



2010 RESERVATION ENQUIRY FORM

Please reserve your booking by emailing or faxing this reservation form. Your reservation is confirmed upon acceptance of the quotation and receipt of deposit.

Fax to 011 582 3367 or E-mail: conference@astrotech.co.za

COMPANY DETAILS

Full Company Name _____

Postal Address _____

Postal Code _____

Company VAT Registration No _____

Contact Name & Surname _____

Position _____

E-mail Address _____

Telephone No. _____

Facsimile No. _____

Cell No. _____

Contact Person at the Function _____

CONFERENCING DETAILS

Conference Package	Half Day	Full Day	Breakfast	Other:
Type of Event [e.g. Training]	_____			
Signage Required	_____			
Dates Required	From:	DD/MM/YY	To:	DD/MM/YY
Number of Attendees*	Start Time:		End Time:	
Special Dietary Needs*	Minimum:		Maximum:	
Beverages	No. of Kosher	No. of Halaal	Other	
Special Needs <small>(e.g. wheelchair access)</small>	Limited Bar? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Limit Value: R.....	Cash Bar? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registration Table	Required		Not Required	
On Arrival Eats	If yes, state the preferred time:		am/pm	
Arrival	am/pm	Departure	am/pm	
After Hours Rate Accepted	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, indicate maximum time		pm
Tea Times	Mid Morning	am	Mid Afternoon	pm
Preferred Lunch Time	From:		To:	
Equipment Required	Data Projector		Flip Chart	Notepad & Pens
Additional Requirements (eg sound, speakers, etc)	_____			

Signature _____ Date _____

Upon receipt of the acceptance of quotation, a tax invoice will be processed. A non-refundable deposit of 10% of the anticipated revenue is required within 7 days of the provisional booking to secure the venue. An amount of R35 per person per day to cover the bar bill and refreshments will be added to all invoices and the final account invoiced for any amounts that exceed this. 50% of the anticipated revenue is required 60 days or more prior to the function date [i.e. an additional 40% to the non-refundable deposit] The final 50% of the anticipated revenue is required 30 days or more prior to the function date. Acceptance of the quotation constitutes acceptance of AstroTech's terms and conditions. *A **minimum of 10 delegates** qualify for the package rates. All Kosher and Halaal meals are charged a surcharge of R385-00 and R235-00 respectively. For further enquiries please contact Janet Brough on 011 582 3366.