



Address: 61 Selbourne Road, Johannesburg North, Randburg, Johannesburg, 2188 Reg Nr:

Venue Requirements Request Form											
Event, Accommodation, Catering & Entertainment.											
Company Name:			Company Address:								
Contact Person Name:			Surname:								
Cellphone Number:			Office Number:								
Email Address:			Website Address:								
Event Name:			Event Brief:								
Event Date:											
Arrival Date & Time:											
Departure Date & Time:											
Group Details:											
Total Group Size:			Number of Nights Required:								
Number of Rooms Required:			Number of Days Required:								
Room Type Preference:			Single	Double	Twin	Sharing:		Sharing	No Sharing		
Finding The Best Venue											
Preferred Venue / Area Preferred Venue (if any):											
Preferred Area / Region:											
Travel Distance: 30km / 50km / 100km / No Preference											
Conference & Meeting Requirements											
Do you require conferencing facilities?			No	Yes	If Yes Please Specify						
Prefred Room Setup Room Setup:			Classroom	Boardroom	Theatre	U-Shape					
Equipment required:			Flipchart	Projector	Screen	Mics	Sound				
Meals & Catering											
Dietary requirements: /			No	Yes	If yes please specify						
Breakfast:		No	Yes	Lunch:		No	Yes	Dinner:		No	Yes
Refreshments Requirements:			No	Yes	If yes please specify						
How Many?			Water		Cold drink		Other	Please Specify			
Venue Hire for Team-Building Evening Activities											
			No	Yes	Please Specify						
If Yes, please specify the requirements, ie do you need and outdoor/indoor venue											
Notes:											
Activity 1		Activity 2		Activity 3		Activity 4					
Estimated Total Budget											
Budget Notes:											