

THE HALL

Acpp offers you a choice of venues for your conferences, seating from 2 to 800 delegates depending on the seating arrangement and room selected.

VENUE	U-Shape	School Room	Cinema	Banquet with Dance Floor	Banquet without Dance Floor
The Hall	350	500	2000	500	600
Boardroom	45	40	120	40	60
Sporting Room	90	80	250	80	120
Lapa	50	100	100	40	60

STANDARD RATES

Description	Rates	Inclusive
Half Day Package 08h00 - 13h00 or 13h00 - 17h00 You have the choice to do it with or without lunch	R300.00 p/p	<ul style="list-style-type: none"> • Tea, coffee, juice & muffins upon arrival. • Midmorning tea, coffee & pastreis • Buffet lunch • Standard equipment • Venue hire • VAT
Full Day Package 08h00 - 17h00	R350.00 p/p	<ul style="list-style-type: none"> • Tea, coffee, juice & muffins upon arrival. • Midmorning tea, coffee & pastreis • Buffet lunch • Afternoon tea, coffee & biscuits • Standard equipment • Venue hire • VAT

DISCOUNTED RATES

Special rates available to a group of 50 delegates or more, accommodated in The Hall.

Description	Rates	Inclusive
Half Day Package 08h00 - 13h00 or 13h00 - 17h00 You have the choice to do it with or without lunch	R200.00 p/p	<ul style="list-style-type: none">• Tea, coffee, juice & muffins upon arrival.• Midmorning tea, coffee & pastreis• Buffet lunch• Standard equipment• Venue hire• VAT
Full Day Package 08h00 - 17h00	R250.00 p/p	<ul style="list-style-type: none">• Tea, coffee, juice & muffins upon arrival.• Midmorning tea, coffee & pastreis• Buffet lunch• Afternoon tea, coffee & biscuits• Standard equipment• Venue hire• VAT

STANDARD EQUIPMENT AND SET –UP

Whiteboard, podium, TV, Video / DVD, A5 Notepads, Conference pens, mints and water.

CONFIRMATION & DEPOSIT PAYMENTS

- To confirm a reservation a copy of this signed contract within 5 days of making reservation is required. Once the signed contract has been received the booking will obtain confirmed status.
- Confirmation of final number of delegates is required 14 days prior to commencement date of the conference.
- In the event of non-payment of the fees within the time specified, ACPP shall be entitled to cancel a booking after giving the client written notice and 7 days to rectify.
- All monies are non-refundable once paid by the client.

The Hall at ACPP

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