



HeronBridge
RETREAT

cell 072 738 3056
Fax 086 661 2964
E-mail retreat@heronbridge.co.za

36 R114 (Lion Park Road),
Nietgedacht, 2055, South Africa
www.heronbridgeretreat.co.za

Booking Form

A secure booking will be made on receipt of a completed booking form (faxed or emailed) as well as a Proof of Payment for the booking / breakage deposit. Please refer to our payment terms.

Today's Date: _____ Name of Group: _____

Type of camp (Leaders, Men's Conf, Ladies, Alpha, Youth, etc.): _____

Person Responsible for organising the camp: _____ Cell No: _____

Email address: _____ Tel No: _____

Dates of booking: From: _____ **To:** _____

Overnight Guests: Min: **Max:** Please try to estimate these numbers as accurately as possible as we will reserve this accommodation for you. You may be held liable for 80% of the minimum requested. Numbers should be adjusted closer to the time and **confirmed at the latest 5 days before arrival.**

Are you expecting Day visitors? Y/N If so, please estimate how many?

Number of Day Visitors expected for the day

	1st day / arrival	2nd day	3rd day	4th day	5th day	6th day	7th day
Just visiting							
Breakfast							
Lunch							
Supper							

Payment Terms

Deposit to reserve your booking as follows:

- Groups Size 0 – 90 is R 5000.00
- Groups Size 90 – 130 is R 8000.00
- Group Sizes 130 – 200 is R 10 000.00

- **Please note** that your deposit is not usable to finalize your invoice total.
- All payments made must have the **quotation number as reference** and the **proof of payment to be** emailed to retreat@heronbridge.co.za.
- **50% of the total reservation fee** (per the pro forma invoice) is payable one month before arrival.
- **The full balance is payable before or on arrival.**

Please **CIRCLE** Yes or No or tick to confirm to let us know that you have read and accepted the information, and to confirm what you need. Contact us if there is anything you would like to discuss or change?

- Please confirm **your estimate arrival time.**
- **Standard check-in time** is 16h30, and check out time is 14h30. Tick to confirm.
- **Standard meal times** are 08h00, 13h00 and 18h00. Tick to confirm.
- **Catering** - Standard catering includes three meals (one with dessert) and teas each day, with all crockery and cutlery supplied, and dishes washed.
- **Do you require bedding and a towel** (at a once-off extra charge per person)? Y/N
If so, for how many?
- **Would you like to have a camp-fire** (at an extra charge)? Y/N
If so, which evening?
- **We have an onsite Tuckshop which we will open at 13h30 daily.** Will you make use of this Y/N
Would you like us to open it at another time? If so, when?
- **A Meeting Hall suitable for the size of your group will be allocated to you.** Please let us know what you need in terms of chair layout, tables, etc.
Lecture style /Conference style /Casual lounge style
- **Do you need a projector?** Y/N **White board?** (bring your own markers) Y/N
Flip chart (bring your own paper)? Y/N **DSTV?** Y/N **Sound system?** Y/N
Extra charges may apply – see the attached pricelist.

Please take note of the following important information, and please sign acceptance of these T's and C's.

- **Final numbers** and the breakdown of single men, women, boys, girls, couples and children under 10 and under 6 must be finalised not more than **FIVE** days before arrival
- Final numbers of **Day Visitors** should also be finalised **FIVE** days before arrival.
- Any **special food requests** or allergies must be finalised **FIVE** days before arrival, and an extra charge will be levied.
- We do not give out menus beforehand as there are many factors influencing final menu selection. However if you have any specific requests please let us know?
- Although check-out time is 14h30, you may be asked to vacate your bedrooms earlier if we have another group coming in, to allow for cleaning and preparation.
- Should there be more than one group at a time, the Retreat **reserves the right to place more than one group in a dormitory**, and allocate the space accordingly.

DEPOSIT REFUND and CANCELLATION POLICY

On receipt of this completed booking form and proof of payment of deposit we will confirm your booking and send you a pro forma invoice on the minimum numbers you have given us. Please check this and let us know immediately if you have any queries? This deposit is a booking deposit prior to your arrival at HeronBridge Retreat, at which stage it becomes a breakage deposit. This should not be deducted from your payment but will be fully refunded within a week of your visit if there are no shortages or breakages.

If you have made a confirmed booking and find that you need to to cancel it

- Up to three months before the date, we will refund your full deposit.
- One to three months before the booked date, you will forfeit your deposit
- One month to two weeks before the booked date, you will be liable for R2000 per day cancelled, plus the forfeiture of your deposit
- Less than two weeks before the booked date, you will be liable for 50% of the total payable.

**We require your banking details for refund
of your breakage deposit**

Account holder: _____

Bank: _____

Branch: _____

Account number: _____

OUR BANKING DETAILS

HeronBridge Retreat

Standard Bank

Account number: 422062553

Branch code: 001255

Please sign below to confirm that you have read and will adhere to all the conditions above.

Signed by authorised person

Date

We look forward to welcoming you to HeronBridge Retreat!