

## SOUTH AFRICAN ASSOCIATION FOR LANGUAGE TEACHING

19 - 22 JUNE 2023

### ACCOMMODATION RESERVATION FORM

#### How to make your reservation:

- Option 1            Email the form on the reverse of this page to [grpresv@suninternational.com](mailto:grpresv@suninternational.com)  
Option 2            Contact our call centre on 011 780 7800.

- You will receive written confirmation of your booking within 24 hours.

#### How to pay for your reservation:

Please note that FULL PREPAYMENT for any accommodation booked is required within 10 days of making your booking, alternatively your booking will be released.

#### Option 1: Credit Card

- Fax or email the credit card form on the reverse of this page to Group Reservations on + 27 (0) 11 780 7596 or to [grpresv@suninternational.com](mailto:grpresv@suninternational.com)

#### Option 2: Direct Deposit

- If you do not have a credit card, you will be required to make a cash deposit into Sun International's bank account within 10 days of making the reservation, alternatively your booking will be released.
- Fax your deposit slip to the Advance Deposit Manager at +27 (0) 11 780 7168.
- Please include your reservation number and contact telephone number on the deposit slip.

#### Banking Details:

Sun International Management Limited c/o Local Advance  
Deposits Nedbank, Sandton Branch, 198 765, Current  
Account Number: 120 786 4226

#### Terms and Conditions:

- Accommodation will be allocated on a 'first come, first served' basis. On arrival at your hotel, you will be required to provide a credit card guarantee or cash deposit, to cover charges you may incur over and above your accommodation.
- The rates quoted are net, per room, per night including Bed & Breakfast, tourism levy and 15% VAT.
- There is a minimum of 2 nights stay over the weekend, i.e., Friday and Saturday. No arrivals or departures on Saturdays allowed
- These rates are valid for the period of the **SAALT 23** Only.

#### Cancellations:

- A cancellation made 7 days prior to arrival date will entitle you to a full refund of the amount paid, upon written request faxed to the Advance Deposit Manager on +27 (0) 11 780 7168.
- A cancellation made within 7 days of arrival date will result in the forfeit of one night's accommodation including the relevant taxes.
- In the event of a "no-show" the full package price will be retained.
- For sub blocks please see Terms & Conditions on your pro forma invoice.

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**ACCOMMODATION RATE SCHEDULE**

**Closing date for Accommodation Reservations: ONE MONTH BEFORE**

LOCATION	ROOM TYPE	GROUP ID	RATES	
			Double	Single
TIMES SQUARE HOTEL	3* - Foundation Twin/Queen Room	SAALT23PB	R 2 4 82.00	R 2 187.00
	4* - Median King Room		R 2 688.00	R 2 393.00

### GUEST INFORMATION (Please Print)

Please read the Terms & Conditions and sign in the space provided below in acceptance thereof

Surname		Name		Title	
Partner's Surname				Title	
Postal Address					
				Postal Code	
Facsimile					
Email		Tel (B)		Tel (H) / Cellphone	
Arrival Date					
Group ID		Departure Date			
Special Requests / Instructions					
Guest Signature		Name			

### GROUP INFORMATION (Please Print)

Please read the Terms & Conditions and sign in the space provided below in acceptance thereof

Company Name					
Postal Address					
					Postal Code
Facsimile					
Email		Tel (B)		Tel (H) / Cell phone	
Number of Rooms	Double Occupancy		Single Occupancy		
Arrival Date					
Group ID			Departure Date		
Special Requests / Instructions					

## AUTHORISATION FOR USE OF CREDIT CARD

I, Mr/s \_\_\_\_\_ hereby give authorisation to SUN INTERNATIONAL to

DEBIT my credit card for the amount of R \_\_\_\_\_

(amount in words) \_\_\_\_\_

This amount is for accommodation pre-payment/s for the following reservation/s:

CARD TYPE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_ CVC AUTH No (3 digits) \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

CARD HOLDER'S FULL NAME: \_\_\_\_\_

CARD HOLDER'S I.D NUMBER: \_\_\_\_\_

CONTACT TELEPHONENUMBERS: TEL: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please fax or mail completed details to Group Reservations on Fax **+27 (0) 11 780 7596** or email [grpresv@suninternational.com](mailto:grpresv@suninternational.com)

- It remains the responsibility of the Card Holder to verify if this authorisation has been received and processed onto the correct reservation.
- Reservations where card payments have been declined by Card Division, will be cancelled.
- Cancellation of reservation made 7 days prior to arrival date will entitle you to a full refund of the moneys paid, upon written request faxed to the Advance Deposit Manager on **+27 (0) 11 780 7168** or email [payments@suninternational.com](mailto:payments@suninternational.com)
- Cancellation of reservations made within 7 days prior to the arrival date will result in a cancellation fee of the first night's accommodation being charged.

Thanking you,

**ADVANCE DEPOSIT MANAGER**