

> **Catering** - Catering includes all crockery and cutlery supplied and dishes washed.

> **We have an onsite Tuck Shop which we will open at 13h30 daily.**

Will you make use of this?

Would you like us to open it at another time?

If so, what time?

Y/N

> **A Meeting Hall suitable for the size of your group will be allocated to you.** Please let us know what you need in terms of chair layout, tables etc.

Lecture Style	Conference Style	Casual lounge style
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> **Do you need a projector?**

> **Do you need a white board? (Bring your own markers)**

> **Do you need a sound system - speaker and microphone**

Y/N
Y/N
Y/N

Please take note of the following important information, and please sign acceptance of these T,s and C's.

- ◆ **Final Numbers** and the breakdown of Male / Female's must be finalised not more than THREE days before arrival.
- ◆ Any **special food requests or allergies** must be finalised **FIVE** days before arrival, and a extra cost will be levied.
- ◆ Please **choose** from the **selection on set menu** also available to **download**. However if you have any specific requests please let us know?
- ◆ Although **check- out time is 14h30**, you may be asked to **vacate** your bedrooms **earlier** if we have another group coming in, to allow for cleaning and preparation.

DEPOSIT REFUND AND CANCELLATION POLICY

On receipt of this complete booking form and proof of payment of deposit we will confirm your booking and send you a pro forma invoice on the minimum numbers you have given us. Please check this and let us know immediately if you have any queries? This deposit is a booking deposit prior to your arrival at Silaom Village. Please note the breakage deposit will be fully refunded within a week of your visit if there are no shortage or breakages.

If you have made a confirmed booking and find that you need to cancel it

A Penalty Fees applicable:

0% (more than 30 days away),

50% (less than 30 days, but more than 2 weeks away) and

75% (less than 2 weeks away) and

100% (less than 1 week prior to arrival)

We require your banking details for refund of your breakage deposit

Account holder: _____

Bank: _____

Branch: _____

Account number: _____

Please sign below to confirm that you have read all and will adhere to all conditions above

Signed by authorised person

Date

We look forward to welcoming you to Silaom Village!

