



THREE RIVERS LODGE

★★★★★

Conference Booking Form

Welcome to our conference facilities, where professional service meets thoughtful attention to detail. Whether you are hosting an intimate executive meeting or a large corporate conference, our dedicated events team is committed to ensuring a seamless and successful experience from start to finish.

With versatile venues accommodating between 10 and 200 delegates, complimentary Wi-Fi throughout all public areas, and personalised coordination every step of the way, we create an environment designed to inspire productivity, encourage collaboration, and leave a lasting impression on your guests. At Three Rivers Lodge, we pride ourselves on delivering exceptional hospitality, meticulous planning, and unobtrusive service tailored to your unique event requirements.

Please complete the form below to assist us in planning your conference requirements.

CONTACT DETAILS

Please complete the information below in full.

Name	
Surname	
Company Name	
Contact Number	
Email Address	

Would you like to subscribe to our newsletter? ☐ Yes ☐ No

PREFERRED METHOD OF CONTACT

Select your preferred method of contact below:

☐ Phone ☐ WhatsApp ☐ Email

Three Rivers Lodge & Villa Anna Sophia

Reg. No. 2009 / 019398 / 07

Phone: 016 423 6046 / WhatsApp: 061 104 6161 | Email: info@threeriverslodge.co.za

Website: www.threeriverslodge.co.za

Address: 52 Golf St, Three Rivers, Vereeniging, 1935



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EVENT DETAILS

Conference Type:

☐ Half-day Conference

☐ Full-day Conference

	R440 pp	R540 pp	R640 pp
	Silver package <i>Half day package</i>	Gold package <i>Full day package</i>	Platinum package <i>Full day package</i>
Venue hire	X	X	X
Unlimited WiFi	X	X	X
White boards	X	X	X
Projector	X	X	X
Screen	X	X	X
Pen	X	X	X
Notepad	X	X	X
Water	X	X	X
Mints	X	X	X
Arrival tea and coffee station	X	X	X
Arrival Muffin	X	X	X
Arrival juice station			X
Morning tea and coffee station	X	X	X
Morning savoury snack	X	X	X
Light lunch	X	X	X
Juice station	X	X	X
Dessert		X	X
Afternoon tea and coffee station		X	X
Afternoon sweet snack		X	X
Afternoon juice station			X

Please note that we offer five menu options to choose from. For conference bookings made at short notice, the chef's choice menu will be served, as there may not be sufficient time to accommodate menu selections.

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VENUE REQUIREMENTS

Date	
Venue	
Number of Guests (Pax)	
Start Time	
End Time	
Email Address	

Conferencing Venues

Venue	Boardroom	U-Shape	Cinema	Classroom	Banquet
Executive Boardroom	10	0	0	0	0
Suikerbos	25	30	45	35	30
Pool Room	20	15	35	20	20
Raduno	100	150	220	200	180
Stoep Veneto	40	40	60	40	80

VENUE SETUP

Shape:

☐ Boardroom

☐ U-Shape

☐ Cinema

☐ Banquet

☐ Classroom

Tablecloths:

☐ Black

☐ White

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CATERING REQUIREMENTS

Please complete the information below in full.

Set Menu Selection

☐ Conference Menu 1

☐ Conference Menu 2

☐ Conference Menu 3

☐ Conference Menu 4

Dietary Requirements	
Arrival Time	
Mid-Morning Break	
Lunch Time	

ACCOMMODATION REQUIREMENTS

Accommodation required: ☐ Yes ☐ No (If no, please leave the block below empty)

Number of standard rooms	
Number of double rooms	
Check-in Date	
Check-out Date	

All accommodation bookings include breakfast. Dinner needs to be booked in advance.

ADDITIONAL REQUIREMENTS

Please add any special requirements, e.g. branding requirements, VIP guests, décor, registration access, early access, etc.

TERMS AND CONDITIONS

- Booking confirmation subject to availability

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- Deposit requirements apply
- Cancellation policy applicable
- Final guest count required prior to event

FOR INTERNAL USE ONLY

Quote Sent by	
Quote Number	
Deposit Required	
Booking Confirmed	
Payment Status	

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