



# Allesverloren

FUNCTION AND CONFERENCE VENUE

## Conference Booking Form

### The Package

**VENUE HIRE:** Email [enquiries@allesverloren-fcv.co.za](mailto:enquiries@allesverloren-fcv.co.za) for more information.

**Included in this package:**

- Air-conditioned venue
- All cutlery, crockery & glasses
- Round tables
- Wooden chairs
- Setting of tables and clean-up
- Full bar facilities
- Waitresses

**CONFERENCE EQUIPMENT:**

- Audio system
- Wireless lapel microphone
- DVD system
- Data projector
- Screen
- Block out of venue

**Extras:**

- Tablecloths round white
- Serviettes, ice buckets, liquor and venue decorations

**Note:**

- Booking is confirmed when a non-refundable deposit is received
- NO outside caterers, soft drinks or liquor allowed
  - can be ordered from the bar at the venue
- Venue: maximum of 100 and minimum of 25 delegates

**Team Building**

Team building events hosted in conjunction with Bugaloo Adventures. For a quotation contact them directly

Bugaloo Adventures  
 Theo Lötter  
 Tel 021 791 1022  
 Fax 021 876 2830  
 Mobile 082 892 5697  
[theo@bugaloo.co.za](mailto:theo@bugaloo.co.za)  
[www.bugaloadventures.co.za](http://www.bugaloadventures.co.za)

### Contact details

Contact person:

.....

Address of person responsible for account:

.....

.....

.....

.....

.....

Contact number 1: .....

Contact number 2: .....

**Function details**

Function date: .....

Type of function: .....

Start time of function: .....

Number of delegates: .....



## Services provided

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Please circle a Yes or a No answer for each of the following:

### Event organiser

Would you like us to organise your event: Yes / No

If not, please provide the event organiser's name:

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Contact number: .....

### Décor

Would you like us to provide the décor: Yes / No

If not, please provide equipment hiring company's name:

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Contact number: .....

### Flowers

Would you like us to provide flower arrangements: Yes / No

If not, please provide florist's name:

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Contact number: .....

### Music

Would you like us to provide a DJ and/or band: Yes / No

If not, please provide DJ's and/or band's name:

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Contact number: .....

### Photography

Would you like us to provide a photographer: Yes / No

If not, please provide photographer's name:

.....

Contact number: .....

## Food and drinks

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Please refer to the menu and wine list which you will receive via email after a booking is made. Fill in the selections made from these lists.

### Food

Pre-dinner snacks: .....

Starters: .....

Mains: .....

Vegetables: .....

Sweet vegetables: .....

Starches: .....

Salads: .....

Desserts: .....

Cheese and biscuits: .....

### Drinks

Pre-dinner drinks: .....

Bar requirements (please circle one): Cash bar / Tab bar

White wines: .....

Red wines: .....

Sparkling wines: .....

### Special requirements

Dietary requirements: .....

.....

.....

Other requirements: .....

.....

.....

# Venue layout

Please note the following to help you with the venue layout:

- *Allesverloren FCV's main-venue hall is 330 square metres (12 metres x 27.5 metres)*
- *Accommodates 250 delegates (25 tables with 10 settings each)*
- *Tables are round with a diameter of 1.8 metres*
- *Main table is 2.06 metres long and 0.88 metres wide*

Number of tables: .....

Number of people per table: .....

Number of people at main table: .....

Colour scheme: .....

Please look at the venue floor plan below and indicate the table layout:

- *Main table*
- *Buffet table*
- *Coffee and tea table*

