



Umbhaba Lodge (PTY)Ltd  
P.O. Box 1677 Hazyview, 1242  
www.umbhaba.com  
VAT # 4210164333  
reservations@umbhaba.com

## CONFERENCE INFORMATION

Dear Delegate,

Thank you for considering Umbhaba Lodge as a potential venue for your conference. Umbhaba Lodge offers intimate conferencing facilities from 10 delegates up to a maximum of 140 delegates. This ensures that Umbhaba Lodge gives a personalized service to all delegates from the minute they arrive.

Standard Equipment available at Umbhaba:

- Flip Charts
- Screen
- Overhead Projector
- White Board
- Lectern
- PA systems/ DVD, CD players and Data Projectors will be quoted for separately.

## CONFERENCE RATES

Effective from 1 January 2011 to 31 December 2011

### High season

(1 Jan – 14 Apr; 1 Sept – 31 Dec)

24 hour package (Single)	R1,290.00
24 hour package (Sharing)	R 1045.00
Full day package	R 440.00
Half day package	R 395.00
Spouses on Conference	R 520.00

### Low season

(15 April - 31 August)

24 hour package (Single)	R 1035.00
24 hour package (Sharing)	R 875.00
Full day package	R 365.00
Half day package	R 330.00
Spouses on Conference	R 470.00

### Meals

Breakfast	R 105.00		
Lunch	R 145.00	Pub meals	Choice

Please note that all the half and full day packages include lunch, coffee, tea and standard equipment.



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## CONTRACT

Attention: \_\_\_\_\_ VAT Number: \_\_\_\_\_

Checklist must be returned to Umbhaba Lodge by \_\_\_\_\_

Signed service agreement must be returned by \_\_\_\_\_

- Full payment due 14 Days prior to arrival
- Please note that the above excludes drinks and extra's not mentioned
- No shows will be charged in full – Umbhaba Lodge rates are inclusive of V.A.T

## Cancellation and Amendment Policy

- Kindly note that once your booking is confirmed in writing, and the service agreement has been signed, no allowance shall be made for drop in delegates attending the conference or accommodation reserved, and/or other extra services requested. This clause is applicable from once the Service Agreement has been signed up until the end of the conference and any cancellations or amendments made during this period will be charged a 100% cancellation fee. It is therefore important to indicate the exact number of single & double /twin rooms required per day when signing the Service Agreement
- The hotel reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage or destruction of the allocated rooms by fire or other causes.
- The accounts for all outstanding amounts are strictly net and are payable within 7 days after presentation. Queries in respect of specific invoices will NOT affect payment of any outstanding amounts. Any amounts payable by the client to Umbhaba Lodge in terms of this agreement and not paid on due date, shall bear interest at prime bank rate from due date of the payment in full.
- The hotel may, for practical reasons, be required to change the location of the client's conference room.
- The conference room will be available for re-let from the finish time stated.



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- Please note that a surcharge per person will apply for any private breakfast, lunch or dinner (private venue) for all in-house guests only. Outside guests – full menu prices applies.
- Articles of display, equipment, client property or personal property brought on to the premises are not covered by Umbhaba Lodge Insurance policy and are brought on to the premises at the sole risk of the client and/ or the delegates of the client. Although Umbhaba Lodge endeavors to take the utmost care at all times, it does not accept liability for loss of and/ or damage to such items and/ or property.
- A tax invoice issued by the hotel shall constitute sufficient proof of the amount and the correctness of monies which the client owes to the hotel.
- In the event of Umbhaba Lodge instructing attorneys to collect any amounts owing, all legal fees and collection charges between attorney and client shall be borne by the client.
- The client selects the physical address indicated on this agreement as its domicile citandi et executandi.
- This agreement constitutes the entire agreement between Umbhaba Lodge and the client. Any amendments to this agreement shall be of no force or effect unless reduced to writing and signed by the authorized representatives of both Umbhaba Lodge and the client.
- In case of a private dinner function with a cash bar or account bar, the venue manager will call last round when he/she deems necessary. Should you wish to keep the bar open, you will be charged R1000.00 per hour. / Applicable for 30 guests or more. Otherwise the bar will close at 24h00. This will also apply to any music being played at the private functions. Umbhaba Lodge reserves the right to close the bar for a private function at anytime, and for any reasons that may be harmful to the property / guests or staff of Umbhaba Lodge. All damage to the venue for a private function, e.g. cutlery, crockery, linen and furniture will be charged directly to the client.
- Kindly note that the entire conference centre is a non-smoking area, delegates are permitted to smoke outside on the deck. The non-smoking policy is applicable to any functions that may be held in the conference centre.
- In the case of the conference agency signing the above contract on behalf of the client, the person signing shall be held responsible for the full payment of the account and/ or cancellation fee until the account is settled in full.

PLEASE ALSO NOTE THAT SHOULD YOUR GROUP CONFERENCE AFTER 19H00, A SURGHARGE OF R500.00 PER HOUR WILL BE CHARGED.



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### Acceptance & conditions

I / We accept the terms and conditions of this agreement:

Signed at Umbhaba Lodge on this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

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Name (for and on behalf of Umbhaba Lodge)	Signature
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Name (please print) For and on behalf of (Company Name)	Signature
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on this \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

Company Name	
Authorized Signature	
Name in Print	
Arrival Date	
Departure Date	
who warrants that he/ she/ they are duly authorized hereto.	





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### **Liability of client and P.C.O or Travel Agent:**

In the case of a conference organizer or travel agent signing on behalf of the client, the person signing on behalf of the client together with the clients company shall be held responsible for the full payment of the account and/ or cancellation fees until the account is settled in full. Should the numbers increase, you will be charged accordingly. Should the conference be postponed, the cancellation and amendment policy will apply.

### **Important Notice:**

In the event of this service agreement and pro-forma invoice not being signed and received back, together with the 50% deposit, by the stipulated due date, Umbhaba Lodge shall be entitled to accept that the above booking has been cancelled.

#### **Also note:**

We cannot proceed with your reservation, unless you have fully completed the attached Umbhaba Lodge check-list and pro forma invoice. This must be returned, by no later than the stipulated due date. Any extra activities such as; Hot air ballooning, team building, must be arranged by yourselves, directly with the companies concerned and payment settled in full. PLEASE RETURN BY FAX: 086 6969 072 – THANK YOU

### **Banking details:**

Bank	Absa Randburg
Account Name	Umbhaba Lodge (Pty) Ltd
Account No	1018910574
Branch Code	505705
VAT REGISTRATION NO	4210164333

Please fax copy of deposit slip as proof of payment



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**Please state the following information with your proof of payment:**

- Company name
- Conference dates
- Reservation number
- Address to Conference coordinator concerned.

Fax: 086 6969 072/013 – 737 7629  
Attention: banqueting department

### **Guvon Hotels Policy:**

Deposits:

A 50% deposit is required within 14 days of the reservation being made. This will serve as confirmation of the reservation. Balance of payment is due 14 days prior to arrival. Any booking cancelled after the deposit has been received, this deposit will be forfeited. In the event of a booking being cancelled within 14 days prior to arrival, a 100% cancellation fee will apply. **Prices are subject to change without prior notice.**

### **Adventure activities and teambuilding at Umbhaba Lodge**

The following adventure activities and Team Building events can be arranged from Umbhaba Lodge. These activities are mostly arranged in a radius of 10-15 kilometers of our area, but further excursions can also be arranged.

- 4 x 4 Trails and Adventures.
- Abseiling.
- At the Barnyard Theatre entertainment in White River (outside private entertainment can also be arranged at Umbhaba Lodge).
- Bridge & Gorge Swinging at Graskop
- Endangered Wildlife Tours to Moholoholo and Kapama Cheetah Breeding Project.
- Farm & Cultural Tours to local farms and Tribal Villages.
- Guided Hiking Trails and Bush Walks in private reserves.
- Helicopter Flights
- Horse Trails



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- Hot Air Ballooning
- Kloofing
- Kruger Park Safaris in Open 4 x 4 Safari Vehicles
- Micro-light Flights
- Mountain Bike Trails
- River Rafting
- Shangana Cultural Village Evening Festival
- Zulu Dancing and Gumbo dancing, cadets (Military marches done by African children of the community-very entertaining, with funds generated going towards education and community upliftment).
- Waterfall Abseiling
- White Water Tubing
- The Movie Maker Experience (Team Building) Make your own proper professional movie together as a team.
- Laser Sport:
  - i. Gladiantics ii. Pulse Ranger iii. Go-peds iv. Archery v. Clay Pigeon Shooting vi. Mind Games vii. Camel Racing viii. Wall climbing ix. Fire Dancing x. Drumming xi. Diving xii. Paintball
- Other Team Building activities can also be arranged via Team Building companies in our surrounding area. Should you require any further information, please do not hesitate to contact us.



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