

ACCOMMODATION ★★★

If a function or conference is booked with us, we extend the privilege of overnight accommodation facilities at special rates, which can be booked simultaneously.

BED & BREAKFAST

Single B & B	R 430.00 pp
Double B & B	R 360.00 pp
Single D & B & B	R 490.00 pp
Double D & B & B	R 430.00 pp

ONLY BED - NO BREAKFAST

Single	R 360.00 pp
Double	R 285.00 pp

Executive Suite

Single B & B	R 615.00 pp
Double B & B	R 530.00 pp
Single D & B & B	R 670.00 pp
Double D & B & B	R 595.00 pp

Executive BED ONLY - NO BREAKFAST

Single	R 550.00 pp
Double	R 475.00 pp

**** Special rates are available if all rooms are booked by one company or an individual**

N.B: All the above rates include VAT & exclude all extra's, i.e. Room service, Laundry, Telephone, Mini Bar etc.

The total Invoice to be settled in accordance with the usual reservation procedure for conference / function bookings.

Please note: Dinner (D) available on request

Prices for 2010
All prices inclusive of VAT



CONFERENCE ESTATE

Tailor made Quality – Real Value

ACCOMMODATION RESERVATION FORM:

Reservation Number: _____ Date of Reservation: _____

Arrival Date _____ Departure Date _____ No. of Nights _____ Pax _____
Arrival Time _____ Adults _____ Children _____

No. of Rooms _____ Room Type (please mark the applicable) _____ Room Number (office) _____
Executive Suite Double
Single Disabled

Guest Details:

Surname: _____ Initials: _____ Title: _____
ID Number of Guest: _____
Tel No: _____ Fax No: _____
Address: _____

BED ONLY
BED & BREAKFAST

Form box for Bed options

PRIVATE / COMPANY (write in block)
B & B + CONFERENCE

Form box for Private/Company options

Voucher # / Cost Centre / Order #: _____

Company Name: _____

Company Vat No: _____

Billing Address: _____

Special Dietary Requirements: _____

Special Requests: _____

Dinner Required: _____ Time: _____

Dates of Payment: _____ Deposit: _____ Balance: _____

Reservation made by: _____ Reservation taken by: _____

(office use only)

Signature

Initials & Surname

Date

ACCOMMODATION CONDITIONS:

Contact Person: _____

Contact #: _____

Office Use

Reservation

#: _____

Account #: _____

CONDITIONS :

- 1 A deposit at 20% of the provisional account is payable immediately and the balance of the account to be settled in Hours before the arrival date.
 - * No cheque payments will be accepted less than 21 days before the function -cash or credit card only.
 - * Approved debtors and Corporate Clients must settle the full account within 30 days of statement date.Non-compliance with the above: Interest will be charged at an annual rate of Prime plus 6.25%, calculated daily function date to date of final payment.
 - * Payment of all costs incurred to recover the debt, including attorney costs at attorney to own client scale shall be by the client.
- 2 Cancellation – ONLY WRITTEN CANCELLATIONS and/or ALTERATIONS WILL BE ACCEPTED. NO TELEPHONIC cancellations and/or alterations will be accepted.
 - * 28 days in advance, the full deposit will be refunded (less 10% handling fee).
 - * 21 to 28 days in advance, 50% of the deposit will be refunded as well as any other amounts paid.
 - * Fewer than 21 days - no refund.
- 3 Debtors failing to adhere to above conditions will be debited as stipulated in point 2.
- 4 Arcelormittal cost centres are also subject to the cancellation conditions.
- 5 The contact person is responsible for the settlement of the account and any breakages and/or may have occurred. These damages will be communicated on the morning of the next working day.
- 6 No food or liquor from outside is allowed on the premises.
- 7 No food, liquor or Centre equipment to be removed from the premises.
- 9 Additional costs for equipment & rentals must be taken into consideration.
- 10 Rooms: Provision has been made for smoking rooms. Please notify the reservationist should a smoking room be Note that the reception area is a non-smoking venue.
- 11 Meals are only served in designated dining areas.
- 12 Quest Conference Estate accepts no responsibility for any losses or damages.
- 13 Please note that no loud noises to made after 22:00
- 14 Check-Inn Times: After 15:00 pm daily. Check-Out Times: Before 09:00 am daily. No exceptions will be made in this regard.
- 15 Any costs incurred by clients, staying under a company name, where the company does not pay for those costs will be for each guest's own account. The costs and accounts must be settled in cash or by credit card on / before the date of departure.
- 16 Please note that none of our rates include commission on for travel agents / marketing companies.
- 17 Please make any changes at least 24 hours in advance / before the arrival date.
- 18 NOTE: BOOKINGS ONLY SECURED ON COMPLETION AND RETURN OF BOTH THESE FORMS.
- 19 Take-aways are not permitted at any function.

I have read and understand the above terms and conditions.

Signature

Initials & Surname

Date



Tailor made Quality – Real Value

Our Banking Details:

Account name: NORTH WEST UNIVERSITY/Quest Conference Estate
Bank: ABSA
Branch: TOMSTREET, POTCHEFSTROOM
Branch Code: 335138
Account number: 4069533705
Type Account: Cheque Account

Confirmation of Electronic Payment:

Company's Name: _____
Invoice Number: E _____
Date of Function: _____
Booked in the name of: _____
Contact details: _____
Date of Payment: _____
Amount Paid: _____
The amount paid is for: The required deposit / The full account

Notes:

Please ensure that the invoice number is noted by the bank in the reference column. Please fax this document to us on date of payment. FAX NO. 016 933 4715