



Conference Facility



Tel: 012 658 0525

E-mail: bookings@neos.co.za

Henry Gray: 082 440 5976 – Ralph du Toit 084 595 2008

Block B, Deus Exorno Building, Bondev Park, Wierda Road, Centurion

Terms & Conditions

- Weekend tariff is applicable from Friday 17:00 till Saturday 17:00 (Sundays excluded).
- Deposit of 50% required to confirm the booking.
- Balance to be paid on or before the day of the booked event.
- The deposit will be forfeited in the event of cancellation less than 7 days prior to the booked event.
- Confirmation of booking by email only.
- The Communitas facility must be hired if catering is required.
- Tariff includes furniture setup and Audio Visual equipment.
- Special setup, cleaning of dishes and tidying up over weekends are not included in the tariff. Cleaning staff can be hired extra at R300 per event per day over weekends.
- Table cloths (limited colours) can be hired at R20 per table cloth.
- Catering is contracted out or may be supplied by the client. Contact our office for the list of approved caterers.
- Loud music not permitted.
- Smoking only allowed outside the facility and preferably not in close proximity of any entrances or open windows.
- Any alcoholic beverages to be obtained and consumed at the Royal Elephant Hotel due to licensing requirements.
- Only food and/or drinks supplied by the contracted caterers will be permitted.
- Any problems during the course of the event can be discussed with our facilitators.
- The facilitators name and cell number will appear on the booking confirmation form.
- Neos cannot be held liable for any damages or loss of personal property, vehicles or persons.
- Damages and/or breakages incurred during your stay will be for the client's account.

Banking Details:

**Neos, ABSA Bank (Cheque) 0030 232 917,
Branch code 632005**



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Tariff Structure for 2019

Auditorium

Seats 160 theatre style

<i>Kind of booking</i>	<i>Hours</i>	<i>Tariff</i>	<i>Surcharge per hour overtime</i>
<i>Full Weekday</i>	07:00—17:00	R2500	R300 p/h
<i>Half Weekday</i>	07:08—12:00 12:00—17:00	R1500	R300 p/h
<i>Full Weekend day*</i>	07:00—17:00	R3000	R300 p/h
<i>Weekday Evening</i>	18:00—22:00 (or part thereof)	R1250	R300 p/h

Communitas

Seats 50 theatre style - includes open plan kitchen
Communitas is included at no extra cost if the Auditorium is hired

<i>Kind of booking</i>	<i>Hours</i>	<i>Tariff</i>	<i>Surcharge per hour overtime</i>
<i>Full Weekday</i>	07:00—17:00	R1500	R300 p/h
<i>Half Weekday</i>	07:08—12:00 12:00—17:00	R1000	R300 p/h
<i>Full Weekend day*</i>	07:00—17:00	R2000	R300 p/h
<i>Weekday Evening</i>	18:00—22:00 (or part thereof)	R750	R300 p/h

* No half day tariffs over weekends, Sundays excluded.