



**CONFIRMATION FORM**

To reserve your conference facility kindly complete the documentation below and return to us by mail or fax

Company Name	
Company Address	
Company Vat No	
Company Tel	
Company Fax	
Contact Person	
Cell No	
Email	
Conference Date/s	
Number of Delegates	
Layout of Venue	

**Payment Procedure**

- Number of delegates must be confirmed 5 day prior to the event.
- To confirm and secure your booking 50% deposit is payable immediately.
- All outstanding payments to be settled on departure or on receipt of final invoice
- A cancellation / postponement fee will be charged in the event of cancellation of conference as follows:
  - 25% for notice less than 30 days
  - 50% for notice less than 14 days
  - 75% for notice less than 7 days
  - 100% for notice less than 3 days

**Bookings will only be confirmed by completing and signing the conference confirmation form.**



P O Box 10671 or  
 86 Davidson road  
 George, 6530  
 Tel / Fax : 044 8746549  
[info@georgelodge.co.za](mailto:info@georgelodge.co.za)  
[www.georgelodge.co.za](http://www.georgelodge.co.za)



**Bank Details**

Name : George Lodge International  
 Bank : First National Bank  
 Branch : George  
 Branch : 210114  
 Account : 62016294788

**Conference Details**

In order for us to make sure that your conference is in accordance with your requirements and time schedule, would you please complete the following form regarding your conference and return to us the other completed documentation.

Conference Times

Arrival Tea/Coffee		Lunch	
Conference Commence		Mid-afternoon Tea/Coffee	
Mid-Morning Tea/Coffee		Conference ends	
Dinner			

**Dietary Requirements**

Vegetarian (supply names) \_\_\_\_\_

No : \_\_\_\_\_

Halaal (supply names) \_\_\_\_\_

\_\_\_\_\_

No : \_\_\_\_\_



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### Shuttle Service

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Our shuttle service can take care of the transport requirements of your delegates, whether it being from the airport or point-to-point transfers.

Shuttle required

Time of shuttle \_\_\_\_\_

Destination From \_\_\_\_\_ To \_\_\_\_\_

### Accommodation

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Single Room \_\_\_\_\_

Double Room \_\_\_\_\_

Require more information regarding accommodation (info will be sent)

**Thank you for booking with George Lodge International  
Conference Centre**