

Meetings

at

FAIRVIEW

Hotels, Spa & Golf Resort

— Est. 1963 —

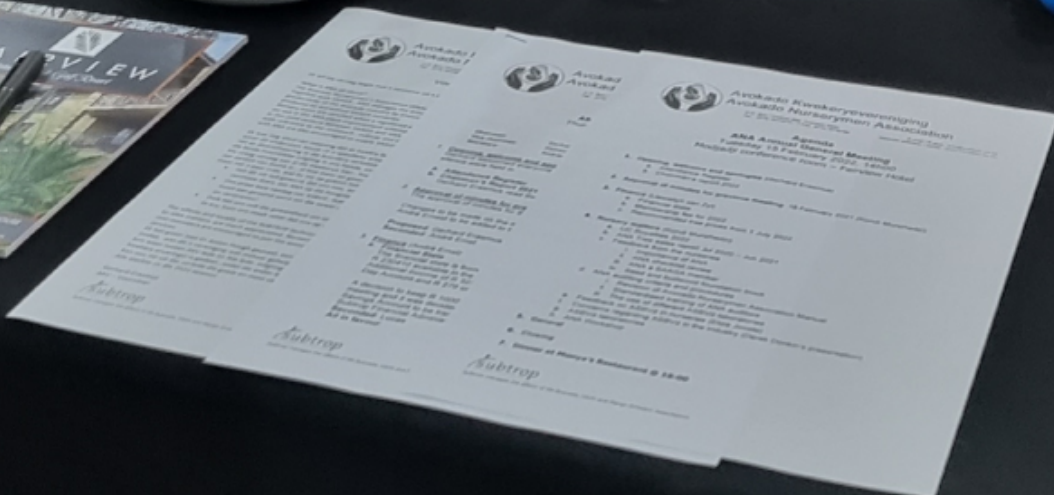
CONFERENCE  
INFORMATION  
2023

015 307 2679

reservations@fairviewhotel.co.za

www.fairviewtazaneen.co.za

Fairview Hotel, Old Gravelotte Rd,  
Tzaneen, Limpopo, South Africa



Whether simply planning a day conference or a customised corporate incentive programme, our friendly and professional conference team will help with all your details.

The central location of Fairview Hotels, Spa & Golf Resort in Tzaneen provides the perfect venue to host your conference in a friendly, professional, and relaxed atmosphere.

Our five conference venues offer versatility, catering for every guest's personal needs, from small and intimate, rustic and informal to large exclusive meetings for 300 delegates.

Venues are temperature controlled, with telephone extensions, free wireless internet access, and all other standard facilities. Your appointed coordinator will discuss your particular needs and go the extra mile to assist your special requests in every way.

Fairview Hotel boasts luxury accommodation in our four- or five-star graded Hotel and Village. Two à la carte restaurants, patio bar, spa and Par-3 golf course, all on the 26 ha of lush farmland. See the attached Rate sheet for a breakdown of room types.

Our motto is to turn your work into our pleasure, ensuring a successful event. You and your team will enjoy a perfect conference setting, luxurious accommodations, delectable catering and a tranquil environment. You'll rate us as your preferred conference venue in the North that offers the best value for money!



# Conference Packages

<b>Mini Package   R185.00 (Half Day)</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	1
Tea/coffee/refreshments	1
Free Wi-Fi	✓

<b>Express Package   R260.00 (Full Day)</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	2
Tea/coffee/refreshments	2
Free Wi-Fi	✓

<b>Half day Package   R495.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	1
Tea/coffee/refreshments	2
Full buffet lunch including a soft drink	✓
Free Wi-Fi	✓

<b>Full day Package   R560.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	2
Tea/coffee/refreshments	3
Full buffet lunch including a soft drink	✓
Free Wi-Fi	✓



<b>Deluxe full day Package R755.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	2
Tea/coffee/refreshments	3
Full buffet lunch including a soft drink	✓
Fairview English Breakfast	✓
Free Wi-Fi	✓

<b>Evening Package R575.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	1
Tea/coffee/refreshments	1
2 Course buffet dinner including a soft drink	✓
Free Wi-Fi	✓

### Venues / Capacity and Floor space

Venues	Floor space	Cinema	Seated	U-shape
<b>Limpopo</b>	440 m2	650	300	150
<b>Modjadji</b>	98 m2	120	60	30
<b>Selati</b>	72 m2	60	40	25
<b>Baobab</b>	70 m2	60	30	25
<b>Matumi</b>	120 m2	150	50	30
<b>Club House</b>	200 m2	100	60	30



### Included in the package

- 15 % V.A.T
- Venue hire
- Basic setup -overlays, jugs with ice water, mints and cordials
- Note pads, pens, flip charts and Data projector
- Fixed/free-standing screens
- Venues are air-conditioned
- Guest office available
- Generator available on premises for power fluctuations

### Excluded from the venue hire:

- Audio-visual equipment – can be arranged on request at an additional charge
- Copies – R 2.00 black and white / R 5.00 colour
- Sound – on request
- Wi-Fi – Free
- Breakaway rooms - R 75.00 per delegate
- Catering - We also cater for Halaal or Vegetarian preferences on request – at additional cost
- Spa treatments/massages - Can be arranged for conference delegates on request

### Meals

Dinner can be added to the conference package at R355.00 pp, including one soft drink per person. Dinner/lunch can be replaced with a gala dinner or braai at a surcharge.

### Accommodation - Bed and Breakfast

	<b>Fairview Hotel (4 star)</b>	<b>The Village (5 star)</b>
<b>Per person sharing</b>	R1250.00	R 1950.00
<b>Single</b>	R1 650.00	R2 750.00



# General

## **Reservation**

You can make a reservation for a meeting or event simply by returning the booking sheet duly completed to us.

## **Payment**

All prices are VAT inclusive. We accept most credit cards, bank-guaranteed cheques and EFT transfers.

## **Confirmation**

Final numbers must be confirmed 3 (three) working days before the function. If you have additional guests, we will do our best to offer them the same service we offer your other guests. Please note that the prices will increase accordingly.

## **Cancellation**

A cancellation would result in a considerable loss for the company. That is why we have set up the following cancellation policy:

- 20-30 days before the date of the function – No charge
- 10-19 days before the function – deposit of 50% will be charged
- Less than 3 (three) days before the function – 100% of quoted price will be charged

## **Power failures**

Fairview Hotel has a generator on the property which will provide electricity uninterruptedly during power cuts.



## Final numbers

The final number of delegates is required 3 (three) working days before the date of the function, in writing.

This number will be the amount charged and catered for. We reserve the right to amend these rates and the allocated function room should the number of delegates or other requirements change.

## Terms and Conditions

A 50% deposit is required upon booking/reservation to be deposited into our bank account:

### Banking Details

Fairview Hotels (Pty) Ltd  
FNB Tzaneen

**Account no:** 62671423938

**Branch Code:** 260349

Email Proof of Payment to  
[accounts@fairviewhotel.co.za](mailto:accounts@fairviewhotel.co.za)



# Conference Confirmation Sheet

**Please fill in, sign off and send back to reservation office**

Company \_\_\_\_\_

VAT no \_\_\_\_\_

Contact person \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Conference \_\_\_\_\_

Number of delegates \_\_\_\_\_

Package \_\_\_\_\_

Seating format \_\_\_\_\_

Time of arrival \_\_\_\_\_

Accommodation \_\_\_\_\_

Equipment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dietary requirements \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_





# Conference and function contract

This CONFERENCE/FUNCTION EVENT CONTRACT, dated on the \_\_\_\_\_ day,  
\_\_\_\_\_ month 20\_\_\_\_ is made by and between:

Fairview Hotel, Spa & Golf Resort ("Provider")

and \_\_\_\_\_ ("Client ")

at \_\_\_\_\_

WHEREAS the Client expresses their interest to rent the venue owned by the Provider to serve as the venue for the Client's wedding on

\_\_\_\_\_ (date)

WHEREAS the Provider agrees to provide the agreed venue located at Fairview Hotel, Spa & Golf Resort, at Old Gravelotte Rd, Manorvlei Farm, Ext 8, Tzaneen, and the Client agrees to pay for the said event and space as per agreed quotation.

In consideration of the mutual promises and covenants in this Contract, of which the receipt and sufficiency are hereby acknowledged, the Parties further agree to the terms as follows:

## Terms and Conditions

### Event

The event shall be on (date) \_\_\_\_\_, from

(time) \_\_\_\_\_

Furthermore, the event shall cater to (number) \_\_\_\_\_ guests.

### Rental

The Client shall hire the venue and the chairs and tables available. Upon the date of the event, the Client shall be allowed to use the facilities of the venue, which includes the:

- Fairview Matumi \_\_\_\_\_
- Upper garden and swimming pool area \_\_\_\_\_
- Lower chapel terrace \_\_\_\_\_
- Bar area \_\_\_\_\_
- Reception area \_\_\_\_\_
  
- Foyer \_\_\_\_\_  
but only during the time of the event.



## Use of premises

The Client shall abide by the following rules of the Provider regarding the use of the venue:

- Smoking is prohibited within the venue.
- The use of confetti and glitter is not allowed.
- Only rose petals are allowed outside the main venue.
- Embellishments inside the facility must be accepted before the event, and all decorations, inside and outside, shall be removed during the day of the event or not later than the agreed day. \_\_\_\_\_(date)

## Confirmed venue

Limpopo Hall \_\_\_ / Fairview Matumi \_\_\_ / Club House \_\_\_/ Baobab \_\_\_ / Garden \_\_\_\_

## Payment

The Client shall pay a total of R \_\_\_\_\_  
(In words) \_\_\_\_\_

to use the venue and its amenities. Fifty percent (50%) of the total payment shall be credited to the Provider's account on the commencement of this contract to reserve the venue. The remaining amount shall be paid as per the agreement.

## Property damage

A refundable damage fee / breakage deposit of R 5000.00 will be charged as part of the quotation.

A representative from the Provider's team shall inspect the venue after the event to double-check for damages. If there are, the Client is liable to pay for the damages, and the charge will be deducted from the deposit. If the damage is larger than the deposit, the client will still be liable to pay for balance of the damage within 14 days after the event.

The refund of the deposit will be made within 14 days after the

## Abandoned property

The Provider shall not be responsible for any property placed at the venue left in the area after the event is done. The Provider is not obliged to return the items left in the area to the Client.

## Cancellation

All cancellations must be made in writing and shall be made within fourteen (14) days after signing this Contract. All payments shall be refunded. If the cancellation is made after the fourteen-day leeway, the 50% initial payment shall not be refunded to the Client.

## Signed by:

Provider: \_\_\_\_\_ / Signature \_\_\_\_\_

Client: \_\_\_\_\_ / Signature \_\_\_\_\_

Witness: \_\_\_\_\_

