



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	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:
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 an outdoor/indoor venue							
Notes:							
Activity 1		Activity 2		Activity 3		Activity 4	
Estimated Total Budget							
Budget Notes:							