

**CAPSA CONFERENCE 2019  
11 - 17 OCTOBER 2019  
ACCOMMODATION RESERVATION FORM**

**How to make your reservation:**

- Option 1      Fax the form on the reverse of this page to Group Reservations on +27 (0) 11 780 7596.  
Option 2      Email the form on the reverse of this page to [grpresv@suninternational.com](mailto:grpresv@suninternational.com).  
Option 3      Contact our call centre on 011 780 7800.

- You will receive written confirmation of your booking within 24 hours.

**How to pay for your reservation:**

Please note that FULL PREPAYMENT for any accommodation booked is required within 10 days of making your booking, alternatively your booking will be released.

**Option 1: Credit Card**

- Fax or email the credit card form on the reverse of this page to Group Reservations on + 27 (0) 11 780 7596 or to [grpresv@suninternational.com](mailto:grpresv@suninternational.com).

**Option 2: EFT/Direct Deposit**

- If you do not have a credit card, you will be required to make a eft/cash deposit into Sun International's bank account within 10 days of making the reservation, alternatively your booking will be released.
- Fax your deposit slip to the Advance Deposit Manager at +27 (0) 11 780 7168.
- Please include your reservation number and contact telephone number on the deposit slip.

**Banking Details:**

Sun International Limited c/o Local Advance Deposits  
Standard Bank, Sandton Branch, 019205, Current Account  
Account number: 02 267 1889

**Terms and Conditions:**

- Accommodation will be allocated on a 'first come, first served' basis. On arrival at your hotel, you will be required to provide a credit card guarantee or cash deposit, to cover charges you may incur over and above your accommodation.
- The rates quoted are net, per room, per night including Bed & Breakfast, tourism levy and 15% VAT.
- These rates are valid for the period of the **CAPSA 2019** Only.

**Cancellations:**

- A cancellation made 7 days prior to arrival date will entitle you to a full refund of the amount paid, upon written request faxed to the Advance Deposit Manager on +27 (0) 11 780 7168.
- A cancellation made within 7 days of arrival date will result in the forfeit of one night's accommodation including the relevant taxes.
- In the event of a "no-show" the full package price will be retained.
- For sub blocks please see Terms & Conditions on your pro forma invoice.

**11-17 OCTOBER 2019**  
**ACCOMMODATION RATE SCHEDULE**  
**Closing date for Accommodation Reservations:**

LOCATION	ROOM TYPE	GROUP ID	RATES (Sun – Thu)		RATES (Fri & Sat)	
			Double	Single	Double	Single
Soho Hotel	Luxury Twin Room	CAPSA1901PB	R 2 170.00	R 1 970.00	R 2 600.00	R 2 400.00
	Luxury Family Room		R 2 560.00	R 2 360.00	R 3 070.00	R 2 870.00
LOCATION	ROOM TYPE	GROUP ID	RATES (Sun – Thu)		RATES (Fri & Sat)	
			Double	Single	Double	Single
Cabanas Hotel	Luxury Twin Room	CAPSA1902PB	R 1 660.00	R 1 470.00	R 1 990.00	R 1 800.00
	Standard Family Room		R 2 240.00	R 2 050.00	R 2 690.00	R 2 500.00
LOCATION	ROOM TYPE	GROUP ID	RATES (Sun – Thu)		RATES (Fri & Sat)	
			Double	Single	Double	Single
Cascades Hotel	Luxury Twin Room	CAPSA1903PB	R 2 470.00	R 2 240.00	R 2 965.00	R 2 735.00
	Luxury Family Room		R 2 920.00	R 2 690.00	R 3 505.00	R 3 275.00
LOCATION	ROOM TYPE	GROUP ID	RATES (Sun – Thu)		RATES (Fri & Sat)	
			Double	Single	Double	Single
Palace Hotel	Luxury Twin Room	CAPSA1904PB	R 3 210.00	R 2 865.00	R 3 850.00	R 3 505.00

### GUEST INFORMATION (Please Print)

Please read the Terms & Conditions and sign in the space provided below in acceptance thereof

Surname		Name		Title	
Partner's Surname				Title	
Postal Address					
				Postal Code	
Facsimile					
Email		Tel (B)		Tel (H) / Cellphone	
Arrival Date					
Group ID		Departure Date			
Special Requests / Instructions					
Guest Signature		Name			

### GROUP INFORMATION (Please Print)

Please read the Terms & Conditions and sign in the space provided below in acceptance thereof

Company Name					
Postal Address					
					Postal Code
Facsimile					
Email		Tel (B)		Tel (H) / Cellphone	
Number of Rooms	Double Occupancy		Single Occupancy		
Arrival Date					
Group ID			Departure Date		
Special Requests / Instructions					

## AUTHORISATION FOR USE OF CREDIT CARD

I, Mr/s \_\_\_\_\_ hereby give authorisation to SUN INTERNATIONAL to

DEBIT my credit card for the amount of R \_\_\_\_\_

(amount in words) \_\_\_\_\_

This amount is for accommodation pre-payment/s for the following reservation/s:

CARD TYPE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_ CVC AUTH No (3 digits) \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

CARD HOLDER'S FULL NAME: \_\_\_\_\_

CARD HOLDER'S I.D NUMBER: \_\_\_\_\_

CONTACT TELEPHONENUMBERS: TEL: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please fax or mail completed details to Group Reservations on Fax **+27 (0) 11 780 7596** or [grpresv@suninternational.com](mailto:grpresv@suninternational.com).

- It remains the responsibility of the Card Holder to verify if this authorisation has been received and processed onto the correct reservation.
- Reservations where card payments have been declined by Card Division, will be cancelled.
- Cancellation of reservation made 7 days prior to arrival date will entitle you to a full refund of the moneys paid, upon written request faxed to the Advance Deposit Manager on **+27 (0) 11 780 7168**
- Cancellation of reservations made within 7 days prior to the arrival date will result in a cancellation fee of the first night's accommodation being charged.

Thanking you,

**CHANTAL GELDENHUYS**  
**ADVANCE DEPOSIT MANAGER**