



**THORNBIRDS CONFERENCE & WEDDING CENTRE
GENERAL TERMS & CONDITIONS – CONFERENCE PACKAGE 2013**

1. Conference Package Rates 2012

	Full Day Conference With lunch (08:00 – 17:00)	Half Day Conference With lunch (Max 4.5 hours)	Half Day Conference Excluding lunch (Max 4.5 hours)
Monday to Friday	R360-00	R340-00	R310-00
Saturday	R380-00	R360-00	R330-00
Sunday	R390-00	R375-00	R350-00

The above rates include;

- On arrival – Tea, coffee, juice with muffins OR scones OR cereal & yoghurt
- Morning break – Tea & coffee with light snacks
- Lunch – Three course buffet lunch
- Afternoon break – Tea & coffee with biscuits
- Fully air-conditioned conference room with sweets, water & juice
- Standard equipment
- VAT

2. 24 Hour Conference Package Rates

Please enquire for a list of room amenities.

Standard Luxury Rooms

	Sharing	Single
Monday to Friday	R950-00	R1150-00
Saturday & Sunday	R980-00	R1180-00

Executive Suites

	Sharing	Single
Monday to Friday	R1050-00	R1400-00
Saturday & Sunday	R1080-00	R1430-00

The above rates include;

- On arrival – Tea, coffee, juice with muffins OR scones OR cereal & yoghurt
- Morning break – Tea & coffee with light snacks
- Lunch – Three course buffet lunch
- Afternoon break – Tea & coffee with biscuits
- Dinner – Three course buffet dinner
- Breakfast – Buffet breakfast
- Fully air-conditioned conference room with sweets, water & juice
- Standard equipment
- Accommodation (Sharing / single as per your booking)
- VAT

3. **Beverages**

- Beverages are estimated at R17-00 per beverage per delegate during lunch & R17-00 per beverage per delegate during dinner.
- The client is welcome to request different bar options.

All rates quoted are valid for a period of 2 days and are subject to change without prior notice.

Availability cannot be guaranteed during this period.

A minimum of 6 delegates is required to secure a conference booking at Thornbirds.

4. **Times**

- Full day conference: 08:00 to 17:00.
- Half day conference: maximum of 4 & a half hours including lunch time.
- Clients have access to the venue from 07:00.
- Should a conference / function continue for longer than the time specified, an additional charge of R60-00 per delegate per hour will be levied.

5. **Conference Equipment**

Standard equipment included in conference rates

	Please indicate if required	
Flipchart & markers	Y	N
White screen	Y	N
White board	Y	N
Notepads & pens	Y	N
TV	Y	N
DVD player	Y	N

Equipment available at an additional cost

	Please indicate if required	
Data projector – R700-00	Y	N
PA system – R1430-00	Y	N
PA system with lapel or roaming microphone–R2090-00	Y	N
PA system with lapel & roaming microphone - R2400-00	Y	N
Additional microphone – R450-00 each	Y	N
Additional speakers for PA system – R220-00 each	Y	N
Additional flipchart – R170-00 each	Y	N

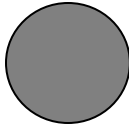
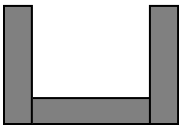
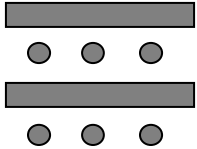
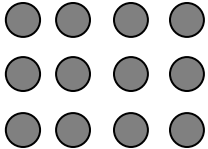
6. Additional Facilities / Services / Items

Breakaway rooms	Please enquire
Photocopies / Prints – black & white	R3-00 each
Photocopies – colour	R13-00 each
Faxes Local – Sent	R6-00 per page
Faxes National – Sent	R8-00 per page
Faxes International - Sent	R20-00 per page
Faxes – Received	R3-00 per page
Faxed International – Received	R12-00 per page
Laminating A4	R14-00 per page
Emails sent	R5-00 per email up to 300kb
Phone calls made – Local	R4-00 per minute
Phone calls made – National	R5-00 per minute
Phone calls made - International	R20-00 per minute

7. Teambuilding

Please contact us for a list of teambuilding activities & rates.

8. Conference Setup & Capacities

	Banquet	U-Shape	School Room	Cinema
				
Venue	10 Per Table	3 Per Table	3 Per Table	Rows
Fish Eagle Hall	200	100	120	180-200
Bataleur Room	90	70	99	130-150
Falcon Room	80	42	60	90
Starling room	20	21	30	35-42
Plover Room	30	15	18	45
Heron Boardroom	10	15	12	18

9. Catering Arrangements

- The chef's choice applies to meals served to conference delegates.
- Thornbirds welcomes requests such as "braai" menus.
- Halaal, Kosher, vegan & vegetarian meals are available upon request and are served separately.
- Dietary requirements must be confirmed at least 5 days prior to the conference to ensure that your requirements are met.
- An additional surcharge of R120-00 per person will be charged for Kosher & R90-00 per person for strictly Halaal & vegan meals.

10. Payment

- Upon confirmation of your booking & receipt of this signed document, a 50% deposit will be required to secure your booking.

- A pro forma invoice will be sent to the client upon request.
- An invoice will be sent to the client once payment has been received.
- The client will be required to confirm the final number of attendees attending the conference not less than 1 week prior to the conference.
- Should less people attend the conference than previously confirmed; the client will be charged the confirmed number of attendees.
- The total amount must be settled 7 days prior to the conference date.
- Any outstanding accounts (additional beverages, photocopies etc.) must be settled on the day of the conference unless otherwise stated by Thornbirds.

Deposits can be made via:

- Direct electronic transfers
- Credit card payments
(A 4% bank levy will be charged for credit card payments)
- Bank deposits
- Cash
- Thornbirds does not accept any cheques

Thornbirds banking details:

Account name:	Thornbirds Conference Centre
Bank:	ABSA
Branch code:	334-105 (Booysens)
Account number:	40-58-70-80-10
Account type:	Cheque

Please fax or email confirmation of payment to Thornbirds Conference & Wedding Centre's offices.
Please also confirm your reservation after sending through proof of payment.
Fax number: 086-636-7473 Email address: mail@thornbirdscentre.co.za

Person Responsible for Account:	
Credit Card details as guarantee; Name as it appears on card:	
Credit Card Number:	
Credit Card Type:	
Expiry Date (mm/yy):	
CCV Number (last 3 digits on back of card):	

11. Risk / Loss / Damage

Thornbirds Conference and Wedding Centre shall not be liable for the interruption of services (water, electricity, sanitary services, gas etc.)

Whilst every precaution will be taken to ensure the safeguarding of your personal belongings, Thornbirds Conference and Wedding Centre will not be liable for any loss or damages to any property whatsoever. This includes décor, props, equipment, gifts, valuables etc. Please read the Disclaimer below. We strongly advise that all personal and valuable belongings be removed directly after your event.

Thornbirds Conference and Wedding Centre reserves the right to charge for damages / breakages / loss of any nature of Thornbirds property, facilities or buildings.

- Should any of the Thornbirds Conference & Wedding Centre buildings, gardens, furniture, décor, napery or equipment be damaged during setup or breakdown operations of the vent, the client shall be billed accordingly. This excludes damage by Thornbirds Conference and Wedding Centre staff.
- Thornbirds Conference and Wedding Centre reserves the right to cancel any booking forthwith & without liability on its behalf in the event of any damages, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest or any other cause beyond the control of Thornbirds Conference and Wedding Centre which shall prevent it from its obligations. In these instances, every effort will be made to find an alternative venue.

12. **Cancellation / Date Amendments**

In the unlikely event of a cancellation, the following will apply;

	Percentage of amount refunded
More than 2 months notice	100%
1 to 2 months notice	50%
14to 30 days notice	25%
Less than 14 days notice	No refund

All cancellations must be in writing & should be faxed or emailed to Thornbirds Conference and Wedding Centre. An administrative fee of R500-00 will be deducted from all cancellations regardless of the notification period. Once you have received written confirmation from our offices, your cancellation / date amendment will be official. Reimbursements will only be done via EFT 10 working days after cancellation.

Conference Details

Kindly complete all details below;

Rate quoted per person including VAT:					
Quotation Number:			Quotation total incl. VAT:		
Date/s of conference:			Number of Days:		
Full day incl. lunch:		Half day incl. lunch:		Half day excl. lunch:	
	Day 1	Day 2	Day 3	Day 4	Day 5
Number of delegates:					
Number of facilitators:					

Contact person on the day:
Seating Arrangement:
Signage on the door / Conference Name:
Any Disabilities:

Bar Instructions

Soft drinks / beverages on account as per quotation:	
Soft drinks / beverages & alcohol during lunch on account:	
Soft drinks / beverages during lunch & alcohol / beverages after conference:	
Cash bar after conference:	
Other:	Please specify:

Accommodation Requirements

		Number of days required
Number of single rooms required		
Number of twin rooms required		

Agenda	Day 1	Day 2	Day 3	Day 4	Day 5
Arrival time:					
Start:					
Morning break:					
Lunch time:					
2nd break:					
Departure:					
If applicable;					
Dinner:					
Breakfast:					

Dietary Requirements

Name of delegate	Dietary Requirement	Dietary Restrictions (Pork etc.)

Other Requirements (please specify)

Billing Instructions

Name of company / person to be billed:	
Invoice to be addressed to whom:	
Telephone number:	
Order number required on Tax invoice:	
Postal Address:	
Physical Address:	
Email Address for invoice:	
Company VAT number:	
Company Registration number:	
Method of Payment:	
Bank Details	
Account Holder:	
Bank:	
Branch Code:	
Account Number:	

Credit Card Details:	
Name as it appears on credit card:	
Credit card type:	
Credit card number:	
Expiry Date (mm/yy):	
CCV number (last 3 digits on back of card):	

Disclaimer

The Thornbirds Conference and Wedding Centre area & its facilities are used entirely at your own risk & neither Thornbirds Conference and Wedding Centre nor any of its staff, subsidiaries, employees, agents, managers or directors shall be held liable for any form of physical injury / death to any person/s or any loss or damage to any property which may be caused by theft, fire, weather or any other cause whatsoever as result of or in connection with the use of these facilities.

Contact person full name & surname, on behalf of company: _____

Position Held: _____

I.D. Number: _____

Work Telephone Number: _____ Cell Number: _____

Fax Number: _____ Email Address: _____

Confirm that I have read & understood the General Terms & Conditions along with Disclaimer. I hereby agree to the terms & conditions as set out in the Thornbirds Conference and Wedding Centre Terms and Conditions document. I fully bind myself in my personal capacity as surety for all monies owing & arising from this agreement. I also take full responsibility for all my guests attending my event, as well as their actions. I further confirm that it was explained to me that I am entitled to have this document translated into a language of my choice, at my own expense.

Written confirmation must be obtained from Thornbirds Conference and Wedding Centre for any variations to these standard Terms and Conditions or any special requirements.

Company Signatory

On behalf of Company Name

Date of Conference

Witness Signature

Date

Thornbirds Representative Name in Print

Signature

Date

Important

Kindly fax or email this entire initialed & signed document back to Thornbirds Conference and Wedding Centre along with proof of payment of the deposit for the conference.

Your booking will be confirmed on receipt of the signed Thornbirds Conference and Wedding Centre Terms and Conditions, proof of payment & a copy of the I.D. of the person booking the conference. Please remember to use your payment reference number given to you by Thornbirds on all deposits and EFT's.

Thornbirds banking details:

Account name:	Thornbirds Conference Centre
Bank:	ABSA
Branch code:	334-105 (Booyens)
Account number:	40-58-70-80-10
Account type:	Cheque

We would like to take this opportunity to thank you for choosing Thornbirds Conference and Wedding Centre as your preferred venue for your function. We look forward to welcoming you & your guests.

Thornbirds Conference and Wedding Centre

T: (011)948-6001 / (010)500-1043

F: (086)636-7472

C: 079-526-0348

E: mail@thornbirdscentre.co.za

For more information, please visit: www.thornbirdscentre.co.za