



Events Venue Hire Costing and Contract:

Thank you very much for considering Otjiwa Safari Lodge as an option for your event. If you decide to use us for your event, please read through the following terms & conditions and send signed contract back to us.

Venue Fee:

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|------------------------------------|------------|
| 1. Small/medium venue: 15-50 guest | N\$2500.00 |
| 2. Large Venue: 50-150 guest | N\$5000.00 |
- (please note, extra services will be charged separately)

The hiring of the venue includes the following:

- Waiters & barman
- Round or rectangular tables, tablecloths, chairs, crockery, cutlery, glassware.
- Dining hall
- Chairs for event

We offer the following services that can be booked:

1. Braai for the Friday night
 - Rate of N\$220 pp. (Please contact management for menu options)
2. Pre-drinks
 - From the catering menu there is a few options for canapés to choose from. Prices will be dependent on choices.



- Homemade Ice-tea can be offered for N\$10.00 per person.
- Still water/sparkling water N\$10.00 per bottle.

3. Buffet for the event day:

- Buffet prices are depending on choices from the catering menu.
- Quote will also be send separately for chosen buffet options.
- Corkage fee of an N\$500.00 will be charged for wine and champagne.
- Waiters & Barman until 21h00, after that it would be N\$50.00 per hour per waiter and N\$150.00 per hour per barman.

4. Accommodation including breakfast (Please contact the Manager for price specials)

- Elegant double rooms
- Elegant single room
- Chalets
- The Nest
- Campsites
- Children between 3-12yrs pays half price.

5. Available activities from the day before.

- 2 hours Game Drive at N\$250.00 pp (includes a Otjiwa branded water)
- 2 hours Game walk with guide N\$80.00 pp
- Swimming pool facilities (swimming towels at reception)
- All at discounted rates

6. Cancellation Policy:

- | | |
|-----------------------------|------------------|
| - 3 months prior to booking | 25% of invoice |
| - 2 months prior to booking | 50% of invoice |
| - 1 month prior to booking | 100% of invoice. |



Terms & Conditions:

- All décor and personal items must be removed from the venue by 10:00am on the day after the event, in order for us to clean the venue.
- A breakage fee of N\$2000.00 will be charged beforehand, and will be refunded after the event.
- Final guest numbers must be send to the management 14 days' prior the event.
- Otjiwa Lodge takes no responsibility for lost or damaged items. No staff will take responsibility of the loss of personal items.
- **Full** payment must be received 14 days before the event in order to finalize all arrangements & catering.
- All broken crockery and glassware will be charged for.
- Only cash bar will be offered - no tabs/accounts.
- No nails or permanent fixtures are allowed to be set up.
- No gum/press tick are allowed to be put up against the walls.
- A signed copy of the contract must be send to management and it will be seen as an acceptance of the terms & conditions.

Contact persons:

1. Marquerite Muller (Manager)
Marquerite@otjiwa.com.na
+264 67 306 671
+264 81 488 6323
2. Schalk Muller (Manager)
Schalk@otjiwa.com.na
+264 81 279 8504
3. Clementia Naris (books officer)
info@otjiwa.com.na
+264 67 306 671



Banking Details:

OTJIWA SAFARI LODGE
First National Bank
Account no: 622 427 549 94
Branch no: 280673

*Please send proof of payment to info@otjiwa.com.na

Contract:

Name & Surname of Organizer

Date of Event.....

Contact details Cellphone.....

Email:

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Signature

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Date: