



Phone: (031) 701 - 2845
 Fax: (086) 666 - 6711
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 www.tvg.co.za



SCHOOL / GROUP BOOKING CONTRACT

Please complete both pages & email ASAP in order for your requirements to be met & your booking to be confirmed !! Failure to send both pages within 7 days will result in your booking not being confirmed!

Name of School/ Group:			
Address of School/ Group:		Code:	
Person in Charge:			
Grade:		Emergency Contact:	
Venue:			
Arrival Date:		Departure Date:	
Arrival Time:		Departure Time:	
*** Arrival and Departure times may be changed by prior arrangement only. Additional costs applicable ***			

ATTENDANCE INFORMATION

No. of Students Attending:		No. of Teachers/Adults Attending:	
TEACHERS/ ADULTS	No. of Males:	No. of Females:	
APPROXIMATE STUDENTS	No. of Boys:	No. of Girls:	
CONFIRMED STUDENTS	No. of Boys:	No. of Girls:	
Please take note that we accept a 5% variance on the above numbers booked, as per this contract. Final numbers to be Confirmed 7 days prior to arrival!. Please call Samantha on (031) 701 - 2845 to confirm final numbers one week in advance or you will be charged as per the booked numbers.			
Have you received a copy of the KITLIST, INDEMNITY & DIRECTIONS:			YES / NO

DIETARY REQUIREMENTS

Vegan (No Egg or Dairy):		Halaal:	
Vegetarian:		No Pork / Beef:	
Other (Please specify):		Additional Oasis Water Order (R100/20L)	Quantity of 20L containers
We only cater according to the above requirements and if not filled in or advised 5 days prior to arrival we will cater as per normal requirements. Strictly Halaal meals to be charged at an additional cost per person per meal, in House Halaal meals at no extra cost, please advise accordingly? Note: The tap water at some venues are from a borehole and is tested & drinkable - but may vary in taste from normal municipal water. Some venues such as Seula Zimbili do however, over and above Tap water - also provide limited Oasis Treated Water in a Dispenser (limited to 1L per person per day) and there is bottled water (500ml) on sale in the Tuckshop. Please order above - should more water be required as some venues are remote.			

TRANSPORTATION

Are We Arranging your Transport? (Yes / No):		Rate Per Bus:	
If No, which Transport Company are you using?:			
Will the Driver/s Require Accommodation?:		No. of Drivers:	

ACCOUNTS INFORMATION

Person in Charge of Paying the Account:			
Email:			
Telephone:			
Fax:			
Rate Quoted Per Student for the Camp:		Extra Teachers Rate:	
Deposit Amount Paid:		Date Deposit Paid:	

I understand and accept the terms and conditions as per page 1 & 2 of this document

Name	Signature

NOTE: Should you wish to pay by other means, please inform our office as funds need to clear before your camp
NOTE: All payments are your responsibility, so please ensure that the latest provided banking details are used

PLANNING DETAILS

Bookings are only secured once we receive this booking form signed and completely filled in and a deposit of 30% paid into our account. Please attach the receipt of payment with this form and fax back to (031) 701 - 2854.

TERMS AND CONDITIONS

We value your business and wish to assist you in any way possible so please contact us if there is anything you do not understand about our terms and conditions or are unable to comply with.

A 30% deposit with this signed booking form is required immediately to secure your booking. Non payment of this deposit does give us the right to release this booking to another party unless a binding agreement is reached in writing.

There is a minimum of 20 persons per night at the campsite (unless otherwise arranged, with additional costs) and any group less than 60 persons might be subject to sharing the venue with another group, unless willing to pay surcharge to be calculated.

No pupils will be allowed to participate in any of the activities, should they not have a signed and completed indemnity form with them on arrival.

Unfortunately, the weather conditions experienced during your outdoor excursion are beyond our control. Should there be wet weather whilst your group is on excursion, our policy is to go ahead with the programme where possible, and at the discretion of the instructor in charge. Should the instructor feel that the conditions start becoming potentially hazardous to the pupils and for the activity to be carried out, they will stop the programme and substitute it for an indoor programme. The pupils will still be entertained for the duration of their stay whilst the weather is not suitable to continue with the activities. Should there be any signs of lightning, all activities will be immediately stopped and the indoor programme followed. Our instructors always have the interest and safety of the pupils at heart and will continue with the programme, where possible, until they feel their safety could be jeopardized. Cancellation and Postponement policies to come into effect if cancelled due to bad weather, strikes or other unforeseen circumstances.

BANKING DETAILS

ABSA Bank	
Account Name:	TVG Corporate (PTY) LTD.
Account No.:	4089096074
Branch Code:	632005

Please Email Receipt and Ref to schools@tvg.co.za

PAYMENT

The deposit is non-refundable and non-transferable unless notice is given at least 3 months (90 days) in advance of your booked dates.

Cancellation of booking given within the same month of course booked will result in a loss of your deposit and / or R10,000-00 cancellation fee.

Final numbers are required 7 days prior to your teambuild / camp – the numbers confirmed will be the numbers you are responsible for. Taking into consideration that special circumstances will be accommodated within reasonable limits up to a 5% variance of the original numbers booked in this contract to accommodate on the day sickness/injury or reasonable non arrivals.

The balance of fees over and above the deposit paid must be made before commencement of the course or attract interest at prime +5% rate until payment is made in full. Payments after a camp has started is therefore automatically 5% more costly

Deposits and signed contracts are required before any booking is confirmed and Full Payment of course fee is required before arrival on the course premises. Any payments planned for after the completion of each course will be subject to special written permission and a 5% surcharge. Any additional or added services incurred while on the course will be charged separately after the course. Any re - imbursements for reasonable reasons or within the 5% variance allowed in numbers attending, versus numbers booked, will be placed as a credit in the clients/schools/company name for the future use - unless otherwise arranged and agreed in writing. Unfortunately venue credit requirements and continual late payments in the industry have forced this policy change. **We thank you for your understanding and support in this matter.**

Breakages and damages will be charged for the school/companies account.

Take note that we will not be held responsible for any loss / theft of any items brought to the venue, or any accidents/injuries incurred whilst travelling to and from the venue or due to personal negligence or malicious behaviour whilst not under direct supervision.

POSTPONMENT POLICY

A penalty will be levied on the confirmed bookings that are postponed prior to the course commencement date , as per below scale based on the entire cost of the booking, according to the original contract amount or otherwise agreed:

Postponement within 0 - 7 days of course = 60%

Postponement within 7 - 14 days of course = 50%

Postponement within 14 - 21 days of course = 40%

Postponement within 21 days of course = 30%

Should the new date not be taken up, within 5 days the postponement will be treated as a cancellation of confirmed booking.

CANCELLATION POLICY

The parties record that in the case of the cancellation of a confirmed booking made prior to the contracted event commencement date, TVG shall be entitled to charge the client on the basis of:

1. 150 or more days prior to date of arrival –

No cancellation fee

2. 91 – 150 days prior to date of arrival –

R100.00 per unit/person per night

3. 90 - 31 days prior to date of arrival –

50% of total value of the quotation accepted.

4. 30 – 0 days prior to date of arrival –

100% total value of the quotation accepted.

Notwithstanding the above penalty clause, the deposit held will be forfeited. In the event that the deposit has not been paid to TVG yet, it will be collected with immediate effect. The penalty will however be waived in the event of the space being re-sold.

Cancellations must be in writing and receipt of Cancellation by TVG must be confirmed by the undersigned. **Take Note:** Deposits are strictly deferred towards a credit note, to be used on future courses or services for the same entity or client.

SIGNED for Group Booked:

Name:		Signed:	
Contact No.:		Date:	

(I confirm that I am authorized to agree to the above terms and conditions on behalf of the School/Group)