ASTROTECH
CONFERENCE CENTRE

2011 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**	
	Start Time:				End Time:		
Number of Attendees*	Minimum:				Maximum:		
Special Dietary Needs*	No. of Kosher		No. of Halaal		Other		
Beverages	Limited Bar? Yes ☐ No ☐	If yes, Limit Value: R.....			Cash Bar? Yes ☐ No ☐		
Special Needs	(e.g. wheelchair access)						
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 ☐ No ☐	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 R38 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 5 delegates** qualify for the package rates. All Kosher and Halaal meals are charged a surcharge of R415-00 and R250-00 respectively.
For further enquiries please contact Stephen on 011 582 3366.