



GENERAL INFORMATION

Whether it is a function or a Seminar – be assured, our reputation has been found on the professional way we handle these events, both from the organisational and the Catering aspects. Conference Rooms are available to provide the ideal setting for any number of guests from 5 to 200, and this flexibility is maintained in both our Menu's and Service.

Whatever the occasion, Conventions, Meetings, Conferences, Breakfasts, Seminars, Cocktail Receptions, Dinner Dances, Banquets, Private Dinners, Wedding Receptions, Product Launches, Beach BBQ's etc., the personal supervision of our Food and Beverage Team will ensure its smooth running.

Conference Equipment

As part of our service to you – the Conference organizer, we offer a full range of audiovisual equipment backed by the expertise of our Banqueting Coordinator and Food & Beverage Team. They will assist you and make recommendations to enable you to hold a successful conference. We may not have all the specialized equipment on hand, however this can be arranged upon request. Up-dated hire charges are available from the Food & Beverage Manager.

All standard Conference equipment, if available, can be provided! (V.H.S., Video, Overhead Projector, Screen, Lectern, P.A System, White Board and Felt Pens, Flipcharts, Pens, Writing Pads and Mints).

Conference Accommodation

Special Room Rates are available for the delegates attending your conference and our Rooms Division Manager will be pleased to discuss arrangements with you.

Wine list

We have a comprehensive selection of wines, which may be chosen from our Wine lists. This includes estate wines, imported wines and champagnes. The Manager on Duty will be of assistance with your selection.

Beverages

Bars may be arranged for all Functions, large or small, and can be either on a Cash or Credit (Charged to the Organization) Basis. The usual Cocktail Bar prices are available.

Whichever type of meeting you are planning - whether it be a conference or a Cocktail Party - the facilities at Lüderitz Nest Hotel, together with the experience, expertise and most important of all, personal service of our staff will assure you that the function is a memorable one.

For further details please contact:

P. O. Box 690 - Lüderitz, Namibia

Reservations:

Website:

**The Food & Beverage Department
Conference Division**

Telephone (09 264 63) 204000 / 2

Fax (09 264 63) 204001 / 204204

nesthotel@iway.na

www.nesthotel.com

CONFERENCE ROOM DETAILS

***Room Hire includes: Jugs of Ice Water & Peppermints

Meeting Rooms	Name	U-Shape	Room School	Theatre	Banquet	Cocktail	M Length	M Width
	Diamond	50	120	160	150	200	13	12
	Sandrose	40	60	80	70	100	16.5	5.5

Function Room Specifications

Conference Room Facilities	Diamond Room	Sandrose Room	Halifax Room
Power Sockets	10	3	2
Windows	Sea view	Yes	Yes
Toilets	Yes	Yes	Yes
Bar Available	Yes	Yes	
Air conditioner	Yes		
Terrace	Yes	Yes	
Doors	Sea view	Sea view	Yes
Light Dimmers	Yes	Yes	
Room Controls	Yes	Yes	
Carpeted	Yes		
Tiled		Yes	Yes

Refreshments

Tea / Coffee

Tea / Coffee & Biscuits

Tea / Coffee & 1/2 Brötchen

Jug of Juice (1Lit)

Coffee, Tea, & Juice

Conference Equipment Rental & Other Daily Charges

<p>White Board & Additional <u>Special audio/ visual equipment</u></p> <p>Flipchart & 2 Pens</p> <p>Overhead Projector</p> <p>P. A. Sound System (Equalizer, Microphone & Tape Deck & CD)</p> <p>Lapel Microphone</p> <p>Video & TV Monitor</p> <p>TV Monitor / Screen (Extra)</p> <p>Pointer (Antenna)</p> <p>Podium / Lectern</p> <p>Stage Quoted individually on request!</p> <p>Printed Menu's</p> <p>Extra Flip Chart Pad</p> <p>Extra Pens</p> <p>National Anthem / AU Anthem</p>	<p>Multimedia Proxima Quoted on request!</p> <p><u>Candles</u></p> <p>Candles</p> <p><u>Special Themes And Décor</u></p> <p>Quoted on request!</p> <p><u>Table Flowers</u></p> <p>Quoted on Request!</p> <p><u>Entertainment</u></p> <p><u>Outside Catering</u></p> <p>Please inquire about our Outside Catering "Facilities" e.g. Crayfish BBQ at the Beach, or at one of the Bays etc.</p> <p><u>Lunch Boxes</u></p> <p>Quoted individually on request.</p>
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CATERING

NEST BEST BREAKFAST

SUNRISE BUFFET BREAKFAST

LUNCH MENUS

ECONOMY BUFFET

UPPER BUFFET

FIRST CLASS BUFFET

STRANDLOPER BRAAI

CAPTAINS BRAAI

COCKTAIL RECEPTION - OPTION 1

FINE DINING MENU'S

MATRIC FAREWELLS, WEDDINGS AND THEME DINNERS

WHO YOU USE FOR YOUR EVENT IS JUST AS IMPORTANT AS WHAT YOU ORDER FOR YOUR EVENT. OUR EXPERTISE AND DEDICATED STAFF WILL GIVE YOU PEACE OF MIND AND THE ABILITY TO ENJOY YOUR EVENT WITHOUT SO MUCH AS TO LIFT A FINGER.

OUR DESIRE IS TO BLEND YOUR DREAM EVENT WITH CULINARY EXCELLENCE AND PROFESSIONAL SERVICE AT AN AFFORDABLE PRICE. THE ONLY WAY TO ACHIEVE EXCELLENCE IS FOR US TO LISTEN TO YOUR NEEDS AND TO EXCEED YOUR EXPECTATIONS.

IT IS OUR PLEASURE TO CREATE UNIQUE MENUS AND CREATIVE SETTINGS TO SATISFY EVERY GUEST VISITING OUR ESTABLISHMENT.

THE NEST HOTEL SPECIALISES IN MAKING EVERY OCCASION MEMORABLE AND EXCITING.

SPECIAL FUNCTIONS AND EVENTS ARE QUOTED ON REQUEST AND PRICED ACCORDINGLY.

There is no End.....!!!!!!!



CATERING AGREEMENT

1. DEFINITIONS

The "LNH" shall mean the Lüderitz Nest Hotel, 820 East End, Lüderitzbucht.

The "Client" shall mean the persons, company or its legal representative or agent with whom the LNH has agreed to provide the goods and services for an event.

Full name and address of Client:

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Date of event:

2. EVENT

The client agrees to notify the Hotel:

- 2.1 Within 7 days of Offer by Letter, confirming the booking and the anticipated number of persons attending the event.
- 2.2 At 14 days prior to the Event, final confirmation of the number of persons attending.
- 2.3 At 3 days prior to the event, 10% adjustment may be made to the numbers attending. Beyond this time, LNH reserves the right not to accept any further adjustments.
- 2.4 The Client agrees to pay LNH charges for whichever shall be the greater of:
 - a) The exact number of persons notified as attending the event in accordance with 2.3 above.
 - b) the actual number of persons who attend the event
- 2.5 Should the number fall below 50% of the original booking (2.1), the Hotel reserves the right to change the venue.

..... *to be initialled

3. ACCOUNT SETTLEMENT

- 3.1 A deposit of 100% of the calculated Venue, Food & Beverage Value is payable at confirmation of booking.
- 3.2 Organisers are to pay the balance of any extras on the last day of the Function.

..... *to be initialled

4. CANCELLATIONS

- 4.1 LNH reserves the right to cancel the booking or reservation for the event should the client fail to perform any of the obligations specified herein and the conditions specified in clause 4.2 shall apply.
- 4.2 Should this contract be terminated or cancelled by the Client at any time prior to the date of event, LNH reserves the right to retain the deposit as follows.

At 30 – 22 days prior to conference date:	25% of the quoted venue fee
At 21 – 15 days prior to conference date:	30% of the quoted venue fee
At 14 – 07 days prior to conference date:	50% of the quoted venue fee
At 06 – 03 days prior to conference date:	65% of the quoted venue fee
From 2 days prior to conference date:	80% of the quoted venue fee & 50% of the calculated food amount due
No Shows:	100% of the quoted venue fee & 100% of the calculated food amount due

..... *to be initialled

5.DAMAGE AND LOSS

5.1 The client shall take all reasonable precautions not to damage or lose Hotel property. The Client shall satisfy all claims founded on any such damage or loss.

6.CONDUCT OF THE EVENT

- 6.1 The Client will conduct the event in an orderly manner in compliance with the directives of the Hotel Management as agreed at the time of confirmation, including compliance with all applicable laws, ordinances and regulations
- 6.2 It is hereby explicitly agreed that no takeaways of any food are allowed to be removed off the LNH premises

7.UNAUTHORIZED EXTRAS

Unless otherwise instructed in writing, the Client will be liable for all charges of Food, Beverage, Rooms or other services incurred by the Client or his Agent / s during the course of the event.

On behalf of the Client:

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Authorized Signature

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Name

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Position

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Company/Organization

.....
Date

On behalf of the Hotel:

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Hotel's Representative

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Name

.....
Position

.....
Date