



## 2017 RESERVATION ENQUIRY FORM

For a quotation, please fax or email the completed reservation form to us.

**Fax to 011 582 3367 or E-mail: [conference@astrotechconf.co.za](mailto:conference@astrotechconf.co.za)**

Your reservation is confirmed upon signed acceptance of the quotation.

### COMPANY DETAILS

Full Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Company VAT Registration No \_\_\_\_\_

Contact Name & Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Contact Person at the Function \_\_\_\_\_

### CONFERENCING DETAILS

Conference Package	Half Day		Full Day		Breakfast		Other:
Room Setup	_____						
Type of Event [e.g. Training]	_____						
Signage Required	_____						
Dates Required	From:				To:		
	Start Time:				End Time:		
Number of Attendees*	Minimum:				Maximum:		
	No. of Kosher		No. of Halaal		Other		
Special Dietary Needs*	Limited Bar?	If yes, Limit Value:			Cash Bar?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	R.....			Yes <input type="checkbox"/> No <input type="checkbox"/>		
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 <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 (e.g. sound, speakers, etc)	_____						

Signature \_\_\_\_\_ Date \_\_\_\_\_

Upon receipt of the signed acceptance of quotation, a tax invoice will be processed. 50% shall be payable within 3 days of signing the quotation and The balance shall be settled at least 7 business days prior to the commencement date. Acceptance of the quotation constitutes acceptance of the AstroTech Conference Centre's terms and conditions. Kosher and Halaal meals are charged a surcharge per meal. For further enquiries please contact Thameshan on 011 582 3366.