



# Venue Hire

## BOOKING FORM

**NOTE: When completing this Booking Form please refer to the Venue Hire Brochure for further details.**

### WHERE DID YOU HEAR ABOUT THIS VENUE HIRE?

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 .....

### BANKING DETAILS:

Account holder: The Association of Arbitrators (Southern Africa) NPC  
 Bank: First National Bank Ltd  
 Current account number: 628 138 641 06  
 Branch: Sandton City  
 Branch code: 254 605

### VENUE HIRE DETAILS:

Room:	Room Size:	Half Day Cost Incl. VAT (08:00 to 12:00)	<input checked="" type="checkbox"/>	Full Day Cost Incl. VAT (08:00 to 16:30)	<input checked="" type="checkbox"/>
Large Room <sup>1</sup>	50 to 60 people	R2 100	<input type="checkbox"/>	R3 300	<input type="checkbox"/>
Large Room (with 2 shoulder rooms) <sup>2</sup>	Up to 25 people	R2 100	<input type="checkbox"/>	R3 300	<input type="checkbox"/>
Medium Room	Up to 12 people	R1 500	<input type="checkbox"/>	R2 700	<input type="checkbox"/>
Small Room	Up to 10 people	R1 400	<input type="checkbox"/>	R2 500	<input type="checkbox"/>

**NOTE: Included in the cost:**

• Tea, coffee, biscuits and water;

• Parking.

### CREDIT CARD PAYMENT REQUEST:

Please debit my credit card (please ✓):  
 Cardholder's name (as it appears on the card):  
 Card number:  
 CCV number (last 3 digits on the back of the card):  
 Budget (please ✓):  
 Budget Period:

### CATERING:

**NOTE: Not included in the cost of the room hire and will be quoted separately.**

Yes:  No:  Sandwich platter (10:00):  Finger Lunch:   
 Buffet Lunch:  Special Dietary Requirements: .....

### ADDITIONAL SERVICES (QUOTED SEPARATELY IN WRITING):

Recording:  Transcription Services:

### OTHER COSTS (Incl. VAT):

A4 Size Photocopies Black and White per Page:	R2.00	A3 Size Photocopies Black and White per Page:	R 2.90
Photocopies Colour per Page:	R3.80	Photocopies Colour per Page:	R 5.60
Phone/Fax per local call unit (for national and international calls):	R1.40	Softdrinks (each):	R 15.00

### PURPOSE OF VENUE HIRE:

Arbitration/Mediation:  Meeting:  Seminar/Workshop:   
 Other:  Specify: .....  
 Start Date: ..... End Date: .....  
 Start Time: ..... End Time: .....  
 No. of Attendees: .....

<sup>1</sup> Schoolroom/Cinema setup.

<sup>2</sup> Arbitration setup.

**INVOICE DETAILS:****NOTE:**

- In order to receive a tax invoice, these details must be completed in full. Mark "Company" and/or "VAT No." as "N/A" if the invoice is to be made out in your personal name and you are not a registered VAT vendor;
- Please submit your proof of payment (referenced with the invoice number) to [nominations@arbitrators.co.za](mailto:nominations@arbitrators.co.za) and [accounts@arbitrators.co.za](mailto:accounts@arbitrators.co.za) in order to secure your booking.

<b>Company:</b>	.....	<b>VAT No.:</b>	.....
<b>Attention:</b>	.....	<b>Email:</b>	.....
<b>Tel. No.:</b>	.....	<b>Fax No.:</b>	.....
<b>Postal Address:</b>	.....	<b>Physical Address:</b>	.....
	.....		.....
	.....		.....
<b>Province:</b>	<b>Code:</b> .....	<b>Province:</b>	<b>Code:</b> .....
<b>Country:</b>	.....	<b>Country:</b>	.....

**ASSOCIATION OF ARBITRATORS (SOUTHERN AFRICA) NPC (ASSOCIATION) MEMBERSHIP DETAILS:**

<b>Association Member:</b>	<b>No:</b> <input type="checkbox"/>	<b>Yes:</b> <input type="checkbox"/>	<b>Membership No.:</b> .....
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**CONFIRMATION:**

I accept the Terms and Conditions for the Association of Arbitrators (Southern Africa) NPC, as stated hereunder.

<b>Signature:</b> .....	<b>Date:</b> .....
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**TERMS AND CONDITIONS**

<b>Times:</b>	Half Day: 08:00 to 12:00 or part thereof. Full Day: 08:00 to 17:00 or part thereof. Arrangements can be made for after-hours venue hire.
<b>Cancellation Policy</b>	In the event the Client cancels, Written Cancellation Notice received as follows: <ul style="list-style-type: none"> <li>• More than 14 working days prior to the date of the reservation - no charge;</li> <li>• Less than 5 working days prior to the reservation date, but more than 48 hours before the reservation, - 50% of the room hire will be charged;</li> <li>• Less than 48 hours prior to the reservation date - 100% of the room hire will be charged.</li> </ul> Where the Client cancels the booking of Additional Services or Catering, the Client shall pay the costs incurred by the Association in securing those services or for which the Association becomes liable to the providers of those services resulting from the cancellation. Any cancellation charges incurred must be paid by the client within 14 days of invoice. Cancellations must be notified in writing. The date of cancellation is deemed to be the date at which notice of cancellation is received by the Association.
<b>Payment Terms</b>	Payment of the venue hire fee (or, if agreed by the Association, the official purchase order) must be received by the Association upon the Client receiving an invoice from the Association and prior to the hire date. The Association reserves the right to refuse admittance to any client whose venue hire fee has not been paid.
<b>Use/Hire of Rooms:</b>	The Association reserves the right to substitute a room/rooms hired to a Client but it will only do so where the conduct of its business reasonably requires. If the Association is prevented from conducting business at the whole or a part of the premises as a result of any damage caused or threatened to the premises or any other event or circumstance outside its control, it shall be entitled to cancel the whole or a part of any room hire and shall not be liable for any loss or expenses incurred by the Client as a consequence.
<b>Clearance of Rooms</b>	At the end of the period for which the Client has hired a room or rooms, the Client shall immediately vacate the room/rooms and remove all of its property therefrom. The Association shall charge the Client for any period when it, or its property, remains in the room/rooms after the period for which the Client had hired a room/rooms.
<b>Disruption of Business:</b>	The Association shall use all reasonable endeavours to ensure that the conduct of the Client's business, whilst on the premises, is not disrupted or interfered with by any other user of the premises. The Association reserves the right to terminate any room hire, without compensation or refund to the Client, if the Client or those invited onto the Premises by the Client conduct themselves in a manner likely to cause or which causes a nuisance to, or to disrupt the business of, other users of the premises.
<b>Damage to Premises:</b>	The Client shall treat the Association's premises, facilities and equipment with care. The Client shall be responsible to the Association for any loss or damage caused to any of the Association's property by the Client or by any other person invited onto the premises by the Client.
<b>Non-variation / Relaxation</b>	Any variation of these terms and conditions shall be of any force or effect unless expressly recorded in writing, signed by a duly authorised representative of the Association. The failure of the Association to insist upon strict compliance with any of these Terms or Conditions shall not constitute a waiver of, or otherwise limit, any of the Association's rights or remedies.
<b>Copyright Disclaimer:</b>	The Association's intellectual property rights in all course material are reserved. <b>Students agree that the Association shall not be responsible for any injury to or death of any person or the loss or destruction of or damage to any property at or on the Association's premises, arising from whatsoever cause, and by whomsoever caused including without limitation any person in the employment or under delegation or instruction of the Association.</b>

**NOTE:**

Please submit your proof of payment (referenced with the invoice number) to [nominations@arbitrators.co.za](mailto:nominations@arbitrators.co.za) and [accounts@arbitrators.co.za](mailto:accounts@arbitrators.co.za) in order to secure your booking.