



THORNBIRDS CONFERENCE TERMS AND CONDITIONS 2017

We would like to thank you for selecting Thornbirds as a preferred venue for your workshop.

All rates quoted are valid for a period of 7 days and are subject to change without prior notice. Availability cannot be guaranteed during this period.

1. CONFERENCE RATES

	Full Day Conference With lunch	Half Day Conference With lunch	Half Day Conference Excluding lunch
Monday to Friday	R445-00 pp	R405-00 pp	R275-00 pp
Saturday	R470-00 pp	R430-00 pp	R292-00 pp
Sunday	R498-00 pp	R455-00 pp	R308-00 pp
Public Holidays	R498-00 pp	R455-00 pp	R308-00 pp

The above full day rates are per delegate and include;

- Upon arrival – Tea, coffee, juice with muffins & preserves OR scones & preserves OR cereals & yoghurt OR sandwiches
 - 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
 - Complimentary wi-fi - Thornbirds offers complimentary wi-fi. Signal strength & connectivity can't always be guaranteed
 - VAT
- Half day rates exclude one tea & coffee break and are limited to 4 hours of conferencing & exclude lunch time.
 - Half day time slots must either be 8h00 until 12h00 or 13h00 until 17h00.
 - A minimum of 6 delegates is required to secure a conference booking at Thornbirds.
 - A budget conference package is available upon request.

2. 24 HOUR CONFERENCE RATES

Standard Luxury Rooms	Single	Conference Rate	Dinner	Total per person
Monday to Friday (less 15%)	R816-00 pp	R445-00 pp	R190-00 pp	R1451-00 pp
Saturday	R960-00 pp	R470-00 pp	R190-00 pp	R1620-00 pp
Sunday & Public Holidays	R960-00 pp	R498-00 pp	R190-00 pp	R1648-00 pp

Executive Suites	Single	Conference Rate	Dinner	Total per person
Monday to Friday (less 15%)	R1144-00 pp	R445-00 pp	R190-00 pp	R1779-00 pp
Saturday	R1345-00 pp	R470-00 pp	R190-00 pp	R2005-00 pp
Sunday & Public Holidays	R1345-00 pp	R498-00 pp	R190-00 pp	R2033-00 pp

The above 24 hour rates include;

- Upon arrival – Tea, coffee, juice with muffins & preserves OR scones & preserves OR cereals & yoghurt OR sandwiches
- 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
- Dinner – Three course buffet dinner
- Accommodation as per your specifications
- Breakfast – Full English buffet breakfast
- All rates are inclusive of 14% VAT

3. ACCOMMODATION

- Complimentary wi-fi is included - Signal strength & connectivity cannot always be guaranteed
- Standard Luxury Rooms
 - *Twin beds or king bed, en suite bathroom with shower, TV, DSTV Compact, air-conditioning, bar fridge, microwave & complimentary tea & coffee station*
 - *8 Available – maximum capacity of 16 guests / 2 guests per room*
- Executive Suite 1
 - *King bed, en suite bathroom with shower & bath, private courtyard, DSTV Compact, air-conditioning, bar fridge, microwave & complimentary tea & coffee station*
 - *1 Available – maximum capacity of 2 guests sharing*
- Executive Suite 2
 - *King bed, en suite bathroom with shower, kitchenette, lounge area, dining area, DSTV Compact, air-conditioning, bar fridge, microwave & complimentary tea & coffee station*
 - *1 Available – maximum capacity of 2 guests sharing*
 - Rooms are subject to availability & rooms booked at external venues prices may differ
 - Additional rooms can be arranged at external venues within close proximity
 - Check in time is from 13h00 & check out time is strictly by 10h30

4. BEVERAGES

- Lunch & dinner soft drinks are estimated at R22-00 per beverage per delegate during lunch & R22-00 per beverage per delegate during dinner. Red Bull, Rock Shandy & Steelworx is excluded from this option.
- The client is welcome to request different bar options and we request that the client brief us on specific bar requirements
- Bar tabs may also be requested but need to be paid up front. Should the client decide to increase the limit of the bar tab on the day, the balance thereof needs to be settled before departure
- Bar items are subject to availability and prices may change without prior notice.
- Absolutely no spirits, wines, soft drinks, food or any alcohol may be brought onto the premises for consumption at any time.
- Non-compliance to this will lead to items being confiscated. This may also lead to immediate dismissal / eviction from Thornbirds' premises.

5. TIMES

- Full day conference: 07:30 to 17:00
- Half day conference: maximum of 4 hours excluding 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 & R30-00 for every half an hour thereafter. The function room is however subject to availability

6. MEALS

- Breakfast, lunch and dinner is included in the 24 hour conference rate
- Breakfast is served from 7h00 until 10h00
- Dinner is served from 18h00 until 22h00
- Dining times must be confirmed in advance
- Additional breakfasts for additional delegates will be charged at R130-00 per person
- Additional lunches for additional delegates will be charged at R190-00 per person
- Additional dinners for additional delegates will be charged at R190-00 per person
- An additional venue hire & service staff fee is applicable for additional guests who only join for dining purposes where a larger dining area or additional staff are required to adequately serve everyone

7. CONFERENCE EQUIPMENT

Standard equipment included in conference rate

Description	Please tick if required		Description	Please tick if required
<i>Flipchart & 1 set of markers</i>			<i>Notepads & pens</i>	
<i>Screen</i>			<i>DVD Player</i>	
<i>White board</i>			<i>TV</i>	

Additional equipment excluded in conference rate

Description	Rate	Tick if required		Description	Rate	Tick if required
<i>Data projector / Proxima</i>	R850-00			<i>Additional flipchart with paper</i>	R200-00	
<i>PA system (up to 80 persons)</i>	R2000-00			<i>Additional flipchart paper</i>	R150-00	

Description	Rate	Tick if required		Description	Rate	Tick if required
PA system (80+ up to 250 persons)	R2600-00			Additional set of markers	R75-00	
PA system (up to 80 persons) +1 mic	R2450-00			WiFi – subject to availability	R0-00	
PA system (80+ up to 250 persons) + 1 mic	R3050-00			Electronic laser pointer	R150-00	
Additional mic (roving / lapel)	R470-00			Additional speaker for PA system	R260-00	
5m Extension cord	R90-00			Extra large screen	R1350-00	
Additional screen	R400-00			Other: specify		
Other: specify						

- Additional equipment must be booked in advance and is subject to availability as it is rented in
- Prices are subject to change without prior notice

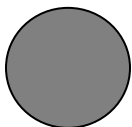

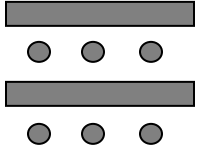
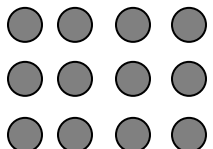
8. ADDITIONAL FACILITIES / SERVICES & ITEMS

Description	Rate	Description	Rate
Breakaway rooms	Please enquire	Faxes Local – Sent	R8-00 per page
Photocopies / Prints – black & white	R3-00 each	Faxes National – Sent	R10-00 per page
Photocopies – colour	R15-00 each	Faxes International - Sent	R28-00 per page
A4 Laminating	R18-00 each	Faxes – Received	R5-00 per page
Emails sent or received	R7-00 / email up to 300kb	Faxed International – Received	R17-00 per page
Phone calls made – National	R7-00 per minute	Phone calls made – Local	R6-00 per minute
		Phone calls made - International	R35-00 per minute

9. TEAMBUILDING

- Please contact us for a list of teambuilding activities & rates
- Teambuilding service providers are to adhere to all venue rules & regulations at all times & all activities are subject to the approval of Thornbirds’ Management

10. SEATING & CAPACITIES

	Banquet	U-Shape	School Room	Cinema
				
Venue	10 Per Table	3 Per Table	3 Per Table	Rows
Fish Eagle Hall	200	100	120	180-250
Bataleur Room	90	70	99	130-150
Falcon Room	80	42	60	100
Starling room	20	21	30	35-42
Plover Room	30	15	18	45
Heron Boardroom	10	15	12	18

- Conference rooms are allocated according to delegate numbers & even though every effort will be made to accommodate such a request, specific room requests can't be guaranteed.

11. CATERING ARRANGEMENTS

- The chef's choice applies to meals served to conference delegates
- Thornbirds welcomes requests such as "braai" menus which can be accommodated at an additional rate
- Halaal, Kosher, vegan & vegetarian meals are available upon request and are served separately
- also payable
- Halaal Nando's can be ordered at a rate of R160-00 per person including delivery
- Strictly Halaal and Kosher meals will be ordered from a specialized external supplier which is subject to a higher rate per person as well as delivery fee – this is quoted upon request
- Dietary requirements must be confirmed at least 5 days prior to the conference to ensure that your requirements are met
- Customised menus may be requested and are quoted additionally & accordingly
- Please note Thornbirds kitchen contains traces of nuts & we do not take responsibility for food allergies

12. RISK / LOSS / DAMAGE

- Thornbirds Conference and Wedding Centre shall not be liable for the interruption of services. These may include water, gas, electricity, sanitary services and unfavorable weather
- 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, other valuables etc. Thornbirds strongly advises that all personal and valuable belongings be removed directly after your event
- Thornbirds Conference and Wedding Centre reserves the right to charge for any damages / breakages / loss of any nature of Thornbirds property, facilities or buildings
- Should any of the Thornbirds Conference & Wedding Centre property (buildings, gardens, furniture, décor, napery or equipment) be damaged during setup, duration or breakdown procedures of the function, the client shall be billed accordingly This excludes damage caused 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 of the venue by shortage of labour, strikes, industrial unrest, fire or any other cause beyond the control of Thornbirds Conference and Wedding Centre which shall prevent it from fulfilling its obligations. In these instances, every effort will be made to find an alternative venue

13. CANCELLATIONS, DATE AMMENDMENTS & POSTPONEMENTS

- In the unlikely event of a cancellation / postponement, the following cancellation percentages of monies paid will apply;
- All cancellations must be in writing & should be faxed or emailed to Thornbirds Conference and Wedding Centre

Notice Period	Percentage of quotation amount to be refunded to you
60 days or more	100%
Less than 60 days but more than 30 days	50%
Less than 30 days but more than 14 days	25%
Less than 14 days	0%
<i>An administration fee of R600-00 is payable regardless of the notification period</i>	

- All cancellations must be in writing & should be faxed or emailed to Thornbirds Conference and Wedding Centre
- 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 and are not made into an individual’s account unless the workshop booked is for an individual and not a company. The company’s account details must be provided

14. CONFERENCE DETAILS

Kindly complete all the details below;

Quotation total including VAT:		Quotation Number:	
Start date of workshop:		End date of workshop:	
Full day incl. lunch:	Half day incl. lunch:	Half day excl. lunch:	

Number of delegates including facilitator/s:					
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6

Accommodation Requirements

Room type	Number of rooms	Check in date	Check out date
Standard twin			
Standard sharing			
Standard single			
Executive sharing			
Executive single			

Room Allocations

Room	Delegate name/s	Room	Delegate name/s
Room no 1		Room no 6	
Room no 2		Room no 7	
Room no 3		Room no 8	
Room no 4		Executive suite1	
Room no 5		Executive suite 2	

Names of delegates staying at external accommodation (if applicable)

Contact person on the day:	Seating arrangement:
Workshop name:	Any disabilities?:

Agenda

Times	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Arrival:						
Start:						
Morning break:						
Lunch break:						
Afternoon break:						
Departure:						
(If applicable)						
Dinner:						
Breakfast:						
Departure:						

Beverage / Bar Instructions

- Kindly tick off your preference

Soft drinks / beverages on account as per quotation:	
Soft drinks / beverages after workshop on account:	
Soft drinks / beverages & alcohol after workshop on account:	
Cash bar after workshop:	
Other (please specify):	

Dietary Requirements

Delegate name	Diet type	Additional restrictions	Please tick if a strict external meal is required	Please tick if Halaal Nando's is acceptable

- Please refer to the "Catering Arrangements" clause of this document

Other Requirements

- Please specify any additional requirements

15. BILLING INSTRUCTIONS & INVOICING DETAILS

Name of company / person to be billed:	
Invoice to be addressed to whom:	
Telephone number:	
Official order number:	
Postal Address:	
Physical Address:	
Email address for invoice:	
Company VAT number:	
Company registration number:	
Method of payment (EFT, Credit card, Deposit):	

Bank Details	
Account holder name:	Bank:
Branch code:	Branch:
Account number:	Type of account:
Credit Card Details	
Name as it appears on credit card:	
Credit card type (Visa, Master, Amex, Diners):	
Credit card number:	
Expiry date (mm/yy):	CCV number (last 3 digits on back of card):

16. DISCLAIMER

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

I, the undersigned, confirm that I have read and understood the Terms and Conditions along with the Disclaimer. I hereby agree to the Terms and Conditions as set out in the Thornbirds Conference and Wedding Centre Terms and Conditions, Annexure A Service Option and the Service Option related rates package. I accept that any changes or variations made to Thornbirds Conference and Wedding Centre's Terms and Conditions or any other legal documents without the written consent of Thornbirds Conference and Wedding Centre will be seen as fraud.

I furthermore fully bind myself in my personal capacity as surety for all monies arising and/or owing from the agreement between myself (the Client), and Thornbirds Conference and Wedding Centre. I accept full responsibility for all my guests attending my event. This includes their actions.

I further confirm that I can read and understand the English language and that it was explained to me that I am entitled to have the agreement documents translated into a language of my choice, at my own expense.

17. 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 for payment
- 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
- Thornbirds reserves the right to cancel any conference should delegate numbers decrease by 40% or more from the original quotation after confirmation when confirming final delegate numbers
- 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 / debit card payments)
- Bank deposits
- Thornbirds does not accept any cheques or cash payments
- Please use the reference number allocated to you when making a payment

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@thornbirds.co.za

Authorised signatory full name and surname:	
On behalf of company name:	
ID number:	
Position at company:	Department:
Work telephone number:	Cell number:
Fax number:	Email address:

I, the undersigned have read, understood & agree to the terms as stated in this package.

.....
Print Name

.....
Signature

.....
Date

.....
Witness Print Name

.....
Signature

.....
Date

.....
Thornbirds Coordinator Print Name

.....
Signature

.....
Date

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

Thornbirds Conference and Wedding Centre
T: (011)948-6001 / (010)500-1043 (Office hours – Monday to Friday, 8h00 to 17h00)
F: (086)636-7472
C: 079-526-0348 (After hours)
E: mail@thornbirds.co.za / nicole@thornbirds.co.za
For more information, please visit: www.thornbirds.co.za



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Client to initial.....