



RESERVATION DETAILS

(PLEASE COMPLETE THE FOLLOWING)

CONFERENCE DATE : _____
NUMBER OF DELEGATES : _____
COMPANY NAME : _____
CONTACT PERSON : _____
TELEPHONE NUMBER : _____
FAX NUMBER : _____
MOBILE NUMBER : _____
E-MAIL ADDRESS : _____

BILLING INFORMATION

(PLEASE COMPLETE THE FOLLOWING)

COMPANY NAME : _____
CONTACT PERSON : _____
TELEPHONE NUMBER : _____
FAX NUMBER : _____
MOBILE NUMBER : _____
E-MAIL ADDRESS : _____
POSTAL ADDRESS : _____
VAT REGISTRATION NUMBER : _____ CODE : _____

CONFERENCE ROOM

(PLEASE SELECT THE RELEVANT CONFERENCE ROOM)

BRAVO VOILA INDABA MULTI-ROOM

CONFERENCE PACKAGE

(PLEASE SELECT THE RELEVANT CONFERENCE PACKAGE)

OPTION 1 OPTION 2 OPTION 3 OPTION 4 OPTION 5
 OPTION 6 OPTION 7

CONFERENCE PACKAGE OPTIONS

(PLEASE SELECT THE RELEVANT CONFERENCE PACKAGE)

| | | | | | |
|--------------------------|----------|--|--------------------------|---------------------|-------|
| <input type="checkbox"/> | FULL DAY | 08:00 - 17:00 | <input type="checkbox"/> | CONFERENCE PER HOUR | |
| <input type="checkbox"/> | HALF DAY | <input type="checkbox"/> 08:00 - 12:00 | | NUMBER OF HOURS | _____ |
| | | <input type="checkbox"/> 13:00 - 17:00 | | | |

PROGRAM

(PLEASE COMPLETE THE FOLLOWING)

| | | <u>TIME</u> | <u>ADDITIONAL INFORMATION</u> |
|---------------------|---|-------------|-------------------------------|
| SETUP | : | _____ | _____ |
| ARRIVAL | : | _____ | _____ |
| MID-MORNING BREAK | : | _____ | _____ |
| LUNCH | : | _____ | _____ |
| MID-AFTERNOON BREAK | : | _____ | _____ |
| DEPARTURE | : | _____ | _____ |

CONFERENCE ROOM SETUP REQUIREMENTS

(PLEASE SELECT THE RELEVANT SETUP REQUIREMENTS)

SINGLE ROOM (PLEASE MARK REQUIRED SETUP)

| | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | CINEMA STYLE (10 - 60) |
| <input type="checkbox"/> | CLASSROOM STYLE (10 - 55) |
| <input type="checkbox"/> | U-SHAPE (10 - 23) |
| <input type="checkbox"/> | OTHER _____ |

MULTIROOM (PLEASE MARK REQUIRED SETUP)

| | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | CINEMA STYLE (10 - 120) |
| <input type="checkbox"/> | CLASSROOM STYLE (10 - 110) |
| <input type="checkbox"/> | U-SHAPE (10 - 40) |
| <input type="checkbox"/> | OTHER _____ |

EQUIPMENT REQUIREMENTS

(PLEASE SELECT THE RELEVANT EQUIPMENT REQUIREMENTS)

| | | | |
|--------------------------|------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | LAPEL MICROPHONE | <input type="checkbox"/> | FLIPCHART AND PENS |
| <input type="checkbox"/> | DATA / VIDEO PROJECTOR | <input type="checkbox"/> | WHITEBOARD AND WHITEBOARD MARKERS |
| <input type="checkbox"/> | SCREEN | <input type="checkbox"/> | CD-PLAYER (MP3 COMPATIBLE) |
| <input type="checkbox"/> | OVERHEAD PROJECTORS | <input type="checkbox"/> | DVD AND VIDEO PLAYER |

BAR REQUIREMENTS

(PLEASE SELECT THE RELEVANT BAR REQUIREMENTS)

CASH

CORPORATE ACCOUNT

LIMIT R _____

SOFT DRINKS

BEERS AND CIDERS

WINES

HARD LIQUOR

FULL BAR

TERMS AND CONDITIONS

CONFIRMATIONS

BOOKINGS WILL ONLY BE CONFIRMED ONCE THE 50% DEPOSIT HAS BEEN PAID AND A SIGNED COPY OF THE CONFERENCE RESERVATION FORM HAS BEEN RECEIVED. MINIMUM BILLING OF 10 (TEN) WILL BE CHARGED FOR BOOKINGS LESS THAN 10 PAX.

PAYMENT POLICY

A 50% DEPOSIT PAYMENT IS DUE ON CONFIRMATION OF THE BOOKING. 50% OF THE QUOTED VENUE CHARGE, FOOD AND MISCELLANEOUS ITEMS OR CONFERENCE PACKAGE WILL BE PAYABLE AS A DEPOSIT TO SECURE THE BOOKING. ALL CONFERENCE FUNCTIONS MUST BE PAID IN FULL AT LEAST **2 DAYS PRIOR** TO THE ARRIVAL DATE. FINAL PAYMENT WILL BE MADE ON THE CONFIRMED NUMBERS 7 DAYS PRIOR TO THE BOOKING DATE. ANY EXTRAS INCURRED ON THE DAY MUST BE PAID STRICTLY IN CASH OR BY DEBIT / CREDIT CARD. ENCORE DOES NOT ALLOW FOR ANY DEBTOR ACCOUNTS OR LATE PAYMENTS. NON PAYMENT AS ABOVE MENTIONED WILL RESULT IN CANCELLATION OF THE BOOKING WITH DEPOSIT PAYMENT BEING NON-REFUNDABLE

CANCELLATION CLAUSE

A 50 % CANCELLATION FEE OF THE TOTAL COST WILL BE CHARGED IF THE BOOKING IS CANCELLED WITHIN FOURTEEN (14) DAYS PRIOR TO THE ARRIVAL DATE. A 100% CANCELLATION FEE OF THE TOTAL COST WILL BE CHARGED IF THE BOOKING IS CANCELLED FIVE (5) WORKING DAYS OR LESS PRIOR TO ARRIVAL. THIS ALSO APPLIES TO A "NO SHOW".

BOOKINGS CANCELLED THREE WEEKS OR MORE PRIOR TO THE ARRIVAL DATE DEPOSIT PAYMENTS CAN BE REFUNDED

EQUIPMENT STORAGE POLICY, LOST AND DAMAGED GOODS

ENCORE RESTAURANT AND CONFERENCE CENTRE WILL NOT BE HELD LIABLE FOR ANY MISSING, LOST OR DAMAGED PROPERTY LEFT BY CLIENTS UNATTENDED ON THE PREMISES OR WITHOUT MANAGEMENT'S APPROVAL. THIS APPLIES TO ALL DELEGATES ATTENDING THE CONFERENCE, PERSONAL BELONGINGS OR ANY COMPANY TRAINING MATERIALS OR BRANDING PRODUCTS. ENCORE WILL NOT BE HELD LIABLE FOR ANY INJURIES AT THE PREMISES. ALL GUESTS ENTER AT OWN RISK.

AGREEMENT

HEREBY I CONFIRM THAT I HAVE READ, FULLY UNDERSTOOD AND ACCEPTED THE TERMS AND CONDITIONS OF ENCORE RESTAURANT AND CONFERENCE CENTRE STATED ABOVE.

OPERATING HOURS

Encore Restaurant and Conference Centre will be open from 07:30am until 16:30pm

The venue will be available to the client from 07:30 only for any additional set up required for the specific conference. All conferences to end strictly by 16:00 as the conference centre and restaurant must be evacuated by 17:00. Please note that an additional venue hire fee of R900.00 per hour or any part there of will be charged should the client request the venue longer after the original operational hours stipulated.

Full day conference operational hours:

Full day conferences from 08:00 – 17:00

07:30 – 08:00 Setup
08:00 – 16:30 Catering / Conference / Workshop / Meeting
16:30 - 17:00 Ending

Half day conference operational hours:

Morning Half day conference from 08:00 – 12:00

07:30 – 08:00 Setup
08:00 – 12:00 Catering / Conference / Workshop / Meeting
12:00 – 12:30 Ending / Lunch Service

Afternoon Half day conferences from 13:00 – 17:00

12:30 – 13:00 Setup / Lunch Service
13:00 – 16:30 Catering / Conference / Workshop / Meeting
16:30 - 17:00 Ending

Catering Hours

Catering hours will strictly start at 08:00am, should the client request any food requirements up and above the catering included in the conference package.
Breakfast will be served from 08:00 – 11:00 and Lunch from 12:00 – 15:00.

FULL NAME (IN PRINT) _____

SIGNATURE _____

DATE _____