



Conference

In order to facilitate pre-planning, we would like to bring the following points to your attention.

1. Should the offered facility and equipment meet your approval, please sign and return this CONTRACT LETTER by.....If the signed copy of the contract letter is not received by this date, The Lofts reserves the right to release any / all of the arrangements as stipulated in this letter.

2. **DEPOSIT / PAYMENT REQUIREMENTS**

2.1.1 THE COMPANY will be responsible for a 30% deposit to the boutique hotel on or before If not received timeously, The Lofts reserves the right to release any / all arrangements as stipulated in this letter, without prior notification,

2.1.2 The outstanding balance should be paid by, Should you require a pro-forma invoice please don't hesitate to contact The Lofts directly.

2.2 **PAYMENT DETAILS**

Creditor: The Lofts

Bank: Nedbank, Business Garden Route

Branch: Knysna

Branch Code: 162-645

Account No: 162 600 3599

Please fax a copy of the deposit to the hotel on (044) 302 5711

2.3 Any further outstanding amounts should be settled on presentation of invoice on departure from The Lofts.

3. **CANCELLATION FEES**

- 50% - If the booking is cancelled 30 days prior to the conference.
- 100% - If the booking is cancelled 14 days prior to the conference.

The above review dates have been devised in the hope of developing mutual understanding and professionalism, to establish whether or not the Boardroom should be released back to The Lofts, in order to safeguard mutual interests and preventive losses.

Should any non Compliance to the above clauses occur, The Lofts reserves the right to release / cancel all room allocations being held by The Lofts Boutique Hotel.

CONDITIONS OF RESIDENCE

WE LOOK FORWARD TO WELCOMING YOUR COMPANY at The Lofts Boutique Hotel

Please Sign and Acknowledge:

Signed at _____ on this _____ day of _____ 20 _____.

Contact Person : _____

Company Name : _____

Contact Details : _____

Signature : _____

Date : _____