



RATES AND GENERAL CONDITIONS FOR CONFERENCES AT AVIANTO 2009

Avianto offers you a choice of venues for your conferences, seating from 2 to 180 delegates depending on the seating arrangement and room selected.

VENUE	U-shape	Schoolroom	Cinema	Banquet with dance floor	Banquet without dance floor
Banquet Hall	70	140	180	150	200
Fireside Room	30	45	70	70	120
Conference Room 1	32	45	80	n.a.	n.a.
Conference Room 2	8	10	16	n.a.	n.a.
Conference Room 3	10	12	16	n.a.	n.a.
Conference Room 4	26	32	60	n.a.	n.a.
Conference Room 5	12	14	20	n.a.	n.a.
Boardroom	6	n.a.	n.a.	n.a.	n.a.

Description	Rates	Inclusive
<p>RATES OFFERED TO CONFERENCES IN THE BANQUET HALL. RATES AVAILABLE TO GROUP OF 50 DELEGATES OR MORE.</p> <p><u>Half Day Conference Package</u> 08h00 – 13h00 or 13h00 – 17h00 Perhaps do half day with lunch and without lunch</p>	<p>RATES OFFERED TO CONFERENCES IN THE BANQUET HALL. RATES AVAILABLE TO GROUP OF 50 DELEGATES OR MORE.</p> <p>R 350-00 per person</p>	<p>Arrival tea, coffee, juice & muffins Midmorning tea, coffee & pastries Chef selection lunch in Dining Room Standard equipment, Venue hire (VAT)</p>
<p>RATES OFFERED TO CONFERENCES IN THE BANQUET HALL. RATES AVAILABLE TO GROUP OF 50 DELEGATES OR MORE.</p> <p><u>Full Day Conference Package</u></p>	<p>RATES OFFERED TO CONFERENCES IN THE BANQUET HALL. RATES AVAILABLE TO GROUP OF 50 DELEGATES OR MORE.</p> <p>R 380-00 per person</p>	<p>Arrival tea, coffee, juice & muffins Midmorning tea, coffee & pastries Chef selection lunch in Dining Room Afternoon tea, coffee & biscuits Standard equipment, Venue hire (VAT)</p>

Avianto Village, Driefontein Road, Muldersdrift.
Tel : 011 668 3000, Fax : 011 668 3060
Email : info@avianto.co.za
Website : www.avianto.co.za

Client Signature: _____



<p><u>Half Day Conference Package</u> 08h00 – 13h00 or 13h00 – 17h00 Perhaps do half day with lunch and without lunch</p>	<p>R 370-00 per person</p>	<p>Arrival tea, coffee, juice & muffins Midmorning tea, coffee & pastries Chef selection lunch in Dining Room Standard equipment, Venue hire (VAT)</p>
<p><u>Full Day Conference Package</u></p>	<p>R 415-00 per person</p>	<p>Arrival tea, coffee, juice & muffins Midmorning tea, coffee & pastries Chef selection lunch in Dining Room Afternoon tea, coffee & biscuits Standard equipment, Venue hire (VAT)</p>
<p><u>24 Hour Conference Package</u></p>	<p>R 1665.00 per person single per night R 1360.00 per person sharing per night</p>	<p>Accommodation Arrival tea, coffee, juice & muffins Midmorning tea, coffee & pastries Chef selection lunch in Dining Room Afternoon tea, coffee & biscuits Buffet dinner in Dining Room Buffet breakfast in Dining Room Standard equipment Venue hire (VAT)</p>

NB: Please note that all meals will be enjoyed in the public dining area. Should you wish to have a private venue, please contact your coordinator for availability and costs involved. All meals will be the chef's selection unless otherwise indicated.

STANDARD EQUIPMENT

Screen (TV only in Boardroom), Flipchart, Whiteboard, Podium, TV, Video, A5 Notepads, Conference Pens, Cordials, Mints, Water

ACCOMMODATION

Avianto has 29 Luxury Rooms and five suites. Each of the rooms is cleverly designed to separate the en-suite ablution facilities giving conference delegates who are sharing the individual use of the shower or bathroom.

All rooms include the necessary amenities providing our guests with stylish comfort and convenience such as, air conditioning, toiletries, laundry, steam pressing and dry cleaning facilities, TV with 12 pre-programmed DSTV stations and 4 music video channels, analogue telephones with the option of ISDN on request, kettle plus tea/coffee tray, vingcard locks offering total security and a recording of any unauthorised access to your room. The entire property is also patrolled by security guards.

NB – SHOULD YOU PREFER TO BOOK A SUITE FOR SOME OF YOUR DELEGATES THERE WILL BE AN EXTRA CHARGE OF R500-00 FOR A SINGLE AND/OR R250-00 PER PERSON SHARING ON TOP OF THE CONFERENCE PACKAGE.

Avianto Village, Driefontein Road, Muldersdrift.
 Tel : 011 668 3000, Fax : 011 668 3060
 Email : info@avianto.co.za
 Website : www.avianto.co.za

Client Signature: _____



CONFIRMATION & DEPOSIT PAYMENTS

- To confirm a reservation a copy of this signed contract within 5 days of making the reservation is required. Once the signed contract has been received the booking will obtain confirmed status.
- Deposit payments are required as follows after the booking is confirmed:
 - Conference within 14 days of reservation: 100% pre-payment required
 - Conference within 30 - 60 days of reservation: 50% deposit required. Balance of payment to be paid in full 14 days prior to the conference.
 - Conference within more than 60 days: 25% deposit required. Balance of payment to be paid in full 14 days prior to the conference.
 - Conferences booked in the next 10 days only have a waiting period of 48 hrs. Thereafter the booking will be released, we will advise you accordingly. No extensions will be permitted on short notice bookings.
- Confirmation of final number of delegates is required 14 days prior to commencement date of the conference.
- In the event of non-payment of the fees within the time specified, Avianto shall be entitled to cancel a booking after giving the client written notice giving them seven days to rectify.
- All monies are non-refundable once paid by the client.
- Should special menus be required this must be confirmed 72 hours prior to the conference. All meals will be the chef's selection unless specific meals have been requested.
- A surcharge will be payable on all Halaal and Kosher meals.
- All extras must be paid on departure, unless otherwise agreed.

CANCELLATION

- Should the conference be cancelled or postponed:
 - 21 days prior or less to the date of arrival - 50% of the total estimated amount will be charged.
 - 14 days prior or less to date of arrival - 100% of total estimated amount will be charged.
 - The following cancellation charges will apply if reduction of more than 10% of rooms/guests reserved occurs less than 40 days prior to the scheduled arrival date.
 - 40-21 days prior to arrival = 50% of the total cancelled reservation value
 - 20-8 days prior to arrival = 75% of the total cancelled reservation value
 - 7-0 days prior to arrival = 100% of the total cancelled reservation value
- All monies are non-refundable once paid by the client. Any refund will be on the same basis as per the first point above.
- Avianto reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of Avianto, which shall prevent it from performing its obligations. In these circumstances every effort will be made to find an alternative venue.
- **All changes and cancellations to be made by the client in writing.**

Avianto Village, Driefontein Road, Muldersdrift.
Tel : 011 668 3000, Fax : 011 668 3060
Email : info@avianto.co.za
Website : www.avianto.co.za

Client Signature: _____



BILLING ARRANGEMENTS

We require clients to brief us with regard to their billing arrangements for delegates' telephone calls, mini bar usage, room service orders and beverage accounts during mealtimes. In the event of a master account, the client will be responsible for all extras usage by the delegates and payment thereof on departure. If delegates have to pay for extras they will be required to settle these accounts at departure.

RISK/LOSS/DAMAGES

- While Avianto features emergency water tanks and a full backup generator set, we shall not be held liable for interruptions of services (water, electricity, sanitary).
- Whilst every precaution will be taken to ensure the safeguarding of your belongings, Avianto will not be liable for loss or damage to any property whatsoever (décor props, signage, valuables, etc). We recommend that all personal and valuable property be removed directly after the conference.
- Should the Avianto building, surrounding gardens, décor or napery be damaged by the client or any of the client's suppliers during the set-up or break down operations of the conference, the client shall be held responsible and will be billed accordingly.
- Avianto, its employees or any person employed at any conference will not be held liable for any loss or injury to persons, due to negligence or any other cause whatsoever.

Avianto Village, Driefontein Road, Muldersdrift.
Tel : 011 668 3000, Fax : 011 668 3060
Email : info@avianto.co.za
Website : www.avianto.co.za

Client Signature: _____



IMPORTANT !

PLEASE INITIAL EACH PAGE & COMPLETE THIS PAGE. FAX THE ENTIRE DOCUMENT BACK TO AVIANTO ON (086 660 1111)

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

I _____
confirm that I have read and understood the general terms and conditions and I hereby agree to abide by the terms and conditions as set out in the Avianto General Terms and Conditions Document as referenced below. I further confirm that it was explained to me that I am entitled to have this document translated into a language of my choice at my expense.

WRITTEN CONFIRMATION MUST BE OBTAINED FROM AVIANTO FOR ANY VARIATIONS TO THESE STANDARD TERMS AND CONDITIONS OR ANY OTHER SPECIAL ARRANGEMENTS.

NAME AND SIGNATURE: _____

CONTACT PERSON FOR INVOICE PURPOSES: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

COMPANY NAME: _____

COMPANY VAT #: _____

PHONE NUMBER: _____

TODAY'S DATE: _____

CONFERENCE DATE: _____

NUMBER OF DELEGATES: _____

YOUR BOOKING WILL BE CONFIRMED ON RECEIPT OF THE SIGNED CONTRACT AFTER WHICH IN INVOICE WILL BE PROCESSED FOR PAYMENT

BANKING DETAILS AVIANTO PTY(Ltd.)

(Conference date followed by the first 3 letters of the company name is to be used as reference)

Standard Bank – Northcliff
Account number – 200 547 666
Branch number – 006 305

Avianto Village, Driefontein Road, Muldersdrift.
Tel : 011 668 3000, Fax : 011 668 3060
Email : info@avianto.co.za
Website : www.avianto.co.za

Client Signature: _____