

THE BLUE PETER HOTEL

CONFERENCE TERMS AND CONDITIONS

1. **WE REQUIRE FULL SETTLEMENT OF THE ACCOUNT AT THE CONCLUSION OF THE CONFERENCE**, unless alternative arrangements have been agreed on in writing.
2. The 50 % deposit (minimum R500), which is non refundable, must be paid within 7 days after a provisional booking has been made. A booking will only be deemed confirmed once the deposit has been received.
3. Final numbers are to be confirmed **48 hours prior** to the commencement of the conference. All charges raised will be based on this figure.
4. Our prices are current and subject to change without notification.
5. A minimum of 10 delegates is required to have the full conference package. Less than 10 will be charge the daily rate
6. A 10% Service Fee will be added to the final bill.

PAYMENT PROCEDURE

1. **IMPORTANT:** Should the above meet with your approval and you wish to confirm your booking, I will send you a booking form which needs to be completed and returned to me. I will then prepare a proforma invoice for you with the deposit required and a reference number, which is required to enable you to pay the deposit.

Yours faithfully

Delecia Scholtz
FUNCTIONS CO-ORDINATOR