



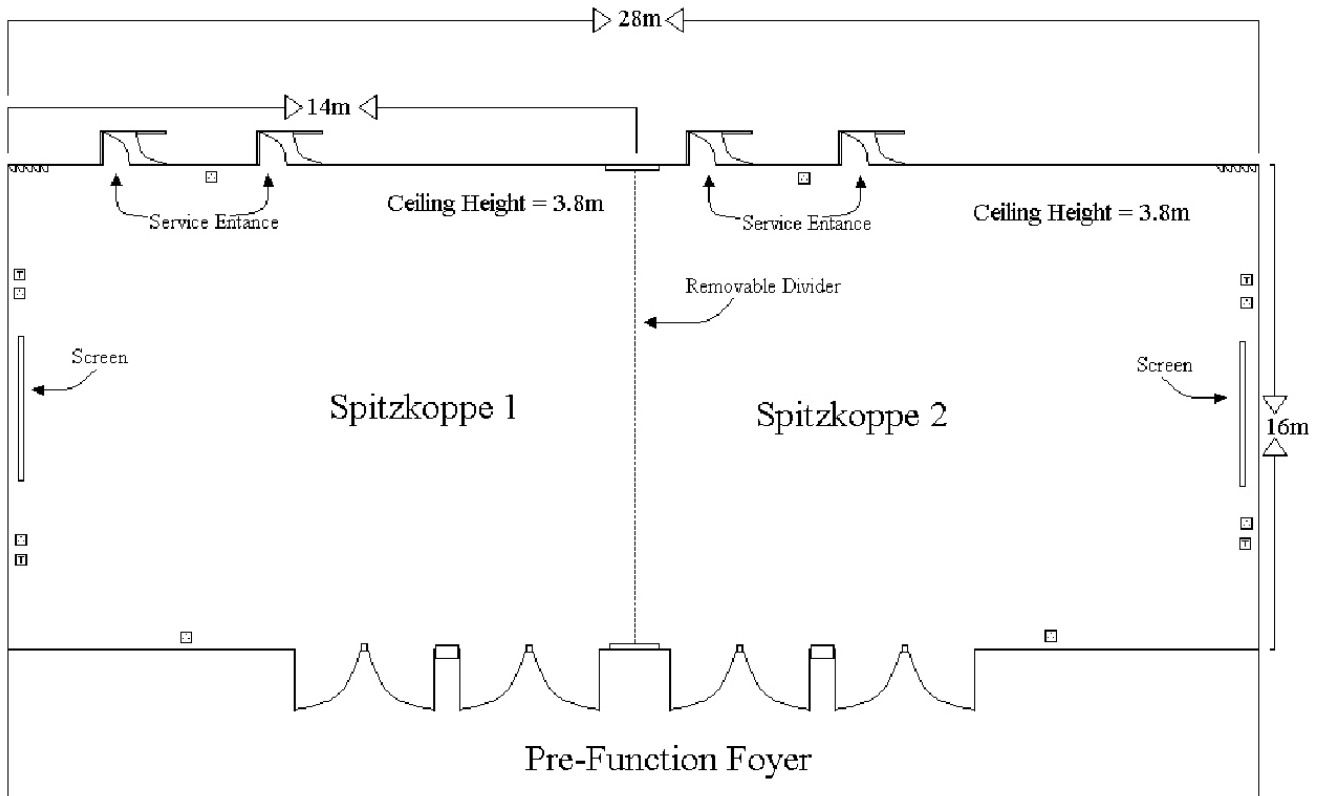
Swakopmund

HOTEL AND ENTERTAINMENT CENTRE

GOVERNMENT
CONFERENCE PACKAGE

2018

CONFERENCE FACILITIES



- ☐ - 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 metres)	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
BACKGROUND 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 GOVERNMENT CONFERENCE *Package 2018*

(Applies to a minimum of 10 delegates)

The full day conference package for the year 2018 includes:

- **TEA/COFFEE AND BISCUITS ON ARRIVAL**
- **MID-MORNING TEA BREAK WITH SNACKS**
Filter coffee, Ceylon tea and fruit juice
Assorted open sandwiches
- **LUNCH AT THE PLATFORM ONE RESTAURANT**
A wide variety of lunches can be served
Groups smaller than 30pax a set menu will be served
Groups 30pax and larger a buffet menu will be served
1 x soft drink is included with lunch
- **MID-AFTERNOON TEA BREAK WITH SNACKS**
Filter coffee, Ceylon tea and fruit juice
Assorted pastries and muffins
- **PLENARY ROOM HIRE**
- **THE FOLLOWING STANDARD AUDIO-VISUAL EQUIPMENT**
 - 1 x PA System
 - 1 x Microphone
 - 1 x Flipchart with markers

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

Data Projector - available upon request subject to availability, at the cost of N\$600.00 per day

FULL DAY CONFERENCE PACKAGE INCLUDING LUNCH

N\$460.00 per person, per day

HALF DAY CONFERENCE PACKAGE INCLUDING LUNCH

N\$390.00 per person, per day



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	N\$ 600.00 per day
Microphone (cordless)	N\$ 500.00 per day
Lapel microphone	N\$ 700.00 per day
Mobile PA System	N\$ 2 000.00 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)

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

SAVOURY

Filter coffee, Ceylon tea and Fruit juice
served with assorted Savoury croissants
(*ham-cucumber, cheese-tomatoes, chicken-mayo, roast beef-gherkins*)

N\$ 90.00 per person

ENERGY

Filter coffee, Ceylon tea and Fruit juice
Energy bar
Fruit kebab
Wholewheat sandwiches
(*Cheese-tomatoes, cucumber-tomatoes, smoked chicken-cape gooseberry*)

N\$ 90.00 per person