



MOUNT ROYAL  
GOLF & COUNTRY ESTATE

## CONFERENCE VENUE RESERVATION FORM

CLIENT INFORMATION				
CONTACT: .....	TEL: (.....) .....			
COMPANY: .....	FAX: (.....) .....			
FULL ADDRESS: .....	CELL: .....			
.....	E-MAIL: .....			
.....	.....			
.....	POSTAL CODE: .....			
BOOKING INFORMATION				
DATE IN: .....	DAILY TIME IN: .....			
DATE OUT: .....	DAILY TIME OUT: .....			
NUMBER IN ATTENDANCE: .....				
DESCRIPTION OF EVENT				
FUNCTION <input type="checkbox"/> BANQUET <input type="checkbox"/> OTHER <input type="checkbox"/> CONFERENCE <input type="checkbox"/> MEETING <input type="checkbox"/>				
DESCRIPTION:				
CONFERENCE ROOM LAYOUT				
Please indicate how many per table where applicable				
CINEMA STYLE <input type="checkbox"/>	BOARDROOM <input type="checkbox"/>	SCHOOLROOM <input type="checkbox"/>	U-SHAPE <input type="checkbox"/>	BANQUET <input type="checkbox"/>
EQUIPMENT REQUIREMENTS				
DATA PROJECTOR <input type="checkbox"/>	PULLDOWN SCREEN <input type="checkbox"/>	ERASERS @ R4 EACH <input type="checkbox"/>		
WHITEBOARD & PENS <input type="checkbox"/>	PENS @ R4 EACH <input type="checkbox"/>	NOTEPADS @ R8 EACH <input type="checkbox"/>		
FLIP CHART & PENS <input type="checkbox"/>	PENCILS @ R4 EACH <input type="checkbox"/>	CORDLESS MICROPHONE <input type="checkbox"/>		



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<b>CATERING</b>	
<b>MEALS / BREAKS</b>	<b>TIME SLOT</b>
Morning Tea / Coffee	
Lunch	
Afternoon Tea / Coffee	
Mineral Water on Table	
Dinner(where applicable)	
<i><b>CATERING CAN BE ARRANGED</b></i>	

<b>BANKING DETAILS</b>		
<b>FIRST NATIONAL BANK</b>	<b>BRANCH CODE: 200507</b>	<b>ACC. NUMBER: 6212 8231 397</b>
<b>FAX DEP SLIP TO: +27(0) 22 482 8822 Attention: Marietjie</b>		

<b>CONFIRMATION OF BOOKING</b>	
<b>SIGNED: .....</b>	<b>SIGNED: .....</b>
ON BEHALF OF MOUNT ROYAL	ON BEHALF OF CLIENT
GOLF & COUNTRY ESTATE	
CONFERENCE CENTRE	
<b>DATE: .....</b>	<b>DATE: .....</b>



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## **GENERAL TERMS AND CONDITIONS**

### ***RESERVATION DETAILS***

After an enquiry, a provisional reservation will be held for 48 hours. Should we not hear from you during this time we will automatically cancel the reservation.

### ***METHOD OF PAYMENT***

A 10% deposit is payable into the above account upon signature of this document. The balance of payment is due **two weeks prior** to the booking date. No payment will be recognised unless a deposit slip of the specific amount is faxed through.

### ***BREAKAGE DEPOSIT***

A 40% breakage deposit is payable on the total amount and will be refunded within 48 hours after the conference has taken place. The breakage deposit is payable with the reservation deposit.

A checklist has to be completed with a Mount Royal official before and after the conference takes place.

### ***BAR SERVICE***

No bar service, we also regret that we do not allow liquor on the premises.

### ***SMOKING POLICY***

No smoking is permitted in the function venue itself. But there is an adjacent outdoor area where it is permitted to smoke.

### ***LIABILITY***

The client will be liable for any damage caused.

If any incident related to the function results in legal involvement of a third party, Mount Royal employees or agents will be excluded from all responsibility and blame.

**All facilities are used at client's own risk**

### ***TIMES***

Unless otherwise agreed with Mount Royal, all day functions must end by 16h30 and all evening functions by 24h00. Mount Royal reserves the right to levy an additional charge of R1000.00 per hour or part of it if the function goes on beyond these agreed times.



### ***CANCELLATION POLICY FOR CONFERENCE FACILITIES***

No verbal cancellations of reservations will be accepted.

The following cancellation policy will apply:

- 10% cancellation fee on booking if cancelled 21 – 45 days prior to arrival
- 50% cancellation fee on booking if cancelled between 10 – 21 days prior to arrival
- 100% cancellation fee on booking if cancelled 0 - 10 days prior to arrival
- 100% cancellation fee charged for no-shows

### ***RATES***

On request – please send us an email or contact us

**WE LOOK FORWARD TO WELCOMING YOU AT MOUNT ROYAL**