

# Hotel Registration Form

**EVENT NAME: GARTNER**

**Please follow the instructions below:**

1. Please complete the accommodation form in full
2. Thereafter, please fax it to 028 284 0003 or email a scanned copy to Kutlo Ntsimane [kutlo.ntsimeane@africanpridehotels.com](mailto:kutlo.ntsimeane@africanpridehotels.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 .....01 February 2016..... 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:**

<input type="checkbox"/>	Deluxe Room Single	R1700	<input type="checkbox"/>	Deluxe Room Double	R1700
<input type="checkbox"/>	Suites Room Single	R 1700	<input type="checkbox"/>	Suites Room Double	R 1700
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

**Room Preference:**

<input type="checkbox"/> King Bed	<input type="checkbox"/> Twin – Two Single Beds
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The above rates are quoted per room, per night. The rates include breakfast, 14% vat, and Excludes 1% Tourism Levy and a voluntary R10 donation to the Arabella Community Trust that will be levies onto your account.

Total amount payable ZAR\_\_\_\_\_ x \_\_\_\_\_ nights = ZAR\_\_\_\_\_ due to Arabella Hotel and Spa

Credit Card 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.

In order to qualify for the above rates, your booking needs to be made on or before **15<sup>th</sup> January 2016**

Terms and conditions can be found on the next page.

The rate is valid for seven days before and after the conference 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\_\_\_\_\_

**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 out/ 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 +27282840036 or at [spa@arabellahotelandspa.com](mailto: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 +27282840105 or at [golf@arabellahotelandspa.com](mailto: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 +27282840000 or at [foodandbeverage@arabellahotelandspa.com](mailto: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 +27282840000 or at [bookings@specializedadventure.co.za](mailto: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 . 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 email 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.