



Anta Boga

BOUTIQUE HOTEL



6 Stapelberg rd
Brandwag
Bloemfontein
Tel : 051 - 4444643
Fax : 051 - 4444648
Email : reservations@antaboga.co.za
Web page : www.antaboga.com

CONFERENCE & FUNCTION CENTRE

Please complete before faxing the document to us:

Contact person:

Date of function:

Company name:

PLEASE NOTE : A quotation does not serve as a confirmation, The attached conference confirmation must be completed and faxed back to us before your booking will be confirmed.

Take note that the rates are subject to change without prior notice. These rates are applicable from January 07 to December 07. Should you have any questions, please feel free to contact the writer.

We are proud to assist you when ever we can. A client is the best "word to mouth" advertiser, so we will walk that extra mile with our guests.

Please see attached the different options we have regarding our conference packages.

CONFERENCE A :
INCLUDING :

HALF DAY R190.00 P.P

- * Arrival tea & coffee served with a selection of scones and muffins
- * Midmorning tea & coffee with biscuits
- * Buffet lunch
- * Standard furniture & equipment, OHP/ Screen / Flip chart & 1 ream paper / White board & 2 pens
- * 5 A4 Sheets of paper & 1 pen per delegate
- * Bottled water & mints
- * Halaal
- * Parking

Please choose the applicable attached menu.

For menu option 3 please add R30 per person to the conference price.

Please complete and fax back

SIGNATURE : _____

YES / NO

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CONFERENCE B :
INCLUDING :

FULL DAY R260.00 P.P.P Day

- * Arrival tea & coffee served with a selection of scones and muffins
- * Midmorning tea & coffee with biscuits
- * Buffet lunch
- * Standard furniture & equipment, OHP/ Screen / Flip chart & 1 ream paper / White board & 2 pens
- * 5 A4 Sheets of paper & 1 pen per delegate
- * Bottled water & mints
- * Parking
- * Mid-afternoon tea & coffee served with sandwiches

Please choose one of the applicable attached menu.

For menu option 3 please add R30 per person to the conference price.

Please complete and fax back

SIGNATURE : _____

YES / NO

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CONFERENCE C :
INCLUDING :

24 HOUR R1050 P/P/P DAY / R850 PP Sharing

- * Arrival tea & coffee served with a selection of scones and muffins
- * Midmorning tea & coffee with biscuits
- * Buffet lunch
- * Standard furniture & equipment, OHP/ Screen / Flip chart & 1 ream paper / White board & 2 pens
- * 5 A4 Sheets of paper & 1 pen per delegate
- * Bottled water & mints
- * Mid-afternoon tea & coffee served with sandwiches

- * Dinner
- * Accommodation

Please choose one of the applicable attached menu.
 For menu option 3 please add R30 per person to the conference price.
 The attached menu can also be used to choose the dinner menu
 Please complete and fax back

SIGNATURE : _____ YES / NO

(For Halaal functions there will be an additional cost of R180 added to the above mentioned prices)

BUSINESS CENTRE PRICES

*	A4 Writing sheets per page	R 1.00
*	Printing & photocopy p/page	R 1.00
*	Incoming fax per page	R 2.50
*	Local outgoing fax per page	R 5.00
*	International outgoing fax p/page	R10.00
*	Typing per page	R10.00
*	Internet per 10 min	R10.00
*	Phone call per minute local	R 2.00
*	Phone call per minute cell	R 2.50
*	Phone call per minute international	R 8.00

RISK / LOSS / DAMAGE

- * Anta Boga Hotel , its employees or any person employed at any function will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.
- * Anta Boga Hotel will not be liable for loss or damage to any property whatsoever.
- * Décor must be removed by 7h30 the following morning. Anta Boga does not accept liability for loss or damage of any items.
- * Standard conference times are from 8h00 - 17h00. 30 Minutes extensions will be allowed with no extra costs.
- * Additional time will be charged at R150.00 per hour or part thereof.

PAYMENT PROCEDURES

- * To confirm and secure your booking , a 50 % deposit is payable immediately.
- * All outstanding payments to be settled a day before arrival
- * Should an open limit be required, master account to be settled on departure

BANK DETAILS

NAME : Anta Boga Hotel
BANK : Nedbank
BRANCH : Waterfront
BRANCH NR : 166234
ACCOUNT NR : 1662 075 790

CANCELLATIONS

A cancellation fee will be charged in the event of cancellation of conference as follows :

- * 25 % for notice less than 30 days
- * 50 % for notice less than 14 days
- * 75 % for notice less than 7 days
- * 100 % for notice less than 2 days

25 % admin fee will be charged in the event of postponement of conference less than 14 days prior to arrival.

BAR SERVICES

	YES	/ NO
Cash bar : delegates to pay for own drinks		
Master account : company pay for all drinks		

EXTRAS

* Extra 2 sandwiches wedges pp for R10.00		
* Additional soft drinks during lunch		
* Jugs juice with morning or afternoon tea for R24.00 p/jug		
* Microphones for R400.00 p/day		
* Dvd player for R250.00 p/day		
* Data Projector for R550.00 p/day		
* TV (72cm) for R320.00 p/day		
* Laptop piii for R650.00 p/day		

SIGNATURE & DATE

GENERAL TERMS & CONDITIONS: APPLICABLE TO ALL BOOKINGS

- 1) These general terms and conditions apply to each and every booking made by any person or entity (hereinafter referred to as the "CLIENT") with Anta Boga Hotel (hereinafter referred to as the "proprietor") for any function, occasion or utilization of the facilities of the PROPRIETOR.
- 2) The CLIENT, by its signature of its representative(s) or agent(s), to any booking form or document and/or such signature to this document, accept such booking subject to these general terms and conditions.
- 3) The person or persons signing on behalf or as agent(s) of entities, warrant their authority to do so. Any agent acting on behalf of a principal (eg: travel agents) warrant their authority to bind their principal to the booking and/or all the terms and conditions applicable or contained herein.
- 4) Any signatory to a booking form or document, thereby bind themselves as sureties and so-principal debtors in solidum, jointly and severally with the CLIENT to the PROPRIETOR for the due and punctual performance by the CLIENT of all its obligations, whether presently due, owing and payable in future, under waiver of the legal exceptions of "excussion", "division", "no value received" and "revision of accounts", the meaning of which the signatory declare themselves to be acquainted with or having been given the opportunity to establish the meaning of.
- 5) Any certificate of indebtedness issued by the PROPRIETOR shall constitute prima facie evidence of the indebtedness by the CLIENT for any purpose whatsoever, howsoever arising, including for purposes of summary judgement or any other legal remedy.
- 6) For purposes of any legal action arising between the PROPRIETOR and the CLIENT, the CLIENT hereby consents to the jurisdiction of the Magistrate Court, without derogating from the right of the PROPRIETOR to institute action in any other competent or appropriate forum with jurisdiction.
- 7) For purposes of any litigation between the PROPRIETOR and the CLIENT, the CLIENT hereby consents to costs on an Attorney and Client scale, including collections charges and tracing fees.
- 8) For purposes of any notices or legal action arising between the PROPRIETOR and the CLIENT, the CLIENT hereby chooses as its domicilium citandi et executandi any/all addresses furnished by the CLIENT to the PROPRIETOR in writing, including and addresses stipulated on/in any booking form or correspondence between the CLIENT and the PROPRIETOR.

- 9) The CLIENT hereby consents to any and all amounts due to the PROPRIETOR, bearing interest at a rate of 15.5% a tempora morae, calculated daily in arrears, from date of when such amount became due and payable, to date of payment.
- 10) The parties agree taht any/all amounts payable as a cancellation fee and/or deposit forfeited under any other terms of condition contained in the booking form or elsewhere, shall constitute pre-agreed and liquidated damages payable by the CLIENT to the PROPRIETOR.
- 11) The parties agree that the PROPRIETOR, its agents, employees, contractors or any other person associated with the PROPRIETOR will not be held liable for any loss, injury or damages suffered by/to any person(s) and/or property of the CLIENT by any cause whatsoever, howsoever arising, including but not limited to negligence on the part of the PROPRIETOR and/or its agents and/or employees.
- 12) The CLIENT hereby indemnifies and holds the PROPRIETOR harmless for any and all damages, including but not limited to consequential damages, suffered by the CLIENT, its employees, agents, guests or any other person or thing associated with the CLIENT.
- 13) It is expressly agreed between the parties that the CLIENT is granted access to and given beneficial use of the facilities of the PROPRIETOR subject to the waiver and disclaimer contained in the two immediately preceding paragraphs.
- 14) No relaxation or indulgence granted by the PROPRIETOR shall be construed as a waiver or novation of any of the rights of the PROPRIETOR and shall not bar the PROPRIETOR from exercising any/all rights it might have under this agreement or any other agreement between the parties.
- 15) The agreement between the parties, including the agreement contained in this document, shall not ne amended, cancelled or charged in any way whatsoever, unless reduced to writing and duly signed by the parties or their respective authorized representatives.

SIGNED AND ACCEPTED

CLIENT

DATE

