

To whom it may concern:

**Large Conference Room** (full day session: 08h00 till 16h00 for 25+ delegates = R 1500  
(Half day session: 08h00 till 13h00 for 25+ delegates = R 900

**Full or half day package includes+ 10% Service fee levied:**

Morning coffee or tea on arrival

Mid-morning break at 10h00 : coffee / tea + savoury – muffin or scone (either option incl. jam, butter & cheese portions)

Mid-afternoon break at 15h00: coffee / tea + biscuit

**Optional on either full or half day package+ 10% service fee levied:**

Sit-down group lunch served at HBS's Coffee shop (around 12h30 till 01h30) valued at R 80 p/p

X2 option menu available: plate, served with juice / filter coffee/ tea (consideration of dietary requirements available)

***\*NB: A 50% deposit required to confirm booking and balance settled x1 week prior to booked session***

**Or**

**Small Conference Room** (full day session: 08h00 till 16h00 for +/- 12 delegates = R 800)  
(half day session: 08h00 till 13h00 for +/- 12 delegates = R 500)

**Full or half day package includes+ 10% Service fee levied:**

Morning coffee or tea on arrival

Mid-morning break at 10h00 : coffee / tea + savoury – muffin or scone (either option incl. jam, butter & cheese portions)

Mid-afternoon break at 15h00: coffee / tea + sweet biscuit

**Optional on either full or half day package+ 10% service fee levied:**

Sit-down group lunch served at HBS's Coffee shop (around 12h30 till 01h30) valued at R 80 p/p

x2 option menu available: plate, served with juice / filter coffee/ tea (consideration of dietary requirements available)

***\*NB: A 50% deposit required to confirm booking and balance settled x1 week prior to booked session***

If you require additional furniture or even stationary please note that these will need to be hired or billed separately. Should you require further information, please feel free to contact me on the numbers listed below.

Kind Regards,

Cindy Lucas

Investment Relationship Manager

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