



BAOBAB
Corporate Meets Lifestyle

Conference Weekend 2015

EVENT BRIEF SUMMARY

Date of Event	
Number of Delegates	
Requirements	
Region	
Budget	
Team Building Event Options	
Venue Option	
Objectives & Measurable Outcomes	

Suggested Conference Itinerary...

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- DAY 1
- Late afternoon arrival of all delegates (own transport)
 - Conference Registration & Check-in (hosted by Baobab staff)
 - Welcome & Dinner
 - Room drop 1: printed programme for next day
- DAY 2
- Breakfast
 - Full Day Conference Session all inclusive of tea breaks, conference facilities
 - Buffet Lunch
 - Dinner Braai
 - Room drop 2: branded photo frame & printed photo of Go-kart team
- DAY 3
- Breakfast
 - ½ Day Conference Session all inclusive of tea break, conference facilities
 - Buffet Lunch
 - Shuttle to event venue
 - ½ Day Team Build Event: Go-kart Racing at Zwartkops Race Way
 - Return shuttle to hotel
 - Leisure Time
 - Awards Ceremony, Gala Dinner & Closing
 - Room drop 2: branded photo frame & printed photo of Go-kart team
- DAY 4
- Breakfast
 - Check-out & Departure

3 Oaks & An Aloe Boutique Hotel



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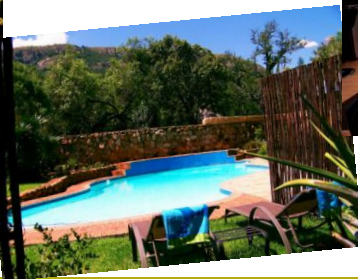
At the foot of the magnificent Magaliesberg Mountains, awaits a world of luxury and elegance. Three Oaks and an Aloe Boutique Hotel offers guests a quiet retreat, with fantastic service and stunning facilities.

Three Oaks and an Aloe Boutique Hotel has luxurious, well-appointed and spacious rooms. Each room has its own tea/coffee station, flat screen TV, minibar, private patio/balcony with views of the gardens and the Hartbeespoort Dam, and en-suite bathroom with a large shower.

Our fully equipped conference room offers delegates a break from the everyday routines. With only a 45min drive from Pretoria and Johannesburg, Three Oaks and an Aloe Boutique Hotel is perfect for a strategic meeting or a teambuilding excursion. The conference room can accommodate up to 100 delegates or can be split to two smaller venues.

It's not only our great service and facilities that set Three Oaks and an Aloe Boutique Hotel apart from other establishments, but also our delicious food. Our Chef prepares all his delicious meals from scratch and takes great pride in his work – this is evident in the delicious end result.

Three Oaks and an Aloe Boutique Hotel is graded four stars and also boasts large gardens, an elegant dining room, a large swimming pool with loungers & umbrellas, as well as a fully licensed bar.



About the Venue: 3 Oaks & A Aloe

Go-Kart Race Event at Zwartkops Race Way

The Zwartkops Kart Circuit is just over 1000m long and is a minimum of eight meters wide. The main straight is 180m-long and 10m wide. The first two corners at the end of the straight are only 12m wide.

A unique feature of the International Kart Circuit is the Bridgestone Flyover, where the circuit actually crosses over itself. The sloping terrain of Zwartkops lends itself to great spectator viewing points and promises the drivers a challenging roller coaster ride.



For team building purposes, the go karting race is hosted in le mans style, and structured as an 2 hour endurance race. Each team will consist of 4 drivers and whichever team makes to most laps in the 2 hours, are the winners!

About the Team Building Event 1: Go-kart Racing

CONFERENCE WEEKEND 2015

Cost Estimate for hosting Conference Weekend

	UNITS	UNIT COST	TOTAL UNITS	VAT @ 14%	TOTAL COST
Conference, Accommodation & Meals @ Three Oaks and An Aloe, Hartebeespoort (3 nights, 2 days)					
DAY 1: Accommodation Sharing 40 People Sharing, split between various room styles and	1	R 25 771,93	R 25 771,93	R 3 608,07	R 29 380,00
DAY 1: Dinner 3 Course Meal x 40 people	40	R 171,05	R 6 842,00	R 957,88	R 7 799,88
DAY 1: Softdrink during Dinner Provision x 40 people	40	R 21,93	R 877,20	R 122,81	R 1 000,01
DAY 2: Full day Conference Package Per Person / Sharing incl. accommodation, dinner, breakfast, buffet lunch, 2 tea breaks, use of conference venue basic equipment and consumables	40	R 960,53	R 38 421,20	R 5 378,97	R 43 800,17
DAY 2: Data Projector	1	R 385,00	R 385,00	R 53,90	R 438,90
DAY 2: Dinner x 40 people Additional to convert dinner menu into Braai Menu	40	R 60,00	R 2 400,00	R 336,00	R 2 736,00
DAY 2: Dinner x 40 people Provision for 1 Softdrink	40	R 21,93	R 877,20	R 122,81	R 1 000,01
DAY 3: Full Day Conference Package Per Person/ Sharing incl. accommodation, dinner, breakfast, buffet lunch, 2 tea breaks, use of conference venue basic equipment and consumables	40	R 960,53	R 38 421,20	R 5 378,97	R 43 800,17
DAY 3: Data Projector	1	R 385,00	R 385,00	R 53,90	R 438,90
DAY 3: Gala Dinner Set Menu Plated 3 Course	50	R 271,93	R 13 596,50	R 1 903,51	R 15 500,01
Bar Account Provision	1	R 26 315,79	R 26 315,79	R 3 684,21	R 30 000,00
Gala Dinner: DJ incl. top end sound and lighting gear, over 15 000 tracks for background and dance from all genres	1	R 5 800,00	R 5 800,00	R 812,00	R 6 612,00
Gala Dinner: Décor & Linen for special themed event	1	R 15 000,00	R 15 000,00	R 2 100,00	R 17 100,00
Sub-total Accommodation, Conference Package & Meals			R 175 093,02	R 24 513,02	R 199 606,04

Event Experience ~ Go-kart Racing

Day 1: Late Afternoon Arrival

Conference Registration: name tag & lanyard	40	R 23,00	R 920,00	R 128,80	R 1 048,80
Room Drop: Printed Detailed Programme for the next day, contact numbers etc.	40	R 25,00	R 1 000,00	R 140,00	R 1 140,00

Day 2: Full Day Conference

Provision made under "Conference, Accommodation & Meals"	0	R -	R -	R -	R -
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Day 3: 1/2 Day Conference & Go-Karting

Shuttle Transport: from Venue to Zwartkops Race Way (estimated on 40 passengers)	1	R 6 245,00	R 6 245,00	R 874,30	R 7 119,30
Team Build: Go-Kart Racing: 2 Hours endurance race, 10 teams with 4 members each	40	R 275,00	R 11 000,00	R 1 540,00	R 12 540,00
Team Build: Medical Support: 2 Hours	1	R 1 100,00	R 1 100,00	R 154,00	R 1 254,00
Team Build: Prize Giving after Race: Medals	40	R 120,00	R 4 800,00	R 672,00	R 5 472,00
Team Build: Refreshments: incl. mineral water, juice, dry snacks	40	R 150,00	R 6 000,00	R 840,00	R 6 840,00
Room Drop: framed team photo fo go-karting event	40	R 55,00	R 2 200,00	R 308,00	R 2 508,00

Day 4: Early Morning Departure

No requirements					
Sub-total Event Experience		R 33 265,00		R 4 657,10	R 37 922,10

BAOBAB Project Management Related

Snr Project Co-ordinator & Event Expert	2,5	R 2 100,00	R 5 250,00	R 735,00	R 5 985,00
Snr Project Co-ordinator: On site Accommodation Single & Meals	2	R 980,00	R 1 960,00	R 274,40	R 2 234,40
Junior Project Co-ordinator: Registration & Hospitality	2,5	R 1 200,00	R 3 000,00	R 420,00	R 3 420,00
Junior Project Co-ordinator: travel based on 120 km/day	360	R 3,75	R 1 350,00	R 189,00	R 1 539,00
Agency Management Fee: Project Concept, Bookings, Liaisons & Arrangements, Site Inspections, Attending Meetings, Payments & Banking Fees & Post Event Reporting	1	R 30 000,00	R 30 000,00	R 4 200,00	R 34 200,00
Sub-total		R 41 560,00		R 5 818,40	R 47 378,40

Subtotal	R 249 918,02
VAT 14%	R 34 988,52
TOTAL	R 284 906,54

CONTACT US

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