



Conference Agreement

Conference Agreement
Between ACPP
and

Full Name _____

on this day _____ of _____ 20 _____

Please initial each page, complete details on this page and return the Entire document back to ACPP by Fax 086 6572233 , e-mail or hand it to coordinator, together with proof of payment.

The customer / authorised representative of the customer, by his/her signature hereto, hereby confirms that he/she is duly authorised, in the information supplied above is true and correct. The customer confirms that he/she has read and understood the general terms and conditions and hereby agrees to abide by the terms and conditions as set out in the ACPP general terms and conditions document as referenced below and hereby binds himself/herself in their personal capacity as surety for all monies owing, arising from this agreement. He /she further confirm that it was explained to him/her that he/she is entitled to have this document translated into a language of his /her choice at his/her expense.

COMPANY DETAILS

Company Name : _____

Client Name : _____

Client ID : _____

Tel# : _____ Cell# : _____

Fax # : _____ E-Mail : _____

ADDITIONAL INFORMATION

Contact Person for Invoice Purposes : _____

Tel# : _____ Cell# : _____

Fax # : _____ E-Mail : _____

Company VAT # : _____

Physical Address : _____

Postal Address : _____

Client Signature : _____

EVENT PARTICULARS

Conference Dates: _____

- Full Day Conference Package
- Half Day Conference Package

PAYMENT DETAILS

Group Name : _____

Conference Date : _____

First Payment : _____

Second Payment : _____

CONFIRMATION & DEPOSIT PAYMENTS

- To confirm a reservation a copy of this contract is to be signed within 5 days of making the reservation. Once the signed contract has been received together with proof of payments the booking will be confirmed.
- Deposit payments are required as follows:
- Conference or function – 50% deposit of quote is required together with R5000 refundable losses and breakages deposit, to confirm booking.
- **Banking details:**
 - Bank – FNB**
 - Account – ACPP 2**
 - Account number – 62259554915**
 - Branch Code - 250655**
- Outstanding 50% needs to be settled 7 days before function.
- In the event of non-payment of the fees within the time specified, ACPP shall be entitled to cancel the booking.
- All monies are non-refundable once paid by the client.
- On the day of the function the balance of the bar account is settled, this may only be done so with a credit card or cash.
- Any possible overtime costs and costs for damages/breakages will be taken out of the R5000 refundable deposit paid by you. This deposit will be paid back within 7 days of your function.

CANCELLATION

In the event of the conference / function being cancelled or postponed:

- 21 days prior or to the date of event - 50% of the total estimated amount will be charged.
- 14 days prior or less to date of event - 100% of total estimated amount will be charged.
- 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

Client Signature : _____

- 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.
- ACPD 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 ACPD 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 and signed off

RISK/LOSS/DAMAGES

- While ACPD 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, ACPD 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/function.
- Should the ACPD 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.
- ACPD, 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.
- ACPD reserves the right to refurbish and upgrade the venues from time to time.

MENU SELECTION

Our extensive menus are interchangeable to accommodate your personal requirements. Copies of our menus are available on request.

- Food may not be brought onto the premises unless previously arranged.
- Please note that your entire guest amount must be catered for: applicable to any and all menu options available on our menu selector.
- Suppliers (Dj, Photographer etc) contracted to work at the reception will be included in the total guest amount/selector menu for catering purposes.
- Annual food increases will be of immediate effect in January of every year for the year ahead. Menu prices remain subject to change due to economic factors during the course of year.
- Should your final number of guest on the day of your function, exceed the number confirmed you will be charged the quoted menu cost in addition to a 10% surcharge.

BAR SERVICES

We require clients to brief us regarding their requirements for the provision of a Full Bar, Wine, Malt, Soft drink Bar or a Cash Bar. Clients are welcome to set a limit on the total

Client Signature : _____

bar expenditure for their account. In order to maintain control of this account, we are willing to supply a regular reconciliation of the bar account during the function.

- No food or beverage may be brought onto the property, into any of our function rooms by the customer or his guests for consumption on the premises, unless the prior written consent of ACPP has been obtained. This also applies to “dinky bottles” party favours and gifts.
- Corkage R15.00 per person if you bringing your own drinks.
- Any changes to the bar requirements at any stage are to be done in writing.
- Wine orders need to be placed two weeks prior to a function. No wines, spirits, beers or soft drinks may be brought onto the premises.
- An updated list of bar prices is available on request.
- Bar prices are subject to change without prior notice.

Name & Surname : _____

Date : _____

Signature ; _____

Please fax this signed document back to us together with proof of payment and your function form to 086 6572233.

The Hall at ACPP

190 Quagga Road cnr Roger Dyson Proclamation Hill **Cell:** 072 077 4995 | 073 669 6363

info@acpp.co.za | **www.acpp.co.za**