



BIRCHWOOD HOTEL & OR TAMBO CONFERENCE CENTRE
CONFERENCE AND ACCOMMODATION
TERMS AND CONDITIONS

The following terms & conditions shall apply to all conferences and accommodation booked at the Birchwood Hotel & OR Tambo Conference Centre and shall be binding upon the Client and its delegates. The Client shall be responsible for ensuring that its delegates are advised of and adhere to these Terms & Conditions.

PAYMENT CONFIRMATION

- A signed copy of these Terms & Conditions together with the following payments as set out below.
- ❖ Should the confirmation be made less than 30 days prior to the scheduled commencement date, a 100%, non-refundable payment of the total quotation amount will be due.
- ❖ Should confirmation be made more than 30 days prior to the scheduled commencement date, but less than 60 days, payment will be due as follows:-
 - A 50% non-refundable payment of the total quotation amount is due immediately
 - the balance of the quotation amount is due 30 days prior to the scheduled commencement date
- ❖ Should confirmation be made more than 60 days prior to the scheduled commencement date, payment will be due as follows:-
 - A 20% non-refundable payment of the total quotation amount is due immediately
 - A further 50% is due 60 days prior to the scheduled commencement date
 - The balance of the total quotation amount is due 30 days prior to the scheduled commencement date
- All deposits must be paid into the following account:
 - First National Bank
 - Wierda Valley
 - Branch Code: 260950
 - Account name: The Birchwood Management Company (Pty) Ltd
 - Account No. 51321186037
 - Swift code: FIRNZAJJ
 - A copy of the payment advice must please be faxed to 011 897 0004 for the attention Luisa Dickinson.
- The Confirmation Schedule, duly completed, shall be faxed to the Birchwood Hotel & OR Tambo Conference Centre (Att: Conference Co-ordinator) by no later than 7 (seven) days prior to the Conference date, failing which the Conference

Viewpoint Street, Bartlett, Boksburg . PO Box 1106, OR Tambo International Airport, 1627 . Tel: (011) 897 0000, Fax: (011) 897 0004
 Directors: BG Clarence, KR Clarence
 Email: reservations@birchwoodhotel.co.za Web Page: www.birchwoodhotel.co.za
 Birchwood Management Company (Pty) Ltd Reg No 2008/015074/07
 VAT Number: 4630231159

Initial: _____



requirements will be determined by the Birchwood Hotel & OR Tambo Conference Centre in its sole discretion and the Birchwood Hotel & OR Tambo Conference Centre shall have no liability of any nature whatsoever in regard thereto.

CANCELLATION BY THE CLIENT

- Should the client cancel the conference for any reason whatsoever after the confirmation thereof, the client shall:

Notify Birchwood Hotel & OR Tambo Conference Centre in writing and be liable for payment of cancellation charges as follows:

- If cancelled at any stage after confirmation by more than 90 days prior to the conference date, 20% of the total quotation amount will be charged
- If cancelled 89 - 60 days or more prior to the conference date 50% of the total quotation amount will be charged
- If cancelled 59 – 0 days prior to the conference date 100% of the quotation amount will be charged

CANCELLATION BY THE BIRCHWOOD HOTEL & OR TAMBO CONFERENCE CENTRE

- Birchwood Hotel & OR Tambo Conference Centre reserves the right to cancel any reservation without liability on its part in the event of the venue being damaged, or as a result of labour unrest or any other reason which is beyond the Birchwood Hotel & OR Tambo Conference Centre's control and prevents it from being able to provide Conference facilities. In such event, the deposit will be refunded in full to the Client.
- In the event that the client does not adhere to the confirmation conditions above, Birchwood Hotel & O R Tambo Conference Centre reserves the right to cancel all accommodation and conference bookings.

INDEMNITY

- Birchwood Hotel & OR Tambo Conference Centre, its directors, representatives and/or any of its employees, servants or agents do not accept any responsibility for any loss or damage sustained by the Client, its employees, guests, conference delegates and invitees, however incurred whilst on the Birchwood Hotel & OR Tambo Conference Centre's premises. The Client hereby waives and abandons any claim which it may have against the Birchwood Hotel & OR Tambo Conference Centre, its directors, representatives, employees, servants and agents arising from any cause whatsoever, including any loss or damage to property owned by the Client or in connection with injury or damage to any of Client's delegates, guests or invitees or any of their property.
- The Client hereby indemnifies, holds harmless and absolves the Birchwood Hotel & OR Tambo Conference Centre, its directors, representatives, employees, servants or agents against and from all claims whatsoever that may arise including any loss of or damage to property owned by Client or by any of Client's delegates, guests or invitees or in connection with any death or injury to any of Client's delegates, guests or invitees during the period of Client's conference and accommodation at the Birchwood Hotel & OR Tambo Conference Centre or as a consequence of such conference and stay.
- All damage to the Conference venue, cutlery, crockery, linen, furniture, rooms and any other property of the Birchwood Hotel & OR Tambo Conference Centre will be charged directly to the Client.

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- Birchwood Hotel & OR Tambo Conference Centre reserves the right to change the specific function room allocated to the Conference without prior notification, should the number of delegates change from that specified in the quotation.
- The Client acknowledges that it is responsible for the full payment of the conference to the Birchwood Hotel & OR Tambo Conference Centre notwithstanding the involvement of or payment to any conference organiser or agent.

ACCOMMODATION

- Birchwood Hotel & OR Tambo Conference Centre will only confirm any accommodation reservation, provided the payment confirmation outlined above is adhered to.
- Should the payment confirmation conditions not be met, the Birchwood Hotel & OR Tambo Conference Centre reserves the right to cancel the accommodation reservations and/or withdraw any special rates.
- The number of bedrooms reserved at time of confirmation, as outlined in the quotation, will be the number of rooms that will be charged.
- The Birchwood Hotel & OR Tambo Conference Centre must be notified of all cancellations in writing.
- The Birchwood Hotel & OR Tambo Conference Centre reserves the right to charge for no show accommodation in full, regardless of the circumstances surrounding the cancellation.
- The client is required to submit a rooming list 7 (seven) days prior to arrival and such rooming list will not influence the number of rooms reserved. The Birchwood Hotel & OR Tambo Conference Centre reserves the right to allocate rooms at its sole discretion.
- Please be advised that our check-in time is 14h00 hours and our check-out time is 11h00 hours. No exceptions will be made unless arranged with Management prior to arrival.

FOOD & BEVERAGE SERVICE

- The Birchwood Hotel & OR Tambo Conference Centre operates with a full on-consumption Liquor License and guests are not permitted to bring their own alcoholic or non-alcoholic beverages onto the property.
- In the event that a beverage service is provided to the Client and its delegates, an additional charge will be levied in respect of the waiters and barman, as specified in the Confirmation Schedule.
- The Client will be responsible for the payment of all beverages ordered by delegates on a non-cash basis. This payment must be made prior to Client departure, unless otherwise agreed with Management.
- The Birchwood Hotel & OR Tambo Conference Centre reserves the right to increase Food & Beverage prices without prior notification.

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- The Client will be responsible for specifying its particular beverage service requirements, failing which, an open bar arrangement determined by the Birchwood Hotel & OR Tambo Conference Centre in its sole discretion, will be deemed to have been selected.

RATES QUOTED

- The rates quoted are only applicable to the services specified in the Quotation. The total conference and accommodation charge will be subject to change based on any additional requirements of the Client as may be identified in the Confirmation Schedule.
- All rates quoted include 14% VAT, but exclude staff gratuity, which will be subject to the Client's discretion.

ACCOUNT PAYMENTS

- The balance of the total conference and accommodation charge is due prior to the Client's departure, unless otherwise agreed with Management.

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PLEASE SIGN IN FULL BELOW AND INITIAL EACH PAGE TO ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS AS STATED ABOVE.

FOR AND ON BEHALF OF THE BIRCHWOOD HOTEL & OR TAMBO CONFERENCE CENTRE : _____

DATE OF CONFERENCE : _____

QUOTATION REFERENCE NUMBER : _____

COMPANY NAME : _____

COMPANY POSTAL ADDRESS : _____

CONTACT NUMBER : _____

FOR AND ON BEHALF OF CLIENT : _____

NAME OF CONTACT PERSON : _____

I.D NUMBER : _____

AUTHORIZED SIGNATURE : _____

DATE : _____

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