

10th December 2017 – 9th January 2018

**BOOKING REQUEST FORM GENERAL HOLIDAY MAKERS**

Protea Residence - Sanlam Student Village

\*All fields are COMPULSORY, and must be filled in legibly.

**Contact Name**

(This is the person responsible for account & booking your family in.)

**Postal Address**

**Phone Number** **Fax**

**Cell Phone Number** E**mail**

**Arrival Date** **Arrival Time**

**Departure Date** **Departure Time 10h00**

**Numbers of guests in total**: (Adults = Children = )

No booking will be confirmed that does not have an accompanying deposit confirmation see below deposit and cancellation clause.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of unit** | **Rate per person** | **No of Units** | **No of nights** | **Total Due** |
| 2 Bedroom  | R180.00 |  |  | R |
| 3 Bedroom | R180.00 |  |  | R |
| 4 Bedroom | R180.00 |  |  |  |
| **TOTAL DUE** |  |  |  | R |
| **Deposit** | Min of 50% of total due |  | R |
| **Balance** | Balance due after deposit  | Due by 30/11/17 | R |

**2. ROOM DETAILS**

**Room Capacity may NOT be exceeded.**

2 Bedroom unit, sleeps only 2 people; (2 separate bedrooms with 1 single bed in each room

3 Bedroom unit sleeps max 3 (3 separate bedrooms with 1 single bed in each room

4 Bedroom unit sleeps max 4 (4 separate bedrooms with 1 single bed in each room

Please note that these rooms only have single beds – bedding is provided.

Each unit shares a common bathroom and a kitchen with microwave, stove and fridge. Basic cutlery and crockery provided. (There is no TV other than in communal TV Lounge)

**3. DEPOSIT & CANCELLATION POLICY**

* A deposit of 50% will be required to secure your booking. PLEASE USE REFERENCE NUMBER WITH YOUR NAME AND SURNAME ON ALL CORREPONDENCE. Once the deposit has been completed kindly fax your deposit slip to 041 504 1591 or email to valentine.mtshake@mandela.ac.za. Please ensure that your booking reference and your full name and surname reflects on your deposit slip, to ensure that we allocate the deposit correctly.

**Banking Details:**

**Account Name: NMMU**

**Bank: STANDARD BANK Rink Street PE;**

**Branch Code: 050417**

**Account No: 080263011; Swift code: SBZAZAJJ.**

**REFERENCE: R217-4710 Name & Surname**

## Fax deposit slip together with booking form to: 041 504 1591

PLEASE DO NOT MAKE ANY PAYMENTS, UNTIL YOU HAVE CONFIRMED AVAILABILITY

* Full and final payment is to be made on or before 30 November 2017.
* Should the reservation be cancelled within 7 days of the arrival date, we reserve the right to retain the full deposit as a cancellation fee.
* Should the reservation be cancelled 15 days or more prior to the arrival date, there will be a 50% forfeit of the deposit on cancellation.
* No refunds or transfers will be considered for late arrivals or early departures.
* No refunds or transfers for persons who do not arrive for their booking
* Rental periods are from 14h00 on the day of arrival to 10h00 on the day of departure.

**4. RULES & CONDITIONS**

* NO EXTRA PERSONS WILL BE PERMITTED TO ENTER THE PREMISES, OTHER THAN CONFIRMED GUESTS.
* No excessive noise, drunkenness, fireworks, or loud music will be tolerated.
* No pets allowed
* Minors making use of the facilities must be under adult supervision
* Smoking is not permitted in any of the buildings as per national regulations

**5. CONFIRMATION**

* Is subject to availability
* **NMMU reserves the right to cancel any booking that does not meet with the above requirements**

**6. ACCEPTANCE**

***I agree that the information supplied on page 1 is true and accurate. I further accept and agree to abide by the rules and regulations stipulated by the NMMU as pertains to all Holiday Accommodation bookings.***

***Signature Date***