

Durban Chamber Conference Centre
Lion Match Office Park, Umgeni Road, Durban

| Meeting Room | Classroom | Cinema | Cabaret (Round Tables) | Square or Horse Shoe | Half Day Rate | | Full Day Rate | | After Hours (Monday to Friday) (Up to 4 Hours) | | After Hours Saturdays (Up to 5 Hours) | |
|--------------|-----------|--------|------------------------|----------------------|---------------|------------|---------------|------------|--|------------|---------------------------------------|------------|
| | | | | | Member | Non-Member | Member | Non-Member | Member | Non-Member | Member | Non-Member |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Indaba 1 | 24 | 60 | 50 | 20 | R 1 650 | R 2 200 | R 2 700 | R 3 300 | R 3 600 | R 4 000 | R 3 600 | R 4 000 |
| Indaba 2 | 24 | 60 | 50 | 20 | R 1 650 | R 2 200 | R 2 700 | R 3 300 | R 3 600 | R 4 000 | R 3 600 | R 4 000 |
| Indaba 3 | 24 | 50 | 50 | 20 | R 1 650 | R 2 200 | R 2 700 | R 3 300 | R 3 600 | R 4 000 | R 3 600 | R 4 000 |
| Indaba 1 & 2 | 42 | 120 | 100 | 40 | R 3 300 | R 4 900 | R 4 900 | R 6 000 | R 6 000 | R 7 600 | R 6 000 | R 7 600 |

(ALL PRICES ARE EXCLUDING VAT)

| CATERING | | | KEY STATISTICS | | | | |
|---|--|--------------------------------|--|---|---|---|---|
| <p style="text-align: center;">The Durban Chamber reserves the right to supply all catering</p> <p style="text-align: center;">(Discuss your requirements with our coordinator)</p> | RATE PER PERSON PER REFRESHMENT BREAK | | | FOYER | INDABA 1 | INDABA 2 | INDABA 3 |
| | MEMBER (Per person) | NON-MEMBER (Per Person) | FLOOR COVERING | Blue Van Dyk Neon 500x500 carpet tiles | Blue Van Dyk Neon 500x500 carpet tiles | Blue Van Dyk Neon 500x500 carpet tiles | Blue Van Dyk Neon 500x500 carpet tiles |
| <p>Conference Package (weekdays)</p> <p>Price includes: Venue hire, data projector, screen Pens and A5 writing pads Tea, coffee on arrival Tea, coffee & biscuits at 10:00 Jugs of juice with lunch (minimum of 15 people –options below)</p> | | | FLOOR / LEVEL | GROUND | GROUND | GROUND | GROUND |
| Half Day - including lunch (croissants with various fillings) | | | ROOM LENGTH | 32.4m | 9.2m | 9.2m | 9.2m |
| Half Day - including lunch (pasta / roast chicken) | | | ROOM WIDTH | 5.4m | 7.4m | 7.7m | 7.8m |
| Full Day – including lunch (pasta/ roast chicken) | | | CEILING HEIGHT | 4.5m | 2.7m | 2.7m | 2.7m |
| Half Day – including lunch (curries and rice/lasagne) | | | | 145m2 | 68m2 | 71m2 | 72m2 |
| Full Day – including lunch (curries and rice/lasagne) | | | <p>For bookings please contact: Sareeka Brijlal / Nomthi Mchunu Tel: 031 3351000 Email: mchunun@durbanchamber.co.za brijlals@durbanchamber.co.za</p> | | Refreshments | | Rate per person |
| TECHNICAL (Your own Laptop) | | | | | Cans (each) | | R 16 |
| DATA PROJECTOR | | | Tea and Coffee | | R 11 | | |
| 2 LARGE SCREENS, 2 PROJECTORS, MIKE AND SOUND (If you hire room 1&2 combined) | | | Tea, coffee and biscuits | | R 22 | | |
| R2730 | | | Tea, coffee and muffins | | R35 | | |
| | | | <p>All venues are equipped with: Screen and Flip Chart at no extra cost</p> | | | | |

TERMS AND CONDITIONS FOR EVENTS AND VENUE HIRE.

1. RATES

- a. All rates exclude beverage prices, which will be based on consumption.
- b. All rates exclude menu prices, which will be based on the choice. Price range provided above.
- c. Additional fees may be charged if waiter's need to be hired for your event, especially in the case of after hours events.

2. DEPOSITS AND CANCELLATIONS

- a. 50% deposit of the venue hire is required with your booking form in order to secure your reservation.
- b. The outstanding deposit will be the balance due at least 3 working days prior to the event.
- c. Full payment of the total meal account is required 3 working days prior to the event date.
- d. No meal refunds will be made 5 days prior to the event date should the guests decrease in numbers, unless otherwise agreed upon.
- e. Left over meals and beverages will be cleared and disposed off after each refreshment break. No take away is allowed.
- f. The Chamber does not offer account facilities.
- g. Cancellation outside 7 days prior to the event date will result in a loss of 50% deposit.
- h. Cancellation of 6 – 0 days prior to the event date will result in a 100% loss of total amount agreed upon.
- i. All cancellations must be submitted in writing.

3. PROVISIONAL RESERVATIONS

- a. A provisional reservation is valid for a maximum period of 10 days.
- b. The Chamber reserves the right to shorten the validation period of a provisional reservation without notice, unless otherwise agreed upon.
- c. The Chamber reserves the right to cancel all services booked should full payment not be received prior to the event date.
- d. The following should be emailed or faxed to the Conference Centre Co-ordinator to confirm your reservation:
 - i. A copy of the signed terms and conditions and the signed booking form;
 - ii. A copy of the deposit slip or payment confirmation.
- e. Kindly note that payments may be paid directly into The Chamber's bank account details will appear on the invoice.

4. EVENT CO-ORDINATION

- a. The Chamber can provide an event co-ordination and planning service. Should you wish to make use of this service please request a quotation.

5. MENU AND DRINKS

- a. The Chamber requires the final confirmed menu 14 days prior to the event.

6. DÉCOR & HIRED GOODS

- a. Any hired goods will be your responsibility. The Chamber will not be held responsible for any damages or late returns of hired goods. All equipment or décor brought into The Chamber must be removed on the same day or night (in the case of after hours events) of the event. Any decor or items hired in will be for the clients account.

7. SMOKING

- a. In accordance with South Africa's legislation, all indoor facilities are strictly non-smoking areas.

8. BAR ARRANGEMENTS

- a. Bar requirement should be confirmed 7 days prior to the event date. A deposit will be required.

9. MUSIC

- a. The Chamber reserves the right to regulate the volume of the music at any event held on its premises.
- b. You can supply your own DJ and sound equipment at your own costs.

10. OVERTIME

- a. The venue closes at 20h30 and your venue is booked out until 20h00. In the event of the duration of the event exceeding the standard permitted time of 20h00, a fee of R1000.00 per hour, or part thereof, shall be payable. In case the event requires extensive cleaning, other than clearing waste, e.g. heavily stained chairs, walls, carpets, etc. The Chamber will charge the invoiced amount of cleaning from an outsourced cleaning company chosen by The Chamber, to the client at cost. Please advise in advance should you require the venue later than 20:30 in order for you not to incur fees (closing time to be agreed upon in writing prior to the event).

11. DIRECTIONS

- a. Directions will be provided to you when hiring the venue. It is your responsibility to advise your guests accordingly.

MAP & PARKING

Kindy make all your guests aware of following new entrance and exit points:

Vehicle entrance and exit: Gate 2, in Umgeni Road. Visitors' licences and car licence discs will be scanned.

Pedestrian entrance/exit: Gate 2, where the scanning of identity documents will be managed (**All pedestrian visitors to carry their identity documents**).

Due to **limited parking** bays **ride sharing** is encouraged where possible. If you are being **dropped off** and **picked up**, this can be done at the entrance of Gate 2.

In the event that you are advised that our parking is full by security, kindly make use of street parking on Station Road and surrounding roads where available. Pay parking will also be available at Moses Mabhida Stadium (Please carry your identity document to enter the office park via the pedestrian entrance).

