

HOTEL REGISTRATION FORM

EVENT NAME: Animal Feed Manufacturers Association

Please follow the instructions below:

1. Please complete the accommodation form in full.
2. Thereafter, email a completed copy to Jacobus Millard – Jacobus.Millard@autographhotels.com
3. A confirmation of your reservation will be sent to you.
4. Accommodation will be allocated on a first come first serve basis and is subject to availability.
5. Full payment is required in advance, no later than **two weeks prior (Wednesday 28 August)** to arrival to secure your reservation.
6. Credit card details are required on check-in as guarantee of individual extras which must be settled in full on departure.

Title			
Last Name			
First Name(s)			
Share with			
Business Number			
Mobile Number			
Email Address			
Date of Arrival		Date of Departure	
Name on Credit Card			
Credit Card Number			
Expiry Date		CVV Number	
Payment Method	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Direct Bank Transfer	
Negotiated Rates			
Thursday, 12 September 2019	Deluxe Room Single	R2 200	Deluxe Room Double R2 600
Friday, 13 September 2019	Deluxe Room Single	R2 700	Deluxe Room Double R2 975
Saturday, 14 September 2019	Deluxe Room Single	R2 700	Deluxe Room Double R2 975
Sunday, 15 September 2019	Deluxe Room Single	R2 700	Deluxe Room Double R2 975
Room Preference	<input type="checkbox"/> King Bed	<input type="checkbox"/> Twin – Two Single Beds	
<i>The above rates are quoted per room, per night. The rates include breakfast, 15% VAT but excludes 1% Tourism Levy and a voluntary R10 donation to the Arabella Community Trust that will be levied onto your account.</i>			
TOTAL AMOUNT DUE TO ARABELLA HOTEL AND SPA			R

Credit cards will be charged on receipt of this form and details will also be used to settle all incidentals not settle on departure. A copy of the final folio will be sent to you should there be any unsettled charges.

Please send a copy of the front and back of your credit card and identity document in order for us to charge your card. In order to qualify for the above rates, your booking needs to be made on or before 28 August 2019.

Terms and conditions can be found on the next page.

The rate is valid for seven days before and after the event dates. **Check-in time is 14:00 & check-out time is 11:00.**

By your signature hereto, you are accepting all terms and conditions specified on this form and confirm that all information given is current and accurate.

Signature:.....

Print Name:

Date:.....

TERMS AND CONDITIONS

CANCELLATION POLICY:

The full accommodation will be charged for individual no-shows as well as cancellation received less than 30 days prior to arrival date and one night's accommodation for cancellation more than 30 days prior check-in. Cancellation charges will also apply should you reduce the length of stay after arrival.

EARLY CHECK-IN OR LATE CHECK-OUTS

An early check-in/late departure fee of R500 will be applicable if we are able to facilitate. Early check-in and late departures are strictly subject to availability.

ROOM/FLOOR NUMBERS:

Rooms are allocated on the day of arrival, therefore specific room or floor numbers cannot be guaranteed.

ARABELLA SPA:

Access to the spa facilities, which include the Hydro Pool, Steam Room, Sauna and Gym are complimentary to Hotel Guests. The spa management reserves the right to restrict numbers for health and safety reasons.

It is highly recommended that you contact the Arabella Spa as soon as possible to book your treatments. You can contact the Arabella Spa on +27 (0)28 284 0036 or at spa@arabellahotelandspa.com.

NO children under the age of 16 years are permitted in the Hydro Pool, Steam Room or Sauna areas.

ARABELLA GOLF CLUB:

Hotel Guests get a preferential rate at the Arabella Golf Club. It is highly recommended that you contact the Pro Shop as soon as possible to book your tee-off times. You can contact the Pro Shop on +27 (0)28 284 0105 or at golf@arabellahotelandspa.com.

RESTAURANTS:

There are a variety of dining options available at the hotel, and reservations can be made by contacting the Food and Beverage Department on +27 (0)28 284 0000 or at foodandbeverage@arabellahotelandspa.com.

Only food and beverage items purchased at the hotel are permitted in the hotel.

TRANSFERS AND ACTIVITIES:

We offer a wide range of transfer options as well as offsite activities that can be arranged directly from our onsite travel desk. You can contact the Travel Desk on +27 (0)28 284 0000 or at bookings@specializedadventure.co.za to make your reservations.

CHILDREN POLICY:

Children under the age of 12 stay free when staying in a suite with parents. Suites are able to accommodate up to two children on a sleeper couch. Alternatively an additional room must be booked. The hotel will endeavor to allocate inter-leading rooms as far as possible, but room allocations cannot be guaranteed.

GUARANTEE / PAYMENT POLICY:

In order to guarantee the above reservation, please indicate your guarantee preference on the first page and fax or email it back to us by **28 August 2019**. Should we receive no response from you by the above date, we reserve the right to cancel your reservation at which time you will be advised in writing. Credit card details are required to guarantee settlement of all extras and individuals and will also guarantee the accommodation booking until proof of payment is received should you wish to pay via direct bank transfer. No hold will be put on the credit card.

OUR BANKING DETAILS:

Account Name:AP Arabella (Pty) Ltd
Bank:First National Bank
Branch:204-109 FNB Global Transactional Services Cape Town
Account Number:62301271970

NO-SHOW POLICY:

A no-show is the non-arrival of a Guest without notification in writing by fax or e-mail to the Hotel. In the case of a no-show, a no-show fee of one night (including taxes and levies) will be levied against you in relation to your guarantee method above and attached. If your reservation was guaranteed by charge to your credit card or deposit, this will be forfeited.