



ESKOM CONVENTION CENTRE
A Member of the Eskom Group

ACCOMMODATION BOOKING FORM

Accommodation reservations: Tel: (011) 651-6330 / x 6142 Fax: (011) 651 6123
 Conference reservations: Tel: (011) 651-6131 / x 6493 Fax: (011) 651-6824
 SAP Vendor no: 19018 Materials type: ICACCOM

RESERVATION DETAILS			
Name of Contact person:			
Tel No:			
Fax No:			
Person Responsible for Account:			
Postal address:			
Company Name:			
Division and Department:			
Cost Centre:			
Purchase Order no:			
Email address:			
Method of payment:	Cost Centre	Credit card	Bank transfer
<i>Please note that bank transfers must fax a copy of the proof of deposit slip to (011) 651 6824 at least 2 working days in advance of arrival.</i>			
VAT Registration number:			

GUEST DETAILS (please supply full name and surname and contact number of guest)								
Name: (full name and surname)								
Unique No:								
Title: Mr Mrs Ms Dr etc								
Arrival Date:								
Departure Date:								
Contact no (cell phone if pos)								
Accommodation type: <i>Please tick ✓</i>	Economy	<input type="checkbox"/>	Standard	<input type="checkbox"/>	Deluxe Single	<input type="checkbox"/>	Deluxe Double	<input type="checkbox"/>
Dietary requirements: <i>Please tick ✓</i>	Hallaal	<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	Kosher	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>
Person responsible for extras e.g. phone, laundry or bar.	Cost Centre or Company to pay				<input type="checkbox"/>	Guest to pay		<input type="checkbox"/>
Meals required: <i>Please tick ✓</i>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	<input type="checkbox"/>		

Manager's Signature: _____ Date: _____

This form is a request only – if you do not receive a written confirmation within 48 hours, please contact the Marketing Manager (011) 651-6192.

All bookings are to be submitted at least 24 hours in advance. Availability of rooms should be telephonically confirmed before bookings are made on a Friday for the following Sunday or Monday, all bookings for the weekend must be in by 12 noon on a Friday.

All bookings are treated as cash unless proof of payment is received. Bank transfers require 2 working days notice for confirmation with the relevant banks.