



Cape Town

January 2007

EVENT BOOKING FORM

EVENT BOOKING FORM

Please complete in full and return to Into Africa

Tel: +27 21 430 2074 ♦ Fax: +27 21 434 8420 ♦ vicki@intoafrica.co.za

DELEGATE INFORMATION

Title Prof Dr Capt Mr Mrs Ms Miss Other

Name :

Surname :

Company / Organisation :

Full Postal Address :

City : Postal Code : Country:

Telephone (incl code) : Facsimile (incl code) :

Email :

RESTAURANT BOOKING

Please complete the below section. We will then source a suitable restaurant, and forward confirmation of reservation.

Restaurant – First Choice		No of people	
Restaurant – Second Choice		Time for reservation required	
Date required		Smoking / Non smoking	
Transfer required	YES	NO	From which hotel will transfer be required

Other Information

Please note – once we have received the above, a confirmation will be sent of your restaurant reservation and / or transfer reservation.

Terms and conditions for restaurant reservations

- For larger parties of 10 or more, certain restaurants may require a set menu to be served.
- For parties of 8 or more people, a standard 10% service fee is added to the final food & beverage account.
- Note that payment is to be made directly to the restaurant.
- To secure this reservation a credit card number is required.
- Should you cancel within 48 hours of your dining date, certain restaurants may charge a cancellation fee.
- For large bookings, separate term and conditions will be applicable. A booking fee will be applicable.

Credit Card Details to secure restaurant reservation

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> American Express
Card Number	
Card Expiry Date	
Last 3 digits on back of card	
Card Holders name	
Passport No of card holder	



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EVENT REQUEST

Please complete the below section. We will then source a suitable venue, and forward quotation.

Preferred Date		Preferred Time	
Number of people		Catering Required (buffet / set menu / canapés only)	
Type of function (breakfast / lunch / dinner / cocktail)		Estimated budget	
Décor required	YES	NO	Entertainment required YES NO
Technical Equipment	YES	NO	Specify (PA System / Data projector / screen)
Transfer required	YES	NO	From which hotel will transfer be required

Other Information (please supply additional information on your required event that will assist us in providing a comprehensive quote)

MEETING REQUEST

Please complete the below section. We will then source a suitable venue, and forward quotation.

Preferred Date		Preferred Time	
Number of people		Catering Required (buffet / set menu / canapés only)	
Seating requirements (cinema / schoolroom / boardroom)		Estimated budget	
Technical Equipment	YES	NO	Specify (PA System / Data projector / screen)
Transfer required	YES	NO	From which hotel will transfer be required

Other Information (please supply additional information on your required meeting that will assist us in providing a comprehensive quote)

BOOKING TERMS & CONDITIONS

- All prices quoted are in ZAR South African Rand (except where otherwise stipulated). Prices are subject to change without prior notice. Payment in approved foreign currency will be accepted at the rate of exchange applied by the bank nominated by Into Africa at the time of receipt of the payment. Any shortfall resulting from exchange rate fluctuations will be for the account of the guest.
- Into Africa reserves the right to use smaller / larger vehicles on its scheduled tours should the number of passengers participating reduce / increase sufficiently to warrant this.
- The client shall pay a deposit to Into Africa to secure certain services, where requested. No booking is confirmed until payment is received..
- Should the reservation be cancelled, the following cancellation fees will be applicable and payable to Into Africa (exceptions to this may apply where more stringent cancellation fees are applicable, where Into Africa will forward these direct to client on confirmation of reservation). All cancellations must be made in writing to Into Africa.

30 days prior to travel date	0%	7 – 13 days prior to travel date	75%
21 – 29 days prior to travel date	25%	Less than 7 days prior to travel date	100%
14 – 20 days prior to travel date	50%	All percentages shown refer to full booking value	
- Accommodation (where applicable) is as specified in brochure sample and is based on two people sharing in a double/twin room. The use of accommodation is subject to availability. Into Africa reserves the right to make use of alternate accommodation. This will in no way affect the price of the tour. Single accommodation is available and charged at a supplement.
- Terms and conditions for children traveling will be relevant to specific tour reserved and can be requested from Into Africa.

ACCEPTANCE OF TERMS AND CONDITIONS AND RESERVATIONS

I (Full name and Surname) have read the above terms and conditions and am in full agreement of the content therein.
Signature