

YZERFONTEIN ACCOMMODATION

Conference Options in the Yzerfontein Area

* Please fill in and send to : reservations@yzerfonteinaccommodation.co.za

General

Dates	From:	To:
Number Of Attendees		
Nature Of The Meeting		
Time Of	Arrival:	Departure:

Company Details

Name		Reg No	
Physical Address		Vat No	
Contact Person/ Owner Of Company		Cell	
		Email	
Person Responsible For Payment		Cell	
		Email	

Requirements

Preferred Venue	Boardroom To Beach	
	Cellar On Wine Farm	
	Executive Meeting Room	
	Informal Guest House	
	Standard Conference Venue	
Setup	Schoolroom	
	U Shape	
	Long Table	
	Informal / Braai Area	
Audio-Visuals And Other Equip- ment Required	Flat Screen TV	
	Proxima	
	Sound Cable	
	Cordless Mic	
	Printer	
	Whiteboard With Kokies	
Parking	Total Vehicles	
	Yes / No	Number:
On Site Staff Required (If yes, please fill in second line)	To Assist With :	
Extra Notes:		

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Catering		
Program	On Arrival	
	Morning Break	
	Lunch	
	Afternoon Break	
	Sundowners & Snacks	
	Dinner (On Site / Off Site)	
Allergies / No Of Attendees		
Meal Preferences / No Of Attendees		
Other	Water Jugs	
	Peppermints	
	Drinks In Fridge / Specify	
Approximate Budget For Catering		
Notes		
Additional		
Airport Transfer	Dates:	
	Passengers:	