



Swakopmund

HOTEL AND ENTERTAINMENT CENTRE

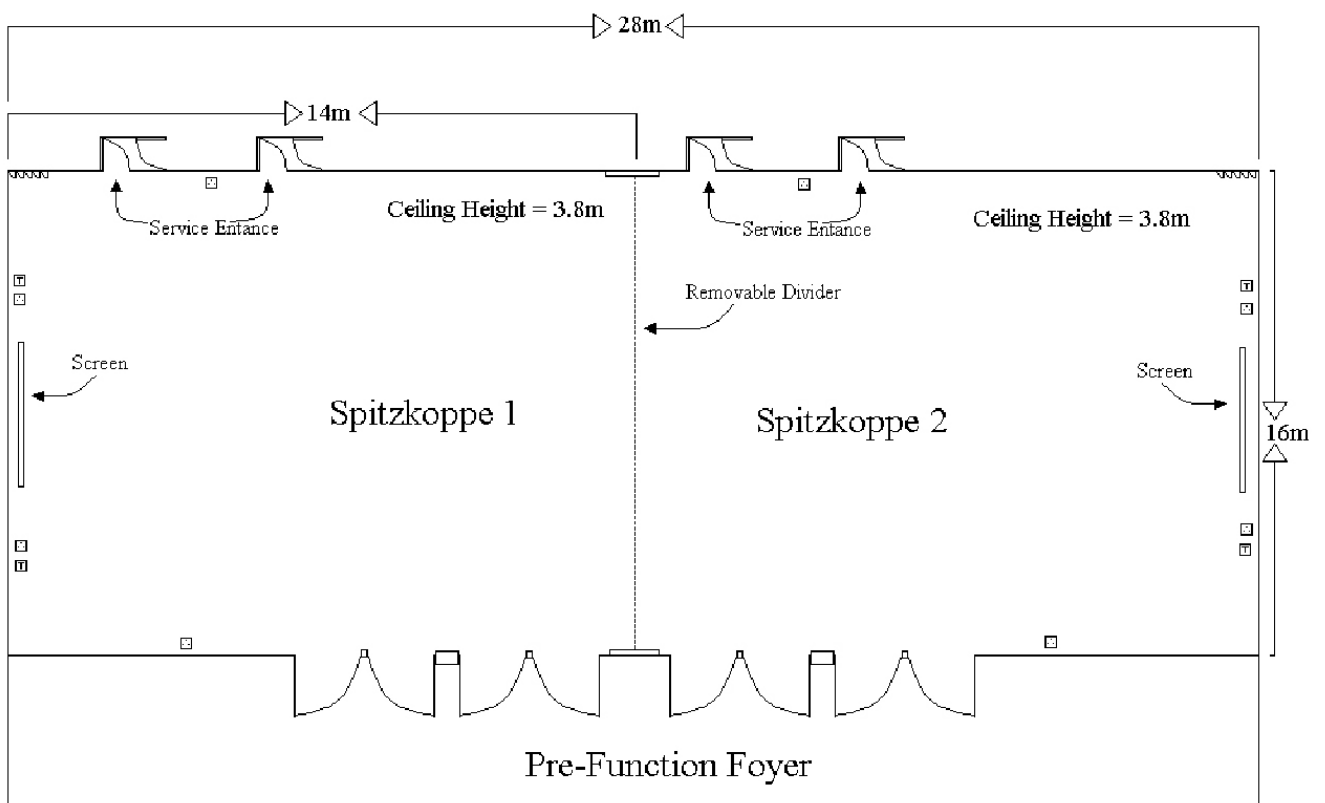
BANQUETING AND CONFERENCING

2017

CONFERENCE FACILITIES

We are proud to be Swakopmund's longest running conference provider, serving the meeting, incentive travel and special events industry for the past 23 years.

From our experience, we know that these travel programmes differ from any other form of consumer or business travel in that the goal is to inspire and communicate. Whether the incentive trip is pure fun, entertainment, or enrichment, or the motivational meeting has long days filled with meetings; we can offer your company ideas and the perfect venue to stimulate your team.



- ☐ - Telephone Point
- ☐ - Plug Point

CONFERENCE FACILITIES

VENUES	SPITZKOPPE 1 & 2	SPITZKOPPE 1	SPITZKOPPE 2	BOARD ROOM 1	BOARD ROOM 2	BOARD ROOM 3
LENGTH X WIDTH (in metre)	28X16	14X16	14X16	8X6	8X6	9X8
CAPACITY CINEMA STYLE	460	180	180	N/A	30	36
CAPACITY U-SHAPE	87	42	42	N/A	18	21
BOARDROOM SEATING	X	X	X	12	X	X
CAPACITY SCHOOL ROOM	288	108	108	N/A	18	27
CAPACITY COCKTAIL PARTY	480	240	240	N/A	N/A	40
CAPACITY BUFFET DINNER	260	120	120	-	-	-
CAPACITY SET MENU DINNER	300	150	150	N/A	N/A	N/A
WALL TO WALL CARPET	X	X	X	X	X	X
AIR CONDITIONING	X	X	X	X	X	X
ADJUSTABLE LIGHTING CONTROL	X	X	X	X	X	X
BACK GROUND MUSIC	X	X	X	X	X	X
CINEMA SCREEN	X	X	X	X	X	X
PA SPEAKER SYSTEM	X	X	X	X	X	X

FULL/HALF DAY CONFERENCE *Package 2017*

Applies to a minimum of 10 delegates

The full day conference package for the year 2017 includes:

- **TEA/COFFEE ON ARRIVAL**
- **MID-MORNING TEA BREAK**
Your choice of Tea break options attached
- **LUNCH AT THE PLATFORM ONE RESTAURANT**
A wide variety of lunches can be served
Groups smaller than 30 pax a set menu will be served
Groups 30 pax and larger a buffet menu will be served
1 x Soft drink is included with lunch
- **MID-AFTERNOON TEA BREAK WITH SNACKS**
Your choice of Tea break options attached
- **PLENARY ROOM HIRE**
- **MINERAL WATER**
- **THE FOLLOWING STANDARD AUDIO-VISUAL EQUIPMENT**
 - 1 x PA system
 - 1 x Microphone
 - 1 x Flipchart with markers
 - 1 x Data projector



Any other audio-visual equipment you may require can be hired in at additional cost.

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FULL/HALF DAY CONFERENCE *Package 2017*

FULL DAY CONFERENCE PACKAGE including lunch N\$ 590.00

HALF DAY CONFERENCE PACKAGE including lunch N\$ 495.00

**Prices are per person per day*



Actual product may vary from photographs and illustrations.

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HOTEL AND ENTERTAINMENT CENTRE

TEA BREAK OPTIONS FOR THE DAY CONFERENCE *Package*

NOSTALGIC

Filter Coffee, Ceylon Tea, Decaffeinated Coffee

Fruit Juice

Assorted savoury Croissants

(Ham-Cucumber, Cheese-Tomatoes, Chicken-Mayo, Roast Beef-Gherkins)

SWEET INDULGANCE

Fruit Juice, Ginger Beer, Homemade Lemonade

Chocolate brownies, Éclairs

Mini Red Velvet Cupcakes

ENERGY

Fresh Brewed Coffee, Selection of flavoured Teas

Infused waters: Strawberry & Cucumber, Apple & Cinnamon, Lemon & Mint

Muesli Energy Bar

Fruit & Nut "Trail mix" Packets

Fruit Kebab

SAVOURY

Fresh Brewed Coffee, Selection of flavoured Teas.

Homemade Rooibos Ice Tea

Mini Bacon Feta and Spinach Quiche

Sundried Tomato & Pesto Palmiers

Individual Vegetable Crudités & Hummus



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HOTEL AND ENTERTAINMENT CENTRE

TEA BREAK OPTIONS FOR THE DAY CONFERENCE *Package*

FRUITY

Fresh Brewed Coffee, Selection of flavoured Teas

Infused waters: Strawberry, Apple & Cinnamon, Lemon & Mint

Fruity Cheesecake Bites

Apple pie

COFFEE & DOUGHNUTS

Assortment of Flavoured Coffees

Selection of Herbal Teas

Chocolate Chip Cookies

Mini Doughnuts

NAMIBIAN

Filter coffee,

Rooibos tea

Koeksister, Custard slices and

Mini Milk tarts



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CONFERENCE FACILITIES

ROOM HIRE

Spitzkoppe One and Two	N\$ 10 000.00 per day
Spitzkoppe One	N\$ 5 000.00 per day
Spitzkoppe Two	N\$ 5 000.00 per day
Boardroom One	N\$ 5 000.00 per day
Boardroom Two	N\$ 2 500.00 per day
Boardroom Three	N\$ 2 500.00 per day

CONFERENCE EQUIPMENT

Data projector	Inclusive of Room Hire
Microphone (cordless)	N\$ 500.00 per day
Lapel microphone	N\$ 700.00 per day
Mobile PA System	N\$ 2000.00 per day
Flipchart + paper & pens	N\$ 250.00 per day
Podium	N\$ 550.00 per day
Dance floor	N\$ 2 500.00 per day
Cocktail tables	N\$ 55.00 per table

BOARDROOM 1 CONFERENCE EQUIPMENT (included in Room Hire Charge and DCP)

Data projector
PA system
Flipchart + paper & pens
60 inch TV
DVD Player
Tele-conference call
Electronic screen

All of the above equipment is subject to availability.

OTHER VENUES AVAILABLE: COURTYARD

An ideal venue for various action packed outdoor activities (i.e. open air concerts, outdoor sport events, display stalls, etc). A tent can be erected to turn this area into an indoor arena.

Quotation on request

(34 x 17 metres)



HOTEL AND ENTERTAINMENT CENTRE

CONFERENCE BREAKS

STANDARD

Filter coffee, Ceylon tea, Decaffeinated coffee
served with assorted biscuits
(*shortbread, chocolate, nuts, vanilla*)

N\$ 60.00 per person

MORNING TEA BREAK

Filter coffee, Ceylon tea and Fruit juice
served with open sandwiches
(*tuna-mayo, cheese-tomatoes, cold cuts-pickles*)

N\$ 80.00 per person

AFTERNOON TEA BREAK

Filter coffee, Ceylon tea and Fruit juice
served with assorted Muffins and Pastries

N\$ 80.00 per person

NOSTALGIC

Filter coffee, Ceylon tea, Decaffeinated coffee
Fruit juice
Assorted savoury croissants
(*ham-cucumber, cheese-tomatoes, chicken-mayo, roast beef-gherkins*)

N\$ 90.00 per person





HOTEL AND ENTERTAINMENT CENTRE

CONFERENCE BREAKS

SWEET INDULGENCE

Fruit juice, Ginger beer, homemade Lemonade

Chocolate brownies, Éclairs

Mini red velvet cupcakes

N\$ 90.00 per person

ENERGY

Fresh brewed coffee, selection of flavoured teas

Infused waters: strawberry & cucumber, apple & cinnamon, lemon & mint

Muesli energy bar

Fruit & nut “trail mix” packets

Fruit kebab

N\$ 90.00 per person

SAVOURY

Fresh brewed coffee, selection of flavoured teas

Homemade Rooibos ice tea

Mini bacon, feta and spinach quiche

Sundried tomato & pesto palmiers

Individual vegetable crudités & hummus glasses

N\$ 90.00 per person

FRUITY

Fresh brewed coffee, selection of flavoured teas

Infused waters: strawberry & cucumber, apple & cinnamon, lemon & mint

Fruity cheesecake bites

Apple pie

N\$ 90.00 per person



LEGACY

HOTELS & RESORTS

Swakopmund

HOTEL AND ENTERTAINMENT CENTRE

CONFERENCE BREAKS

COFFEE & DOUGHNUTS

Assortment of flavoured coffees

Selection of Herbal teas

Chocolate chip cookies

Mini doughnuts

N\$ 80.00 per person

NAMIBIAN

Filter coffee,

Rooibos tea

Koeksister, Custard slices and

Mini milk tarts

N\$ 90.00 per person



LEGACY

HOTELS & RESORTS