



Kindly complete this form and send to quinton@streamlinevenues.co.za before **1st of November 2017** to secure your booking. Any booking forms received after this date, is subject to availability and prices subject are subject to change.

Delegate Details

Adults: Please indicate age when booking for children	<u>Delegate 1</u> First & Last Name:	
	<u>Delegate 2</u> First & Last Name:	
	<u>Delegate 3</u> First & Last Name:	
	<u>Delegate 4</u> First & Last Name:	
Your Contact Details:	<u>Mobile Number:</u>	
	<u>Email Address:</u>	

Accommodation Requirements

CC host Hotel Single Room	<input type="checkbox"/>	Century City Hotel - Single Room R 2 138.00 Bed and Breakfast - Additional R 50 Parking charge p/d The room has 1 King/Double bed and can sleep a max of 1 adults
CC host Hotel Twin Room:	<input type="checkbox"/>	Century City Hotel - Double/Twin Room R 2 425.00 Bed and Breakfast - Additional R 50 Parking charge p/d The room has 2 x Double or 3/4 beds and can sleep a max of 2 adults
Other Room e.g. Suite	<input type="checkbox"/>	Please Specify your special Request <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Arrival and Departure Dates

<u>Arrival Date:</u>		<u>Early Check-in Required?</u>	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>
<u>Departure Date:</u>		<u>Late Check-out Required?</u>	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>

Invoice Details

<u>Attention To:</u>			
<u>Contact Details:</u>	<u>Phone No:</u> _____	<u>Email:</u> _____	
<u>Organization/Company Name:</u>			
<u>VAT Number:</u>			
<u>Physical Address:</u>			
<u>Postal Address:</u>			

Payment Method

<u>Credit/Debit Card:</u> <input type="checkbox"/>	<u>EFT:</u> <input type="checkbox"/> We will include banking details on your invoice	
<u>Name on the Card:</u>		
<u>Card Type:</u>		
<u>Card Number:</u>		
<u>Expiry Date:</u>		
<u>Last 3 digits on back of card:</u> _____	<u>Straight</u> _____	<u>Budget</u> _____
<u>Date Signed:</u> _____	<u>Signature:</u> _____	

CHECK-IN AND DEPARTURE

Check-in time is strictly from 15h00 onwards, subject to availability, and check out time is no later than 10h00, unless prior arrangements have been made, in accordance to availability of current occupancy. Should you require the room prior to 15h00, you may reserve the room from the night before, at the full daily rate. Rooms are only allocated on the day of arrival, therefore specific rooms cannot be guaranteed.

TERMS AND CONDITIONS:

- The rates quoted in this document are inclusive of VAT but excludes 1% tourism levy
- This rate includes buffet breakfast Daily
- Sharing room max capacity is 2 adults and 2 children under the age of 12
- There are limited guest rooms reserved and reservation is on first come first serve basis. In the event of standard rooms are sold out, alternate room types will replace the Standard Room reservation and this might cause a price change.
- In order to guarantee your reservation, please indicate your payment preference above and email it back to us along with your proof of payment in order for us to confirm your reservation.
- Should we receive no response from you on the above during the allotted time, we reserve the right to cancel your reservation at which time you will be advised in writing.

CANCELLATION POLICY:

- If you cancel your booking on or before the **20th of October 2017** no penalty apply
- 100% Cancellation fee will be applicable for rooms canceled 30 days/less to arrival
- No-show reservation will be charged 100% cancellation fee for the full length of stay

Kindly initial all pages of this agreement, sign last page in full and send back to us via fax 086 549 8056 or email quinton@streamlinevenues.co.za. Please note that bookings will only be secured upon return of this agreement, duly completed and signed as well as, proof of payments as laid out in the pro-forma invoice and the payment schedule.

The customer/authorised representative of the customer, by his/her signature hereto, hereby confirms that he/she is duly authorised, the information supplied above is true and correct and agrees to be bound to the terms and conditions set out in this reservations agreement.

Signature

Full Name and Surname:

Capacity:

Date:

Signature: _____