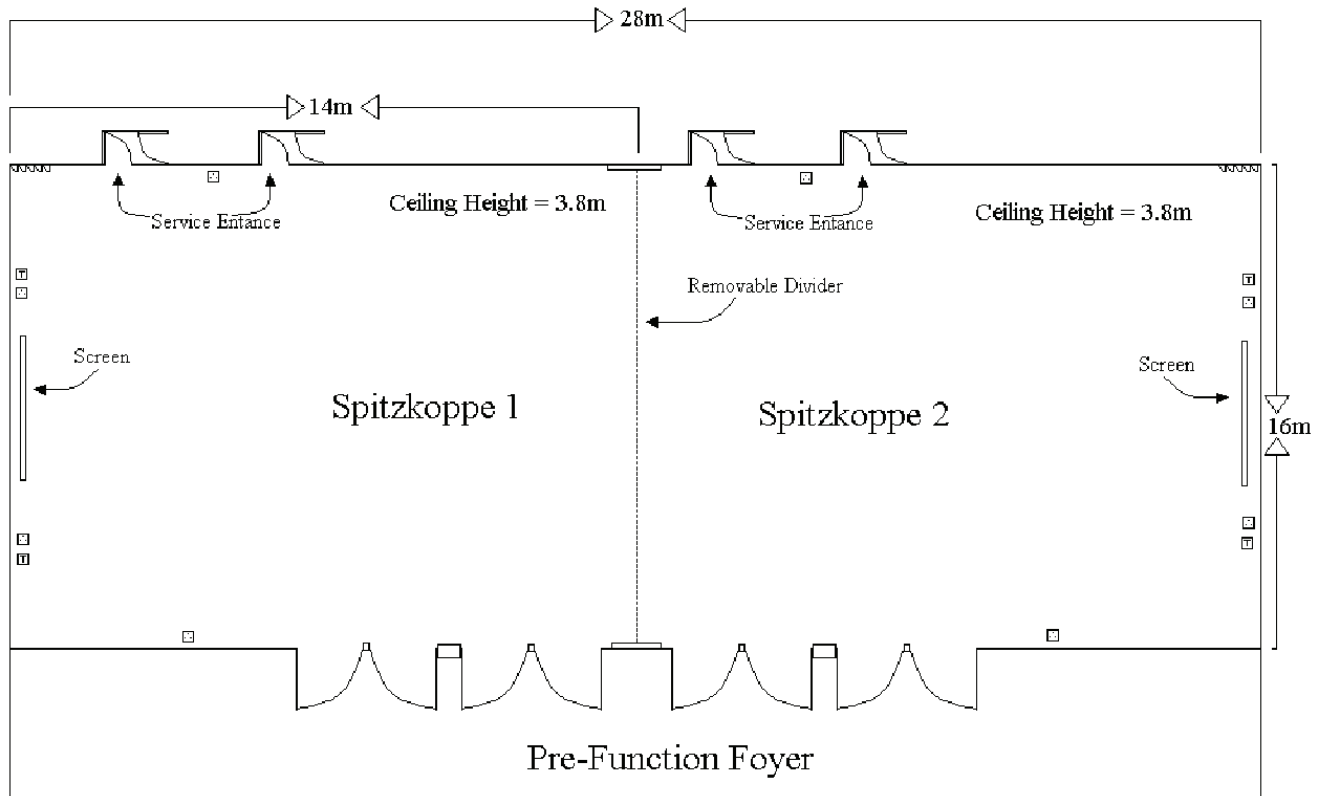






GOVERNMENT CONFERENCE PACKAGE

2023

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 2023*

(Applies to a minimum of 10 delegates)

The full day conference package for the year 2023 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\$1500.00 per day

FULL DAY CONFERENCE PACKAGE INCLUDING LUNCH

N\$585.00 per person, per day

HALF DAY CONFERENCE PACKAGE INCLUDING

LUNCH N\$538.00 per person, per day

CONFERENCE FACILITIES

ROOM HIRE

Spitzkoppe One and Two	N\$ 15 000.00 PER DAY
Spitzkoppe One	N\$ 7 500.00 PER DAY
Spitzkoppe Two	N\$ 7 500.00 PER DAY
Boardroom One	N\$ 6 000.00 PER DAY
Boardroom Two	N\$ 3 000.00 PER DAY
Boardroom Three	N\$ 3 000.00 PER DAY

CONFERENCE EQUIPMENT

Data projector	N\$ 1 500.00 PER DAY
Microphone (cordless)	N\$ 550.00 PER DAY
Lapel microphone	N\$ 750.00 PER DAY
Mobile PA System	N\$ 3 500.00 PER DAY
Flipchart + paper & pens	N\$ 310.00 PER DAY
Podium	N\$ 670.00 PER DAY
Dance floor	N\$ 3 000.00 PER DAY
Cocktail tables	N\$ 72.00 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)

GOVERNMENT/EMBASSY ACCOMMODATION RATES

N\$ 1670.00 per single room per night

Inclusive of Breakfast & Dinner at Platform One Restaurant

N\$ 1250.00 per person sharing in a Twin/Double Room

Inclusive of Breakfast & Dinner at Platform One Restaurant

Rooms and rates are subject to availability

Applicable to new bookings only

Rates are nett and non-commissionable

*Applicable to bona-fide government offices, parastatals and embassy bookings
only Rates are valid until 31 December 2023*

Rates excludes the 2% Tourism levy



CONFERENCE BREAKS

STANDARD

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

N\$ 80.00 per person

MORNING - TEA BREAK

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

N\$ 105.00 per person

AFTERNOON - TEA BREAK

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

N\$ 105.00 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\$ 110.00 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\$ 110.00 per person