



Battlefields Country Lodge & Sports Resort

P.O. Box 1311 Dundee 3000
KwaZulu – Natal, South
Africa

Tell: +27 34 2181641
Fax: +27 86 5055858
Cell: +27 82 9536195

Email: reservations1@battlefieldslodge.co.za
Web: www.battlefieldslodge.co.za

The “**GEM**” of the Battlefields

CONFERENCE CONFIRMATION OF ARRANGEMENTS

Operating Division:	
Company Name:	
Requested By:	
Mobile & Telephone:	
E-mail:	
Fax:	

Conference Details

Name of Conference or Event:	
Arrival Date:	
Departure Date:	
Conference Start Time:	
Conference End Time:	
Contact Person on Site:	
Number of Delegates (PAX):	
Preferred Venue:	

Conference Layout

<p>U-Shape</p>	<p>Cinema Style</p>	<p>Boardroom Style</p>
<p>Classroom:</p>	<p>Cabaret</p>	<p>Banquet Rounds</p>

Additional information:

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Conference Registration	
Time of Registration	
Number of Registration Tables.	

Conference Equipment & Services <i>(Please specify Preference)</i>		
DESCRIPTION	QUANTITY	HIRE (EACH)
FLIPCHART		INCLUSIVE
FLIPCHART PEN		INCLUSIVE
WHITEBOARD		INCLUSIVE
WHITEBOARD PENS		INCLUSIVE
DATA PROJECTOR WITH SCREEN		1 INCLUSIVE
PODIUM		1 INCLUSIVE
P.A. SYSTEM (UP TO 150 PAX)		INCLUSIVE
STANDING MICROPHONE (2)		INCLUSIVE
NOTEPADS & PENS		INCLUSIVE
WATER BOTTLED (2 PER PERSON)		INCLUSIVE
WATER IN JUGS		INCLUSIVE
STAGE		INCLUSIVE
DATA PROJECTOR WITH SCREEN – ADDITIONAL REQUIRED PER VENUE		1000.00
SLIDE PROJECTOR		500.00
ROVING MICROPHONE (ENTIRE SYSTEM WITH 5 ROVING MICROPHONES)		5500.00
2 PIN PLUG ADAPTORS		20.00
MULTIPLUG		50.00
EXTENSION CORD		100.00

Accommodation	
Number of Single Rooms:	
Number of Double/ Sharing Rooms:	
Check In Date:	
Check out Date:	
Special Request: (Smoking/ non Smoking, Wheelchair Friendly etc.):	

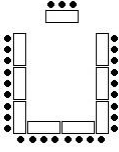
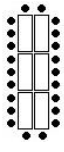
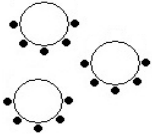
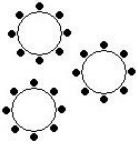
VIP Delegates		
1. Mr / Ms :	Name:	Surname:
2. Mr / Ms :	Name:	Surname:
3. Mr / Ms :	Name:	Surname:
4. Mr / Ms :	Name:	Surname:

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5. Mr / Ms :	Name:	Surname:
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Function Requirements				
DESCRIPTION			QUANTITY	HIRE (EACH)
TABLES PAX)		(UP TO 300		INCLUSIVE
CHAIRS PAX)		(UP TO 300		INCLUSIVE
CLEAN UP FEE				INCLUSIVE
STAGE				INCLUSIVE
PA SYSTEM				INCLUSIVE
TABLE CLOTHES	BLACK RECTANGULAR	WHITE ROUND		55.00
CHAIR COVERS PAX)		(UP TO 300		9.00
DINNER PLATE PAX)		(UP TO 300		1.00
SIDE PLATE PAX)		(UP TO 300		1.00
DESSERT BOWL PAX)		(UP TO 300		1.00
CUP & SAUCER PAX)		(UP TO 300		1.00
KNIFE PAX)		(UP TO 300		1.00
FORK PAX)		(UP TO 300		1.00
TABLE SPOON PAX)		(UP TO 300		1.00
SOUP SPOON PAX)		(UP TO 300		1.00
TEA SPOON PAX)		(UP TO 300		1.00
CHAMPAGNE FLUTES PAX)		(UP TO 300		3.00
RED WINE GLASSES PAX)		(UP TO 300		3.00
WHITE WINE GLASSES PAX)		(UP TO 300		2.50
WILLY/JUICE GLASSES PAX)		(UP TO 300		2.50
BAR STAFF & WAITERS				20.00
SETUP STYLES				

<p>U-Shaped</p> 	<p>Boardroom</p> 	<p>Cabare</p> 	<p>Banquet Rounds</p> 
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Function Catering Own Catering	
Caterer Name:	
Caterer Contact No:	
Own Bar:	Not permitted.
Requirements:	

Function Catering Battlefields Catering	
Menu Option No:	
<i>Dietary Considerations:</i>	
Halal (Outsourced):	
Kosher (Outsourced):	
Vegetarian:	
Diabetic:	
Others (Specify):	
<i>Conference Schedule/Timings of Meals</i>	
Breakfast	
Tea / Coffee / Muffins on arrival	
Tea / Coffee / Scones Mid-Morning	
Lunch	
Number of Soft drinks with lunch	1 per person
Tea / Coffee / Biscuits Mid-Afternoon	
<i>Evening Schedule/Timings of Meals</i>	
Welcoming Drinks:	
Welcoming Snacks:	
Starters:	
Mains:	
Desserts:	
Other:	
<i>Special Alcohol (Specify):</i>	

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Billing Instructions

(Please indicate which services may be included in the account)

	Service	Limit		Service	Limit
	Breakfast			Accommodation	
	Lunch			Telephone Calls	
	Dinner			Photocopies	
	Room Service			Fax	
	Alcoholic Beverages			Printing	
	Non-Alcoholic Beverages			Parking	
	Gratuities			Laundry	
	Mini Bar			Other	

Terms and Conditions

This contract is entered into between Battlefields Country Lodge (hereinafter referred to as 'Battlefields Country Lodge') and the Organisation hiring rooms with related services ('the Hirer') and the following terms and conditions shall apply to all contractual arrangements between Battlefields Country Lodge and the Hirer.

- 1 Any arrangements for the supply of goods and services must be made directly with Battlefields Country Lodge and not its agents or contractors. Outside catering is permitted for Royal Warrior only, subject to BCL having the right of first refusal.
- 2 All bookings must be confirmed in writing. The person who signs the booking request shall be considered the Hirer. Where a booking is made on behalf of an Organisation that Organisation shall be considered the Hirer and shall be jointly and severally liable in respect of the booking with the person by whom the booking is made.
- 3 First time hirers may be required to furnish two names and addresses of referees, one of whom must be the Hirer's bankers. Battlefields Country Lodge reserves the right to approach these named before confirmation of the booking is made.
- 4 The Hirer shall be made responsible for paying all charges arising out of the booking, including any cancellation fee.
- 5 Cancellation fees shall be paid on or before the date of the proposed event on the following scale:

Notice of cancellation	Premises	Supplies
Less than 3 days before the event	100%	100%
3 to 6 days before the event	100%	50%
7 to 14 days before the event	50%	25%
14 to 28 days before the event	25%	15%
- 6 Battlefields Country Lodge reserves the right to alter prices or other details shown in its brochure without notice. Tariffs are reviewed annually and the Hirer will be invoiced at the rates applicable on the day of the event.
- 7 The Hirer shall estimate the number of persons for whom catering arrangements are to be made at the time of the booking and is required to give a confirmed **final figure seven (7) working days before the event**. This number is the minimum on which the final invoice will be calculated.
- 8 The Hirer shall make final menu decisions as well as full payment for catering seven (7) days prior to the event as to give Battlefields Country Lodge sufficient time to order.
- 9 Final Payment will be accepted via cash, credit card or EFT for all payments in advance or on the day of the event. The credit card will need to be provided at the beginning of the function, and kept

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until the account is paid in full. No personal cheques will be accepted. Credit card details are given when booking was secured may be used if any costs remain after the conclusion of the event.

- 10 Battlefields Country Lodge shall not be responsible for any loss or damage to the property arising out of the holding of a function or any injury which may be incurred by or be done by or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, government restriction or act of God which may cause Battlefields Country Lodge's premises to be temporarily closed or the function interrupted.
- 11 The Hirer shall be held responsible for insuring all equipment brought on to the premises and for any damage caused to Battlefields Country Lodge's property by any equipment or exhibits brought on to the premises.
- 12 The Hirer shall pay all charges within 30 days of the date of the invoice. Should the Hirer fail to pay any invoice within this period, Battlefields Country Lodge shall have the right to cancel any other contractual arrangements with the Hirer without notice.
- 13 VAT is chargeable on the hire of all facilities, including goods and services provided, excluding room hire, and is charged at the current rate.
- 14 Any changes to this agreement to be confirmed in writing and signed by both parties.
- 15 The Hirer will be accountable for any loss or damage which is caused to Battlefields Country Lodge by any guests of the Hirer's function.
- 16 **Bookings will be considered tentative & held for a maximum of 5 days until the Function Confirmation form is completed, signed and returned in person, by fax or by email, a 50% deposit has been made and credit card details are given.**
- 17 **R2500.00 refundable Damage Deposit is required.**
- 18 Battlefields Country Lodge is committed to responsible drinking at all times. The Liquor Act stipulates that Battlefields Country lodge is held accountable for all persons on the lodge and reserves the right to refuse entry, refuse service or remove any person that management deems to be behaving contrary to policy.
Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or be permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for failure to leave a licensed premises.
Any person involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.
No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

The Hirer

Signed _____ Name (please print) _____

Date _____ Position _____

Battlefields Country Lodge

Signed _____ Name (please print) _____

Date _____ Position _____