



P.O. BOX 1784, BETHLEHEM, 9700

TEL: 058 303 1673

FAX: 086 696 3588

CELL: 071 689 5204

### Guest Registration -

|                                   |   |
|-----------------------------------|---|
| <b>Guest Name:</b>                |   |
| <b>Booking ID</b>                 |   |
| <b>Room:</b>                      |   |
| <b>Room Rate:</b>                 | R |
| <b>Check-in Date:</b>             |   |
| <b>Check-out Date</b>             |   |
| <b>Home Address:</b>              |   |
| <b>e-Mail:</b>                    |   |
| <b>Company:</b>                   |   |
| <b>Company Postal Address:</b>    |   |
| <b>Work Telephone:</b>            |   |
| <b>Work Fax:</b>                  |   |
| <b>Home Telephone:</b>            |   |
| <b>Cell Phone:</b>                |   |
| <b>Nationality</b>                |   |
| <b>Passport or SA ID no:</b>      |   |
| <b>How did you hear about us?</b> |   |
| <b>Method of Payment:</b>         |   |

Terms and Conditions.

# 1 Payment method

- A 50% deposit will be required upon confirmation of booking and the balance paid 2 days prior to arrival. All payments must be by electronic transfer and proof of payment must be faxed to 086 696 3588 or emailed to bookings@lavenderhillestate.co.za.
- In case of non-arrival you will be charged 50% of your total reservation. Units are reserved until 17h00 unless previously arranged.
- The deposit is only fully refundable if the reservation is cancelled 28 days prior to arrival.

## 1.1 Cancellation policy

0-7 days before forfeit full deposit,  
7-14 days before forfeit 75% of deposit,  
14-21 days before forfeit 50% of the deposit,  
21-28 days forfeit 25% of the deposit.

## 1.2 Arrival/Departure Times

Check in time is from 14h00 until 17h00.

Late check-in can be arranged prior to arrival.

Check out time 10h00.

By signing this reservation contract I accept the terms and conditions as stated above.

Thank you for your reservation, we look forward to arrival.

Signed .....

Date .....

## 1.3 Banking Details for Electronic payments

|                |   |
|----------------|---|
| Standard Bank  | Bethlehem   |
| Account type   | Current Account   |
| Account name   | Clockwork Trading 1079 CC T/A Lavender Hill Conferences and Accommodation |
| Branch code    | 055033  |
| Account number | 25 2940 210   |

### **Booking Reference: Surname & Check In Date (Roberts 10 Apr 10)**

Please use this number as a reference on your electronic payment.

I have read and agree to the terms and conditions.

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