

APPLICATION FORM – “DIE EILAND” FACILITIES & EVENTS

Thank you for your interest in ‘Die Eiland’, the SCAS Campsite and Training Centre for your activities. We are looking forward to hosting you here. **Kindly complete the details and return as soon as possible. Indicate your preferences for an accurate quote.**

1. PERSONAL DETAILS

INSTITUTION and contact nr.			
ORGANISER - Name & surname			
ADDRESS – Institution			Postal code
Cell phone – Organiser		Email	

(Please note that the organiser normally arrives 30 min. before the other guests.)

2. FUNCTION

Type of function / event	E.g., School, Church, Students, Youth, Family & Friends, Corporate, NGO or Other (specify)		
Date of function / event		Numbers	
Time of arrival		Time of departure	

3. CATERING

<i>Prepare own meals</i>	YES	NO
OR make use of the SCAS Caterers – EM & EN Caterers (info will be provided) <i>Arrangements and payment direct to caterers.</i>	YES	NO
Take note of the kitchen levy of R1 035 per day.		

4. FACILITIES AND EQUIPMENT REQUIRED

Mark where applicable . We will contact you.

ITEM	Mark <input checked="" type="checkbox"/>	Office use only
Venue hire (minimum 30 people)		
Kitchen (with full equipment – no cutlery)		
Teambuilding / Activities		
Sound systems:		
- Music box OR		
- PA System		
Projector with screen		
Other requests:		

(Conferences: Info about packages available on request.)

5. OTHER IMPORTANT DETAILS

Study the SCAS TERMS, CONDITIONS AND RULES on our website (also available on request). Here are some important points:

- The **deposit of R4500** is not refundable upon cancellation. Any cancellations need to be done in writing. The deposit, as well as the completed **Application form** serve as your confirmation of booking. Should it not be paid by the due date, your provisional booking is considered unconfirmed, and the dates are made available on a first come first serve basis to other groups. A booking is only secured once payment of the deposit reflects in the SCAS bank account.
- **50% settlement** of the invoice must be received at least 30 days before the function/event commences. Should you cancel in the month or less before your function/event date you will be held accountable for 50% of your total fee as quoted. Make sure about the due date on the invoice.
- **Final settlement** of the invoice must be received ten working days (2 weeks) before the function/event commences. This will be the minimum amount payable, and no refunds will be made if the final numbers are less than what was invoiced. The minimum number remains 30.
- No refunds or adjustments will be made after this date; however, an additional charge will be invoiced for extra persons attending the function/event. Further changes must be confirmed with SCAS immediately to see if it is possible.
- Proof of payment must be sent to office@scas.co.za once it has been made. EFT - NO cash payments please.
- Any damage to buildings or equipment can be recovered from this deposit. Deposit is refundable after the function/event if everything is in order within five working days after function/event.
- SCAS reserves the right to cancel your booking in instances beyond its control. In this instance all monies paid to SCAS will be refunded in full, without any further liability to the function / event.

You will receive an invoice with a relevant invoice number to pay your deposit.

CONCLUDE

No alcohol allowed on premises.

I, the undersigned, agree that the information provided is correct, and I hereby accept the quotation. I understand that the payment of the deposit will secure our booking. I also agree that SCAS will not be held responsible for any injuries or loss of property that may occur during our stay at 'Die Eiland'.

I hereby declare that I will accept responsibility for the management of the group and the execution of all the information and the **General Terms & Conditions** (*website*). I commit to keep and leave 'Die Eiland' neat and in good condition. I also take responsibility for any damage or loss to 'Die Eiland' Campsite caused by our group.

We thank you for your kind cooperation, and hope that you will enjoy your time with us. We trust that your function/event will be a memorable one, and that we may have the pleasure to be of service to you again in future.

Name and surname

Signature

Date

Where did you hear about us?
