

(Please complete form for booking and a request for any further quote)

Company details

Name of Company		Contact Person	
Tel no		Fax no	
E-mail			

Details of venue requirements

Date(s) of event	FROM		TO		No of days	
Timeframe	From (time)		To (time)			
No of Delegates		Package Option:	Option 1		Option 2	Other request
Venue layout	U shape		Classroom			Cinema
	Boardroom		Circles/workshop			

Details of equipment requirements

Standard equipment	Included in cost per delegate				
Data projector		Screen		Flipchart	
Special equipment - (please specify)				To be hired and quoted separately	

Timeframes

Event	Time	No of delegates
Event commence		
Arrival		
Mid morning break with snack		
Lunch with juice		
Afternoon Break with snack		
End of day		

Dietary Requirement

Special requirements - indicate no of delegates next to appropriate requirement					
Halaal		Vegan		Vegetarian	
Kosher (No pork products served at centre)		Allergies - please specify e.g. Gluten Free			

CONFIRMATION AND RESERVATION BOOKING CONTRACT
Please complete and fax to 023 626 1854

PAYMENT TERMS & CONDITIONS

On acceptance of this quote, please note the following Standard Terms and Conditions as outlined below are applicable to all events held at The Graham and Rhona Beck Skills Centre and are deemed to be binding upon the person making the booking (the Applicant).

1. The applicant shall advise The Graham and Rhona Beck Skills Centre no later than 7 days prior to the event of the final number of people attending for catering to be finalised.
2. Invoicing will be done on the number of people confirmed at the booking or acceptance of the quote.
3. Upon receipt of an invoice, a **100% no refundable deposit** will be payable, in order to confirm the event. Should you wish to confirm your reservation, please complete this notify in print, together with faxing a copy of the deposit receipt.
4. The applicant agrees to settle the full account, should notice of cancellation be received in writing by The Graham and Rhona Beck Skills Centre in less than 7 days prior to the event. The application takes note that this will result in a 100% payment being forfeited.
5. Should less than the invoiced/quoted number of people attend the event on the set day/dates, no refunds will be paid on the difference.
6. Outstanding balance for additional services (not requested prior to the date) is to be settled before departing or per arrangement with the Skills Centre Manager.
7. Please note that all invoices are subject to VAT.
8. The applicant is responsible for any damages to The Graham and Rhona Beck Skills Centre property and shall pay the amount due on receipt of written request therefore.
9. The applicant does not have exclusive use of the skills centre as the Graham and Rhona Beck Skills Centre reserves the right to use the property's other venues for other functions on the same day of the event of the applicant.

The Host: Acceptance of Agreement

Authorised by (in print)		Date	
Signature			