



Galatea Conference Venue

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 14 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 **1 week 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 charged the daily rate.
6. A 10% Service Fee will be added to the final bill.

PAYMENT PROCEDURE

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 with the deposit required.

Delecia Scholtz
Functions co-ordinator