

INSTITUTIONAL ACCOMMODATION

# Institutional Group Accommodation

For embassies, organisations, development partners and project teams working in and around Chimoio.

## Three group solutions

### 01

### Delegation Stay

Rooms, breakfast, a named coordinator, rooming-list control and consolidated billing.

### 02

### Residential Training

Accommodation combined with meals, tea breaks, meeting setup and practical event support.

### 03

### Transit and Crew

Flexible arrivals, breakfast or packed meals, parking, laundry and shift-based options.

**Capacity, room mix and rates are confirmed against your dates, headcount and service brief.**

LINDA'S LODGE

# Services booking and contacts

SERVICE MENU

## Build the stay around your programme

| | |
|---|---|
| **Stay planning** | Room preference, arrival waves, VIP instructions and long-stay housekeeping. |
| **Food** | Breakfast, packed departures, lunch, dinner, tea breaks and dietary requirements. |
| **Meetings** | Room setup, Wi-Fi and power needs, printing, signage and coordination. |
| **Mobility** | Airport, border, project-site and local transfers with agreed schedules. |
| **Business support** | Formal quotation, purchase-order references, change control and itemised invoicing. |

SERVICE ASSURANCE

## Controls for institutional bookings

- One approved rooming list and authorised booking contact
- Guest information restricted to authorised staff
- Access and emergency contacts agreed before arrival
- Dietary instructions and food controls recorded
- Authorised extras shown on the final account

### Commercial terms

A 50 percent deposit normally confirms the booking unless approved credit or purchase-order terms apply. Other payment and cancellation terms appear in the quotation.

## Five-step booking process

1. **Send brief**
2. **Receive quote**
3. **Confirm**
4. **Pre-arrival review**
5. **Stay and close out**

*Quotation target  One business day after a complete brief and availability check*


**RESERVATIONS**
+258 82 990 9904

**KITCHEN**
+258 86 399 9904

**TRANSPORT**
+258 86 713 8933

**WEBSITE**
lindasgeneral.com