

Event booking form

Date/s of event

Contact and billing details

Organisation Name:		
Contact Person:		
Email:	Office No:	Mobile:
Billing Address:		
VAT No. :	Arrival Time:	Concluding Time:

Function type and number of people

(Please mark with an X)

Conference	Workshop	Meeting	Number of People:
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Preferred venue/s

Main Classroom (max 70 pax)		Large Corner Classroom (max 30 pax)	
Library (12 pax, boardroom style only)		Small Corner Classroom (20 pax)	
Green Room (8 pax)		Work Hub (8 pax)	
Drie Gewels Classroom (30 pax)		Farm House Classroom 1 (30 pax)	
Drie Gewels Meeting Room 9 (6 pax)		Farm House Classroom 2 (30 pax)	

Venue layout (Please mark with an X)

Meeting/ Boardroom		Cinema		Classroom		Clustered Workgroups	
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Equipment required

(Please mark with an X)

Projector	Speakers	PA System (additional cost)	Flipchart	Whiteboard
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Catering requirements

Tea, Coffee & Snack (normally muffins)

On arrival	Time:	AM	Time:	PM	Time:
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Tea, Coffee only

On arrival	Time:	AM	Time:	PM	Time:
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Lunch or lunch & juice/water jugs (6 people/jug)

Time	No. of Vegetarian Lunches:	
Meat / Halaal / Kosher Lunches can only be accommodated by special arrangement.		
Please contact us if you would prefer platters or alternative catering arrangements		

Would you like to add a tour of the Sustainability Institute and Lynedoch EcoVillage? This takes between 60 - 90 minutes.

Yes		No	
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 Please send the completed form back to hospitality@sustainabilityinstitute.net for a quotation.

 PO Box 162, Lynedoch, Stellenbosch, 7603, South Africa
 TEL +27 (0) 21 881 3500 | info@sustainabilityinstitute.net

 TRUSTEES: NSF Mabeba, H Newton-King, J Schulschenk
 NPO No: 051-245-NPO | PBO No: 930020419 | Trust No: IT3011/99 | Vat No: 4110198795

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