

## STRAND • TOWER • HOTEL

STRAND STREET CAPE TOWN

## QUOTATION

To: XL Flywell

Attention: Caroline Louw

Date: 10 June 2014

Tel:

Fax:

e-mail:

Mobile

## 2 Day Conference

We thank you for your enquiry and quote on the arrangement as per below:

Arrival Date	Departure Date	Description of Service	Tariff per Person	Total No. Guests	Daily Total	No. of Days	TOTAL Price
Thu/19/06/14	Fri/20/06/14	<b>Conference Package</b> Tea, Coffee on Arrival with Muffins Morning Tea, Coffee & Savoury Full Buffet Lunch with 1 Soft Drink  including parking Data Projector & Screen	R 375.00	26	R 9 750.00	2	R 19 500.00
<b>E&amp;OE TOTAL including 14% VAT</b>							<b>R 19 500.00</b>
<b>E&amp;OE TOTAL deposit received including 14% VAT</b>							<b>R -</b>
<b>E&amp;OE TOTAL amount outstanding including 14% VAT</b>							<b>R 19 500.00</b>
<b>Included in Full Day Conference Packages:</b> Venue, Screen, Whiteboard, Flipchart with Newsprint, Coloured Markers, Water and Mints, Pens and A5 notepads							
<b>Equipment Hire:</b> Quotation for equipment hire can only be provided on receipt of full specifications							
<b>Special Meals:</b> Our Buffet is Halaal Friendly. Should STRICTLY Halaal or Kosher meals be required, we are happy to outsource from appropriately certified caterers at an additional surcharge of R 150 per person meal. Kosher R150							
<b>Beverages:</b> Sodas, sparkling juices, tea or coffee ordered with lunch or dinner will be billed at R25.00 per serving. Malts, wine and spirits are available from our bar and will be served on a cash only basis, unless otherwise instructed by the company/organisation.							
<b>Parking Fees:</b> Limited parking at R 40 per bay - subject to availability							
<b>This quotation is subject to the availability of facilities.</b> <b>To make a booking, please sign and return the attached form.</b> <b>We can only confirm arrangements after receipt of your signed acceptance</b>							

STRAND TOWER HOTEL &amp; CONFERENCE CENTRE

Ancilla Nowak

Conference Co-ordinator

Strand Tower • Hotel

66-74 Strand Street • CAPE TOWN 8001

Tel: +27 (21) 431 7500 • Fax: +27 (21) 419 2422 Fax to mail: 086 6277 569

e-mail: conference@strandtowerhotel.co.za • URL: www.strandtowerhotel.co.za

VAT No. 4320202239 • Co. Reg.No. 96/015618/07

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STRAND STREET CAPE TOWN

## Terms and conditions:

- \* The prices are based on estimates , including VAT of 14%, and may be revised , should your expected numbers or requests change.
- \* The venue usage for a full day conference is from 07am to 05pm. The venue usage for a half day conference is from 07am and ends with lunch at 2pm. Private functions usage starts from 7pm to midnight if not differently agreed with the hotel.
- \* The Strand Tower Hotel will not be liable for any loss or damage resulting from the presence of your guests, or their respective properties (e.g. laptop, cell phone, handbag, wallet etc. ) left unattended on the Strand Tower Hotel 's premises. The client hereby indemnifies the Strand Tower against any claims that might be brought against it.
- \* The client shall be responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment therein, by any act or omission of the client or guest/ employees of the client.
- \* We will endeavour to fulfill requests for specific rooms, although we **cannot** guarantee this.
- \* Bookings will be made on receiving a signed copy of the contract with a copy of the ID document.
- \* A 50% deposit will be required no later than 7 days after confirmation. Should the deposit not be paid when required the booking will automatically be released.
- \* The balance of the account is required two days prior to the conference/ function/ arrival.
- \* Our banking details :

Strand Tower Hotel  
Account Number: : 07 314 060 0  
Standard Bank - Thibault Square Branch  
Branch Code: 020909

**Due to the high incidence of cheque fraud, only BANK GUARANTEED CHEQUES will be accepted.  
We urge you to kindly make use of ELECTRONIC FUNDS TRANSFER (EFT)**

### General Cancellation & Confirmation Terms for entire booking

Cancellations made less than sixty (60) calendar days prior to an event will be subject to a 50% cancellation fee.

### Cancellation & Confirmation Terms for number of conference delegates

Final Numbers to be confirmed four (4) days upon arrival.

Cancellations made from the 3rd (3) day upon arrival are subject to a 100% cancellation fee.

### Cancellation & Confirmation Terms for number of accommodation delegates

Cancellations made less than fifteen (15) days prior to arrival, will be subject to a 100% cancellation fee for the entire stay. This also applies for a "No Show".

The final roominglist is requested fifteen (15) days prior to arrival

## Acceptance of Terms & Conditions for a Function at the Strand Tower Hotel

### 2 Day Conference

**Date:** 10 June 2014      **Booking Amount:** R 19 500.00

I (full name)..... as a duly authorised representative of

(company/organisation)..... hereby accept the above quotation.

Signed at.....on this .....day of.....2014

Signature: .....

**Company details below will be the final billing address, and cannot be altered after the event.**

Company Name:.....

Postal Address:.....

Postal Code: .....

Tel: ..... Fax: .....

VAT Number: .....

**PLEASE SIGN AND FAX TO CONFERENCES ON 086 6277569**

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