

# CONFERENCE PACKAGE (2017 - 2018)

## COFFEE BREAK PACKAGES



\*Coffee Break packages are inclusive of venue for 20 or more delegates, venue hire charges will apply if less than 20.

**Coffee Break Package 1** - \$21 / €90.00 per delegate

(Tea, coffee, hot chocolate and juice with 2 variety snacks)

Simply 'Afropolitan'

**Coffee Break Package 2** - \$24 / €105.00 per delegate

(Tea, coffee, hot chocolate and juice with 3 variety snacks)

## HALF DAY CONFERENCE PACKAGES

\*Conference packages are inclusive of venue for 20 or more delegates, venue hire charges will apply if less than 20.

### EPA 1A MEETING PACKAGE

- Package per delegate per day at **\$42 / GH¢185.00**
- Use of meeting room for up to 5 hours (extra hours available at fixed hourly rate)
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints
- 1 Flipchart stand with sheets and 2 coloured markers
- Morning or Afternoon break (Tea, Coffee, Hot Chocolate, Fruit juices with 2 variety snacks)
- Buffet lunch or dinner including water and 1 soft drink or fruit juice
- Complimentary Wi-Fi internet access codes for all delegates

### EPA 1B MEETING PACKAGE

- Package per delegate per day at **\$45 / GH¢198.00**
- Use of meeting room for up to 5 hours (extra hours available at fixed hourly rate)
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints
- 1 Flipchart stand with sheets and 2 coloured markers
- Morning or Afternoon break (Tea, Coffee, Hot Chocolate, Fruit juices with 3 variety snacks)
- Buffet lunch or dinner including water and 1 soft drink or fruit juice
- Complimentary Wi-Fi internet access codes for all delegates

## FULL DAY CONFERENCE PACKAGES

### EPA 2 MEETING PACKAGE

- Package per delegate per day at **\$ 47 / GH¢207**
- Use of meeting room for up to 9 hours (extra hours available at fixed hourly rate)
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints
- 1 Flipchart stand with sheets and 2 coloured markers
- Morning coffee break (Tea, Coffee, Hot Chocolate, Fruit juices with 2 variety snacks - pastries)
- Buffet lunch including water and 1 soft drink or fruit juice
- Mineral water and mints
- Afternoon coffee break (Tea, Coffee, Hot Chocolate, Fruit juices with 2 variety snacks - proteins)
- Complimentary Wi-Fi internet access codes for all delegates



## **AYA MEETING PACKAGE**

- Package per delegate per day at **\$51 / GH¢224**
- Use of meeting room for up to 9 hours (extra hours available at fixed hourly rate)
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints
- 1 Flipchart stand with sheets and 2 coloured markers
- Morning coffee break (Tea, Coffee, Hot Chocolate, Fruit juices with 3 variety snacks - pastries)
- Buffet lunch including water and 1 soft drink or fruit juice
- Mineral water and mints
- Afternoon coffee break (Tea, Coffee, Hot Chocolate, Fruit juices with 3 variety snacks- proteins)
- Complimentary Wi-Fi internet access codes for all delegates

## **LUNCH MEETING PACKAGE (HALF DAY)**

- Package per delegate per day at **\$35 / GH¢154**
- Use of meeting room for up to 4.5 hours (extra hours available at fixed hourly rate)
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints (once a day)
- 1 Flipchart stand with sheets and 2 coloured markers
- Buffet lunch including water and 1 soft drink or fruit juice
- Complimentary Wi-Fi internet access codes for all delegates

## **ADDITIONAL FOOD / BEVERAGE REQUIREMENTS ON TOP OF PACKAGE**

- 1 additional snack - \$4 / Gh¢15 per delegate
- Fruit salad / slices - \$10 / Gh¢45 per delegate
- Welcome tea, coffee & hot chocolate with welcome cookies - \$10/ Gh¢45 per delegate
- Buffet breakfast - Gh¢90      Buffet Lunch package - Gh¢130      Buffet Dinner package - Gh¢135  
(lunch or dinner package includes 1 sml water & 1 soft drink per person)

## **For delegate numbers below 20, the following discounted venue hire charges will apply; (conference packages only)**

- Nhyiemu room - \$400 / Gh¢2000 per day
- Kpeehe room - \$300 / Gh¢1200 per day
- Asomka/Suite room - \$150 / Gh¢600 per day

## **VENUE HIRE ONLY CHARGES**

- Nhyiemu (max 60 u-shape / 80 classroom or round tables & 150 theatre style) - \$1000 / Gh¢4500 per day
- Kpeehe (max 35 u-shape / 30 classroom & 80 theatre style) - \$800 / Gh¢3500 per day
- Asomka (max 15 u-shape / 22 classroom & 40 theatre style) - \$600 / Gh¢2500 per day

**\*Discounts available on venue hire charges depending on number of delegates, time of event and set up style.**

## **EXTRA EQUIPMENT**

- Data Projector (LCD) & screen - \$80/ ¢350 per day (this charge applies for 20+)
- PA System with 2 cordless microphones - \$80 / ¢350 per day (this charge applies for 20+)
- Extra Flipchart stand & sheets - \$45 / ¢195 per day
- Computer/Lap top & Printer - \$150 / \$100 / ¢660 / ¢440 per day
- TV & VCR / DVD - \$200 / ¢880 per day
- Telephone conference - \$47 / ¢200 per day
- Video Conference - \$200 p/hr (Min of 3 hrs) or \$600 p/day (4 to 8 hrs)
- Pointer - \$10 / ¢43
- Interpretation equipments & booth - Price is subject to clients requirements and numbers

**\*Cedi rates are dependent on the rate of exchange at the time of booking or payment.**

Email [cbse@african-regent-hotel.com](mailto:cbse@african-regent-hotel.com) for your event bookings or for further inquiries

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