

Corporate Rate Confirmation

Company Name: _____

Invoice Address: _____

VAT number (if applicable): _____

Name of Person responsible for bookings: _____

Contact of Person responsible for booking: Office: _____

Mobile: _____

E-mail: _____

Anticipated booking nights per month: _____

Prefer discount or commission: Discount / Commission (Please circle)

Commission payment details (if applicable):

Company Name: _____

Contact Details: Office: _____

Mobile: _____

E-mail: _____

Agreed discount / commission: 1-7 nights _____%

8-14 nights _____%

15-27 nights _____%

28 + nights _____%

Provisional reservation enquiry (if applicable): _____

Name of Company Representative: _____

Signature of Company Representative: _____

Signed on behalf of Executive Apartments: _____

Name: _____

Terms and Conditions of Residence and Booking

- The client, by signing form, warrants that he/she is duly authorized to sign and bind his principal as well as each member of his accompanying party to these terms and conditions of residence and failing such authority, he/she agrees to be personally liable for all amounts arising from his residence as well as the residence of any member of this accompanying party.
- Cancellation policy:

Less than 7 days:	No refund
Between 7 – 14 days	25% refund
Between 15 – 21 days	50% refund
Between 22 – 28 days	75% refund
- Rates are quoted per apartment per night or per month in South African Rand exclusive of VAT.
- Check in time is 14h00. Early arrivals must be cleared with reservations beforehand.
- Discounts are subject to availability.
- Check out time on day of departure is 10h00. The guest undertakes to deliver the keys to reception.
- Hydro Executive Apartments reserves the right to amend the rates at any time without notice.
- Credit cards accepted are Visa, MasterCard, Diners Club and American Express.
- A 50% deposit is required to confirm a reservation. Payment must be made in full prior or on arrival.
- Any extension of stay will be strictly subject to availability at the time of request. Clients are advised to notify us as early as possible of any intended extension period.
- Clients will be responsible for any losses, damage and breakages to the apartment and the inventory of furnishings and the cost thereof will be debited from the client's credit card or refundable rental deposit.
- Smoking is not permitted in the apartments and will be subject to a fine of R1000 per occurrence. Smoking is permitted on the balcony of the apartment.
- Clients are advised to check the inventory against the list placed in the apartment within 24 hours of arrival. In the event that an inventory check is not completed upon arrival, clients will be deemed to have accepted the apartment and inventory list as being complete and in good and working condition.
- The rental rates include daily housekeeping (Monday – Friday), limited personal laundry, electricity, DSTV (satellite television), 24 hour security and parking. The cost of any additional services will be charged against the guest's credit card or deposit (as applicable) unless alternative settlement arrangements are made prior to departure.
- The guest, by signing this booking form, hereby adheres to the rules of the Hydro Park Body Corporate and/or the Esprit Estate Body Corporate and/or Villa Via Body Corporate and Hydro Executive Apartments (Pty) Limited reserves the right of admission in this regard.
- No pets are permitted.
- Maximum of 2 people in a one bedroom apartment ; 4 people in a 2 bedroom apartment and 6 people in a 3 bedroom apartment.
- The owner, its agents and/or employees is not liable for:
 - Any loss or damage to the property or possessions of any client, guest, resident or visitor, whether such damage was caused by fire, theft or otherwise, or by negligence or the wrongful act, or omission, of the owner, its agents and/or employee;
 - The death of or any personal injuries of whatsoever nature sustained by a client, guest, resident, or visitor, whether such death or injuries were sustained by the negligence or the wrongful act, or omission, of the owner, its agents and/or employee and/or the defective functioning of any apparatus.
- All persons entering the premises do so entirely at their own risk.
- Hydro Executive Apartments (Pty) Ltd shall not be liable for any loss or damage, howsoever occurring, to the parties' person or property, despite the fact that the parties are aware of the protection which the law affords them and their dependants in relation to injuries or loss suffered in these circumstances.
- The parties hereby waive, on their own behalf and on the half of their dependants and those whom they legally represent, any claim which may have arising out of injury, loss or damage occurring to themselves or their property whilst on the property.

Initial _____