



**Date:** 12 May 2017  
**Company:** Cosivista (Pty) Ltd – Africta  
**Name:** Shakthi Goberdhan-Reddy  
**Contact Number:** 011 701 5888  
**Email Address:** [mags@cozivista.com](mailto:mags@cozivista.com)

Dear Shakthi

Thank you for your interest in the Hilton Sandton. We are delighted that you are considering us for your forthcoming event.

Below you will find a full proposal with the initial costs, based on the requirements we discussed.

**Event Details**

Date	Start time	End Time	Function	Room	Setup	Agr	Room Rental
<b>Africta / ICANN Outreach Event 1</b>							
25 June 2017	12:00	17:00	Half Day Conference Package incl Lunch	Kwena Suite	Kwena Suite	40	R 520.00
<b>Africta /Board Retreat – Event 2</b>							
30 June 2017	12:00	17:00	Full Day Conference Package incl Lunch	Kwena Suite	Kwena Suite	12	R 600.00

**Additional Costs: (if required)**

PA system	R1000.00
Data Projector	Included in Package
Screen	Included in Package
Lapel Microphones	R513.00 per microphone
Flipcharts	Included in package
Technical Set Up	R300.00 per day
Tech Operating Fee	R1150.00 per day (if required)

138 Rivonia Road | Sandton 2196 | South Africa

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ONQ REFERENCE	DESCRIPTION				AMOUNT ZAR
	<b>FUNCTION DATE: 25 &amp; 30 June 2017</b>				
	Description	Numbers	Days	Price	
	Half Day Conference Package Incl Lunch	40	1	520	20,800.00
	Estimated Beverages during Lunch	40	1	70	2,800.00
	Full Day Conference Package	12	1	600	7,200.00
	Estimated Beverages during Lunch	12	1	70	840.00
	<i>Set Up</i>	2	2	300	1,200.00
	<i>Incidentals (Refundable if not used)</i>	0	0	5000	-
	<b>TOTAL AMOUNT VAT INCLUSIVE</b>				<b>32,840.00</b>

Our Half DCP Package rate is R 520.00 per person this includes.  
 Main plenary room  
 Arrival Tea Break with chef selection snacks.  
 Mid- Morning Tea Break with chef selection snacks.  
 Buffet Lunch served in the restaurant or Finger lunch  
 Complimentary Wifi  
 Note pads & pencils  
 Mineral waters and mints  
 Parking exit voucher  
 Standard conference equipment:  
 Data Projector, Screen  
 Beverages with lunch and additional equipment are not inclusive in the package.

Our Full DCP Package rate is R 600.00 per person this includes.  
 Main plenary room  
 Arrival Tea Break with chef selection snacks.  
 Mid- Morning Tea Break with chef selection snacks.  
 Buffet Lunch served in the restaurant or Finger lunch  
 Mid- Afternoon Tea Break with chef selection snacks.  
 Complimentary Wifi  
 Note pads & pencils  
 Mineral waters and mints  
 Parking exit voucher  
 Standard conference equipment:  
 Data Projector, Screen  
 Beverages with lunch and additional equipment are not inclusive in the package.



**Strictly Halaal Surcharge R 450.00**

**Kosher Surcharge R 450.00**

Rates are valid until **17 May 2014** and apply to the number of rooms/attendees stated above, should the numbers or schedule of events alter then the rates may be reviewed

All costs are in ZAR and inclusive of 14% VAT and 1% Tourism Levy.

I would like to call you to talk through your requirements further and to discuss the next steps. Kindly advise a convenient time.

If you would like to come and view our facilities, or discuss your booking in person, myself or one of our Sales Team Members would be happy to meet with you. Hilton looks forward to working with you on this **event**.

Yours sincerely

Phyllicia Pillay

Groups, Conference & Event Coordinator

27 (0) 11 322 1888