



Conference 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:

1. Small/medium venue: 15-50 guest N\$ 3000.00
2. Large Venue: 50-150 guest N\$ 6000.00
(please note, extra services will be charged separately)

The hiring of the venue includes the following:

- Round or rectangular tables, tablecloths, chairs.
- Dining hall
- Small sound system, with microphone
- Water & mints for conference
- Waiters & service staff

We offer the following services that can be booked:

1. Braai for the Friday night
 - Rate of N\$305.00 pp. (Please contact management for menu options)
2. Coffee & Tea breaks
 - We offer morning and afternoon tea breaks. The morning includes, 3 sweet & 2 savory options. In the afternoon, 3 savory & 2 sweet options.
 - Price per person per tea break - N\$ 95.00



- Homemade Ice-tea can be offered for N\$10.00 per person.
 - Still water N\$15.00 per bottle.
3. Buffet for the event day:
- Buffet prices are depending on choices from the catering menu.
 - Quote will also be sent separately for chosen buffet options.
 - Corkage fee of a N\$50.00 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\$400.00 pp
 - 2 hours Game walk with guide N\$150.00 pp
 - Swimming pool facilities (swimming towels at reception)
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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 sent 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 sent 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

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

.....
Date