebbusch Travel Lodge offers you an affordable and effective solution for all of your conferencing and function needs in Windhoek. Conferences, End of Year Functions, Weddings, Birthdays and Gala/Special events can be catered for.

Two air-conditioned venues are available in a natural, safe, clean and family friendly environment. The first venue can be subdivided into two sections, one section seating 70 people and a larger section seating 120 people. The second venue can seat approximately 330 people, and can be subdivided into 3 equal sections. Furthermore, there is also an enclosed thatch lapa with its own bar that can seat approximately 130 people as well as ample undercover parking in close proximity to all of the aforementioned venues.

### Conferences

N\$80.00 per person **plus** a meal option as indicated below. This includes the rental of the venue, morning coffee/tea with biscuits or brotchen and afternoon coffee/tea with biscuits, as well as Orange/Strawberry cordial, tap water and mints on the tables. The following presentation aids are included in the price, but are subject to availability and must be booked at the time that the quote is accepted: flip chart, white board and projector screen. Business folders are available on request at an additional cost. Conference Communications (Pty) Ltd. is our in-house technical equipment supplier and they provide the latest in technical equipment required by our clients.

### Functions & Meal Options

#### **Option 1 – N\$90.00 per person (buffet)**

Choice of Salad or Starch, Meat, Vegetables in season, Coffee & Tea

#### **Option 2 – N\$145.00 per person (buffet)**

Choice of Salad, Starch, Meat, Vegetables in season, Dessert, Coffee & Tea

#### **Option 3 – N\$195.00 per person (buffet)**

Choice of Salad, Bread Variety, Starch, Two Meats, Vegetables in season, Dessert, Coffee & Tea

#### **Option 4 – N\$295.00 per person (buffet)**

Choice of Starter, Bread Variety, Two Salads, Two Meats, Two Starches, Vegetables in season, 2 Desserts, Coffee & Tea

#### **Option 5 – Snack Platters - P.O.R**

Wide range of snacks and cakes available

#### **Option 6 – N\$150.00 per person (braai)**

Choice of Two Salads, Two Meats, Bread Variety, Dessert, Coffee & Tea

#### **Option 7 – N\$150.00 per person (lamb braai – subject to a min. of 40 adults)**

Choice of Two Salads, Two Homemade breads, Meat (Lamb), Dessert, Coffee & Tea

A full bar facility is available to compliment any function, and we shall do our utmost to secure any item/s for you that we do not stock.

If none of the above options meet with your requirements, we shall gladly meet with you in person to discuss other alternatives.

Furthermore, in the best interest of all of our patrons we kindly request our clients to take note of the following:

Clients must please refrain from smoking inside the venues.

We reserve the right to supply all food and beverages.

The bar closes at 11pm and in order not to disturb our accommodation clients, we request that all windows and doors are kept closed when music is being played and that all loud music ends at 11pm.

Unless otherwise stipulated, we respectfully request that any conferences that take place during the morning/afternoon vacate the premises by 5 pm.

Please feel free to contact us should the above be in conflict with your requirements.

Lastly, please take note that the aforementioned prices are subject to change without prior notice and any additional charges incurred on the day of the conference/function must be paid within the next working day. Should the conference/function be cancelled after the deposit is paid, 15 days or more prior to the conference/function, 95% of the deposit will be refunded. In the event that the conference/function is cancelled between 14 – 7 days prior to the conference/function, 50% of the deposit will be refunded. Cancellation 7 days or less will result in a 100% cancellation fee. Variations to the requirements/arrangements for the conference/function will only be permitted up until 48 hours prior to the commencement of the event.

Please feel free to visit our website at [www.arebbusch.com](http://www.arebbusch.com) or phone us directly for more information.

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