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VAT No. 4380131377

RIVIERA HOTEL WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK YOU FOR CONSIDERING OUR VENUES FOR YOUR FUNCTION OR CONFERENCE.

AT RIVIERA HOTEL, ELNA DREYER, WILL ENSURE THAT ALL YOUR BOOKING NEEDS WILL BE ATTENDED TO BY YOUR SPECIFICATIONS.

PLEASE DO NOT HESITATE TO CONTACT US FOR ANY QUERIES OR QUESTIONS THAT YOU MAY HAVE.

TERMS & CONDITIONS
CONFERENCES

1. In order to reserve a specific date for a function you need to supply us with the following details:
 - 1.1. Date and time and details of function
 - 1.2. Printed name and surname, contact details of the authorized person responsible for the payment of the function.
2. Final number of people attending must be confirmed 7 Days prior to the function.
3. **PLEASE NOTE:** Concerning the health and safety of all our guests the following strictly apply:
 - 3.1. A one (1) hour serving period on all meals must be decided on and may not be exceeded.
 - 3.2. Riviera Hotel is not responsible for the quality of food that is not served during the reserved serving hour.
 - 3.3. No food helpings may be removed from the premises for later consumption.
 - 3.4. Riviera Hotel is not responsible for food items removed from the premises under any circumstances.
4. No alcohol or beverages are allowed on the premises from any unauthorized outsourced companies.
5. Music in all venues must be turned down at 23:00 and turned off at midnight 00:00.
6. All bars are to be closed at midnight 00:00

Payment policy:

Upon signed quotation, Riviera Hotel requires a 50% deposit to confirm your booking.

The full outstanding amount of the conference must be paid on or before the day of the conference.

Cancellation Policy:

In the event of notification of cancellation, the following cancellation fee will apply on the Conference booking:

More than 30 days prior to arrival – 10% Admin fee
More than 7 days prior to arrival – 50% Cancellation fee
Less than 7 days prior to arrival – 100% Cancellation fee

No changes in the menu or the number of people will be accepted less than 7 days before the function.

Thank you for your understanding.

**PLEASE SIGN & FAX BACK TO 044 695 1024 OR EMAIL BACK TO
RESERVATIONS@RIVIERAHOTELHARTENBOS.COM FOR CONFIRMATION.**

Signature: _____

Coordinator: _____

Date: _____



Conference packages

Please note that these conference packages are day conference packages (8:00 am – 17:00 pm). If you want Riviera Hotel to extend these hours, please note that there will be an additional charge of R100.000 per hour.

<u>BUDGET PACKAGE</u>	
Venue Hire:	Included
Set-up:	Included
Equipment:	Screen, Flip chart & Markers
Water:	Mineral water
Mints:	On tables
Arrival:	Coffee & Tea
Lunch:	7 items (from finger lunch items)
Drinks:	Jugs of Juice during lunch
Price:	R150.00 pp

<u>STANDARD PACKAGE</u>	
Venue Hire:	Included
Set-up:	Included
Equipment:	Screen, Flip chart & Markers
Water:	Mineral water
Mints:	On tables
Arrival:	Coffee/Tea & Sandwiches or Muffins
Lunch:	10 items (from finger lunch items)
Drinks:	Jugs of Juice during lunch
Break:	Coffee/Tea
Price:	R190.00 pp

CHOICE OF FINGER LUNCH ITEMS	
Cocktail spring rolls – 2 per person	
Cocktail samoosas – 2 per person	
Cocktail meatballs – 2 per person	
Chicken wings – 1 per person	
Stuffed eggs – 2 halves per person	
Cocktail ribs – 1 per person	
Chicken nuggets – 2 per person	
Assorted sandwiches – 4 quarters per person	
Cocktail cheese grillers – 2 per person	
Mini pizzas – per person	
Fish balls – 2 per person	
Cheese puffs – 2 per person	
Cocktail sausage rolls – 2 per person	
Cocktail cheese scones – 2 per person	
Calamari strips – 50 g per person	
Mixed cold meats – 50 g per person	
Salad Sticks – 2 per person	
Cocktail milk tarts – 2 per person	
Cocktail koeksisters – 2 per person	
Cocktail caramel cups – 2 per person	
Cocktail lamingtons – 2 per person	

LUXURY PACKAGE	
Venue Hire:	Included
Set-up:	Included
Equipment:	Screen, Flip chart & Markers
Water:	2 x Mineral water per delegate
Mints:	On tables
Arrival:	Coffee/Tea & Sandwiches or Muffins
Break:	Coffee/Tea
Lunch:	Buffet
Drinks:	Jugs of Juice during lunch
Break:	Coffee/Tea & Biscuits
Price:	R270.00 pp

EXECUTIVE PACKAGE	
Venue Hire:	Included
Set-up:	Included
Equipment:	Screen, Flip chart & Markers
Water:	2 x Mineral water per delegate
Mints:	On tables
Arrival:	Coffee/Tea & Sandwiches or Muffins
Break:	Coffee/Tea
Lunch:	Full Buffet
Drinks:	Jugs of Juice or 1 soda per delegate during lunch
Break:	Coffee/Tea & Biscuits
Price:	R345.00 pp

Riviera

H A R T E N B O S

PLEASE CHOOSE YOUR MENU:

<u>BUFFETS</u>			
<u>LIGHT BUFFET</u>	<u>MEDIUM BUFFET</u>	<u>BUFFET</u>	<u>FULL BUFFET</u>
1 x Meat 1 x Starch 1x Vegetables 1x Salad	No starter 1 x Meat 1x Starch 2 x Vegetables 1 x Salad 1 x Dessert Bread Rolls	No starter 2 x Meat 1 x Starch 2 x Vegetables 1 x Salad 1 x Dessert Bread Rolls	1 x Starter 2 x Meat 2 x Starch 2 x Vegetables 2 x Salad 1 x Dessert Bread Rolls

CHOICE OF STARTERS		CHOICE OF SALADS	
Baked fish with tartar Sauce		Beetroot Salad	
Springrolls		Carrot & Pineapple Salad	
Fruit Cocktail		Coleslaw	
Pancakes with filling Sweet or Savory		Curry Bean Salad	
Phyllo pastry with Spinach & Feta		Greek Salad	
Seafood Cocktail		Noodle Salad	
Bruchetta with chicken mayo/tuna mayo		Potato Salad	
		Three Bean salad	
CHOICE OF MEAT		CHOICE OF VEGETABLES	
Bobotie		Baked Green Bean Dish	
Chicken a la King		Baby Carrots	
Gordon Blue with Cheese/Mushroom sauce		Pumpkin Fritters	
Lamb Stew		Sweet Potatoes	
Lasangne		Broccoli & Cauliflower with Cheese Sauce	
Leg of Lamb		Sweet Peas & Baby Carrots	
Oxtail		Baked Cabbage Dish	
Roast Beef		Baked Spinach Dish	
Roast Chicken		Mediterranean mixed vegetables	
Tongue with Mustard Sauce			
Chicken Pie		CHOICE OF DESSERTS	
Chicken Schnitzel with Cheese/Mushroom sauce		Apple Pie	
Cottage Pie		Caramel Pudding	
Gammon		Chocolate Pudding	
CHOICE OF STARCH		Fresh Fruit Salad	
Baked Potatoes Dish		Malva Pudding	
Buttered Garlic Potatoes		Ice Cream & Chocolate Sauce	
Buttered Parsley Potatoes		Trifle	
Creamy Mashed Potatoes		Cheesecake	
Roast Potatoes			
Samp			
Savory Rice			
Yellow Rice with Raisins			
Papert			

PLEASE COMPLETE THE FOLLOWING:

Conference package:

Name & Surname of person responsible: _____

Facilitator: _____

I.D. number: _____

Telephone Number (w): _____

Telephone Number (c): _____

Fax: _____

E-mail address: _____

Company name: _____

Company VAT NR: _____

Number of delegates attending: _____

Date of conference to start: _____

Date of conference to end: _____

Starting time of conference: _____

Tea break times: _____

Lunch break time: _____

Finishing time: _____

SIGNATURE: _____

COORDINATOR: _____

DATE: _____



PLEASE CHOOSE YOUR PACKAGE:

Package	Package Type	Type of set up		
		U-shape	Schoolroom	Cinema
BUDGET PACKAGE				
STANDARD PACKAGE				
LUXURY PACKAGE				
EXECUTIVE PACKAGE				

EXTRAS

Tea / Coffee	R10.50 pp	
Tea / Coffee & Sandwiches	R29.50 pp	
Tea / Coffee & Scones/Muffins	R35.50 pp	
Juice	R30.00 per jug	
Screen	No charge	
Tea / Coffee & Biscuits	R19.50 pp	
Tea / Coffee & Cake	R35.50 pp	
Tea / Coffee & Rusks	R19.50 pp	
Data Projector	R620.00	
Flipchart & pens	No charge	
PA System & Microphone	R750.00	

Special Diets:

Diabetics

Vegetarian (Please specify) _____

Other (Please specify) _____

SIGNATURE: _____

COORDINATOR: _____

DATE: _____