

Accommodation Booking Form



Please complete, sign and fax / email this agreement through to confirm your attendance.

Person Responsible for Payment:

Company Name:				VAT #:			
Authorised Representative Name:			Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Postal Address:							Postcode:
Street Address:							Postcode:
Contact Numbers:	Work:			Mobile:			
Email:				Fax:			

Accommodation Details:

Arrival Date:			Departure Date:					
Will the guest stay weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food: Please list allergies of preferences, e.g. Halaal / Vegetarian					
Does the guest need to be collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Where from?					
Location:	<input type="checkbox"/>	Cape Town	<input type="checkbox"/>	St Helena Bay	<input type="checkbox"/>	Port Elizabeth	<input type="checkbox"/>	Other
Accommodation Type:	<input type="checkbox"/>	Single Room R670.00pp/day (incl. breakfast & supper)	<input type="checkbox"/>	Sharing Room R470.00pp/day (incl. breakfast & supper)	<input type="checkbox"/>	Self-Contained (POA)	<input type="checkbox"/>	Homestay (POA)
Total Cost:	R							

Payment Details:

PLEASE NOTE: A 20% Deposit must be paid into the relevant bank account to secure your place, with the balance to be paid prior to the 1st day of your course. No learner will be permitted to complete the exam if full payment has not been received.

Please note: Account Name / Bank / Branch Code the same for all major sites

Account Name: Sea Safety Training Group **Bank:** Standard Bank **Branch Code:** 050511

Cape Town:	St Helena Bay:	Port Elizabeth:
Account #: 082 417 679	Account #: 301 423 342	Account #: 082 434 522
<input type="checkbox"/> Full Payment	<input type="checkbox"/> 20% Deposit	<input type="checkbox"/> EFT
<input type="checkbox"/> Invoice * Must be organised by prior arrangement		

REFUND POLICY - In the event of cancellation, seven (7) days' notice is required. A refund of monies paid will be awarded less the 20% paid for administration PLUS any additional costs that have been incurred for booking accommodation. No refund will be awarded if Sea Safety Training Group is not notified of non-attendance, if less than 7 days' notice is provided, or if the learner leaves the course.

Client Agreement - The Company / Private Individual completing this agreement will be held liable for payment. SSTG is to be informed of any disabilities and no medically unfit person may undertake strenuous training.

I HEREBY ACCEPT THE ABOVE TERMS & CONDITIONS & CONFIRM THAT I AM AUTHORISED TO MAKE THIS AGREEMENT

Authorised Representative Signature:			Date:	
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Office Hours – Monday to Friday 8:00am to 5:00pm
Courses Start at – 8:30am, be sure to arrive by 8:00am
You are to confirm with SSTG what your check-in time is.

CAPE TOWN: Fax: +27 86 441 9148 Email: infocpt@sstg.co.za	ST HELENA BAY: Fax: +27 86 441 9163 Email: info@sstg.co.za	PORT ELIZABETH: Fax: +27 86 441 9164 Email: infomb@sstg.co.za
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