

## FACILITIES BOOKING FORM

Further to your enquiry, please find herewith our booking form. In order to provide you with a detailed quote (pro forma invoice) we require that you complete this in full. Should you have any questions during this process, please do not hesitate to contact Lelo Mkhwanazi on 0861 42 62 82 or [reception@apso.co.za](mailto:reception@apso.co.za)

### COMPANY INFO

Company Name

Telephone No:

Fax No:

Postal Address:

Website:

VAT No:

Contact Person:

Designation:

Cell No:

Email:

### FUNCTION INFO

Date:

Type of function: Training ☐ Seminar ☐ Meeting ☐

Duration: ☐ 2 hours or less ☐ Half Day ☐ Full Day ☐

Number of Delegates: ☐

Preferred Room:

Productivity Training Room ☐ Performance Training Room ☐ Opportunity Boardroom ☐

Inspiration Meeting Room ☐ Innovation Meeting Room ☐

Catering Requirements:

Quote as per the catering pricing schedule. Should you require something specific, you're requested to put this in writing so that we can advise whether this is possible and a separate quote can be drawn up. *Please note:* It is your responsibility to determine whether any of your delegates have special dietary requirements and to make appropriate choices with catering. If special requirements are needed, i.e. kosher/halaal, then APSO can arrange for a quote and will add a surcharge accordingly.

None ☐ Half Day Package ☐ Full Day Package ☐

Tea/Coffee on arrival ☐ Morning Tea (light refreshments) ☐ Light "Finger" Lunch ☐

Plated Lunch ☐ Afternoon Tea (light refreshments) ☐

## TERMS & CONDITIONS

Please note that by making this booking you accept our terms and conditions below.

### Payment:

- Bookings are made subject to availability at the time of enquiry. APSO will reserve the venue for a maximum of 48 hours in order to process invoice and allow the deposit payment.
- A 50% deposit is immediately payable in order to confirm your booking.
- Full payment must be made at least 3 days prior to the event.
- Please e-mail proof of payment to [accounts@apso.co.za](mailto:accounts@apso.co.za)

### Cancellation Policy:

- Cancellations made more than 10 days prior to the event will receive a refund, excluding a 10% admin fee.
- Cancellations made less than 3 working days prior to the event will receive no refund.

### Catering:

Full Day (08h00 – 17h00) package includes: ~ Arrival tea/coffee ~ Mid-morning tea/coffee & light snack ~ Lunch (plated or finger) ~ Mid-afternoon tea/coffee & biscuits	Half Day (08h00 – 12h00/13h00 – 17h00) package includes: ~ Arrival tea/coffee Mid-morning or mid-afternoon tea/coffee & light snack
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- APSO will provide catering options, via our Function Sheet. Other options are available, at a surcharge and will be quoted separately based on your needs. Full payment is required at least 3 days prior to the event.
- Each delegate will receive one soft drink at lunch time.
- It is the responsibility of the booking company to ascertain special dietary requirements and to make appropriate choices in respect to catering. Should any dietary need require specific catering, i.e. kosher/halaal etc, the booking company is required to notify APSO at least 3 working days prior and will liable for a surcharge.

### Equipment:

- The following equipment is included “as standard”:

All rooms:	White boards, flipchart, pens, mineral water by jug
Training Rooms:	Projector, fixed screen, PA system
Boardroom:	Fixed screen, moveable projector

- Pens, notepads and other delegate stationery is not included but can be arranged, on request and at additional cost.
- Additional equipment may be arranged, at additional cost and with timely notification.

### General:

- APSO reserves its right to admission to the business premises.
- APSO does not take responsibility for loss, damage or injury to any person or property.
- Facilities are booked and used “as is”.

I accept the terms and conditions and confirm our booking.

Full Name:

Designation:

Company:

Telephone:

Signature:

Date:

Please return this signed form to [reception@apso.co.za](mailto:reception@apso.co.za)