

CONFERENCE PACKAGE (2021)

1 COFFEE BREAK PACKAGE (half day)

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



Simply 'Afropolitan'

Coffee Break Package 1 - \$18per delegate
(Tea, coffee, hot chocolate and juice with 2 variety snacks)

Coffee Break Package 2 - \$20per 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 **\$42.00**
- 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 **\$45.00**
- 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 **\$47.00**
- 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 or dinner 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 **\$51.00**
- 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 or dinner 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 & Full Day)

- Package per delegate per day at **\$32 (half day)**
- Package per delegate per day at **\$34 (full day)**
- Use of meeting room for up to 4.5 hours half day & 9 hours full day.
- Meeting room set up with chairs and tables
- Stationery (notepad & pen), Mineral water and mints (once a day – half day and twice a day – full 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 per delegate
- Fruit salad / slices - \$10 per delegate
- Welcome tea, coffee & hot chocolate with welcome cookies - \$10 per delegate
- Buffet breakfast - Gh¢120 Buffet Lunch package - Gh¢175 Buffet Dinner package - Gh¢175
(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 - \$417 per day
- Kpeehe room - \$300 per day
- Asomka/Suite room - \$170 per day

VENUE HIRE ONLY CHARGES

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

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

EXTRA EQUIPMENT

- Data Projector (LCD) & screen - \$70 per day (this charge applies for 20+ or for an extra one)
- PA System with 2 cordless microphones - \$80 per day
- Extra Flipchart stand & sheets - \$45 per day
- Computer/Lap top & Printer - \$150 / \$100 per day
- TV & VCR / DVD - \$200 per day
- Telephone conference - \$47 per day
- Video Conference - \$420.00
- Pointer - \$10
- Interpretation equipments & booth - Price is subject to clients requirements and numbers

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

Email cbse@african-regent-hotel.com for your event bookings or for further inquiries

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