

*Meetings*

at

**FAIRVIEW**

*Hotels, Spa & Golf Resort*

— Est. 1963 —

**CONFERENCE  
INFORMATION  
2021**

015 307 2679

reservations@tzaneenhotel.co.za

www.fairviewtzaneen.co.za

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



Fairview Hotels, Spa & Golf Resort  
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.

Offering versatility, our five conference venues can cater 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 and free wireless internet access, as well as all other standard facilities. Your appointed coordinator will discuss your special needs and will 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. An a' la Carte Restaurant, Cocktail Bar, Spa and Mashie 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 you a successful event, whilst you and your team enjoy our perfect conference setting, luxurious accommodation, delectable catering and tranquil environment and to rate us as your preferred conference venue in the North who offers the best value for money!



## Conference Packages

<b>Mini Package   R235.00 (Half Day)</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	1
Tea / coffee / juice / refreshments	1
Free Wi-Fi	✓

<b>Express Package   R295.00 (Full Day)</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	2
Tea / coffee / juice / refreshments	2
Free Wi-Fi	✓

<b>Half day Package   R355.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	1
Tea / coffee / juice / refreshments	2
Full buffet lunch including a soft drink	✓
Free Wi-Fi	✓

<b>Full day Package   R435.00</b>	
Venue hire and setup	✓
Standard equipment and stationery	✓
Bottled water and complimentary mints	2
Tea / coffee / juice / refreshments	3
Full buffet lunch including a soft drink	✓
Free Wi-Fi	✓



<b>Deluxe full day Package R600.00</b>		<b>Evening Package R355.00</b>	
Venue hire and setup	✓	Venue hire and setup	✓
Standard equipment and stationery	✓	Standard equipment and stationery	✓
Bottled water and complimentary mints	2	Bottled water and complimentary mints	1
Tea / coffee / juice / refreshments	3	Tea / coffee / juice / refreshments	1
Full buffet lunch including a soft drink	✓	Cocktail platters OR buffet dinner	✓
Breakfast before meeting OR cocktail snacks after meeting	✓	Free Wi-Fi	✓
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	80	40
<b>Selati</b>	72 m2	60	40	25
<b>Baobab</b>	70 m2	60	40	25
<b>Chapel</b>	120 m2	150	70	30
<b>Club House</b>	200 m2	100	80	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 60.00 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>	R970.00	R 1755.00
<b>Single</b>	R1 355.00	R2 420.00



# General

## **Reservation**

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

## **Payment**

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

## **Confirmation**

Final numbers must be confirmed 3 working days prior to 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 prior to the date of the function – No charge
- 3-19 days prior to the function – deposit of 50% will be charged
- Less than 3 days prior to 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

Final number of delegates is required 3 working days prior to date of 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 \_\_\_\_\_

