

AFSA FACILITIES ENQUIRY FORM

CONTACT DETAILS

SURNAME: FIRST NAMES:

KNOWN AS: TITLE: Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other

HOME LANGUAGE: CELL NO.:

E-MAIL.:

WORK CONTACT NO.: HOME CONTACT NO:

POSTAL ADDRESS:

RESIDENTIAL ADDRESS:

.....

BOOKING DETAILS

VENUE:

SANDTON

☐ Alabama Room ☐ China Room ☐ Griqua Room ☐ Africa Room

DATES: Total no. of days:

Total no. of participants:

PARKING BAYS:

Available upon request.

Total no. of bays required:

PAYMENT INFORMATION

Person/Institution responsible for payment of account (please ✓ one)

☐ Self ☐ Company ☐ Other

IF SELF

Title:..... Initials:..... Surname:.....

Residential Address:.....

.....

Postal Address:

IF COMPANY

Company Name:..... V.A.T. Registration No.:

Contact person (accounts):..... Email: (Accounts):.....

Physical Address:

.....

Postal Address:

IF OTHER

Name of other:..... V.A.T. Registration No.:

Contact person (accounts):..... Email: (Accounts):.....

Physical Address:

.....

Postal Address:

ROOM PRICES

ALABAMA ROOM, CHINA ROOM, GRIQUA ROOM

R 5 500.00 Excl. VAT (R6,325 Incl. VAT) per room per day (including tea, filter coffee and biscuits)

PHOTOCOPY PER PAGE

R2.00 Excl. VAT

AFRICA ROOM

R 6 500.00 Excl. VAT (R7,475 Incl. VAT) per room per day (including tea, filter coffee and biscuits)

PHOTOCOPY PER PAGE

R2.00 Excl. VAT

CONDITIONS

CONFIRMATION AND PAYMENT

- Once your application has been received by AFSA, you will receive an invoice with a reference number for payment.
- Please include your reference number and email the proof of payment to accounts@arbitration.co.za.
- Room booking fees are payable on receipt of invoice. **Room booking will not be confirmed and will not be held unless the full payment is deposited with AFSA within five days of invoice. Timeous payment of the deposit is required to secure booking.**
- Kindly note that half of the payment is non-refundable. However, should the matter not proceed and advice in writing is given to AFSA cancelling the booking 30 days prior to the date booked, then the remaining half will be refunded.

PHOTOCOPYING

Upon request, our receptionist will issue a code for the photocopying machine to each party in your matter.

RECORDING

Available through the Zoom platform.