

AstroTech Conference Centre (Pty) Ltd
Private Bag X80500
Houghton
2041

Tel: 011 582 3366
Fax: 011 582 3201
Reg No: 2006/033518/07
VAT No: 4180246318

Date
Page

8 March 2018
1

QUOTATION

Att: Rizia Moonsamy
Strategic Key Trading

Email: rizia@interactivedirect.co.za
Telephone: 011 025 8296
Cellular: 083 451 4995

Your Reference	Our Reference	Enquiries	Tel:
	STR-20180315-01	Thameshan	011 582 3366
			Fax: 011 582 3201
			Email: conference@astrotechconf.co.za

Dear Rizia

Thank you for allowing us the opportunity to quote on your function requirements. Should you wish to confirm this booking, please advise us at your earliest convenience, as all rooms are subject to availability.

Description	Quantity	Unit Price	Tax	Nett Price
Thursday, 15 March 2018				
Breakfast Conference Package	80.00	R 410.00	14%	R 32 800.00
PA System (Incl. 1 roving mic)	1.00	R 2 970.00	14%	R 2 970.00
*Jugs of juice can be provided on tables during breakfast at R48 per jug (Additional to on-arrival Juice)				

Package Includes:

Venue Hire: 07h00 to 10h00 OR 08h00 to 11h00

Full English Breakfast

Data Projector & Screen

Flipchart & markers

Notepads & Pens

Tea/Coffee/Juice on Arrival

Complimentary Wi-Fi (Terms and conditions apply)

Secure Parking

After hour Function Room Hire will apply from 10h00/11h00 (whichever applicable)

Amount Excl Tax	R 35 770.00
14% VAT	R 5 007.80
TOTAL	R 40 777.80

Payment Terms:

Within 7 Days of Acceptance: 10% Deposit	R 4 077.78
Within 60 Days of Function Date: 40% Balance	R 16 311.12
Within 30 Days of Function Date: 50% Balance	R 20 388.90

All prices are valid for a period of 30 days and subject to function room availability. All prices quoted exclude VAT, unless specifically stated.

I trust that the above meets all of your requirements and look forward to hearing from you in the very near future.

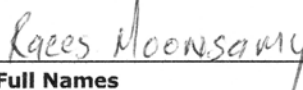
Kind regards,

The AstroTech Conference Centre Team

I, the undersigned, duly authorised, accept the quotation above and the attached Terms & Conditions of the contract & hereby agree to abide by them.



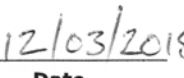
Authorised signature
on behalf of Strategic Key Trading



Full Names



Designation



Date

ACCEPTANCE OF QUOTATION

I, the undersigned, duly authorised, accept the quotation above and the attached Terms & Conditions of the contract and hereby agree to abide by them.

Full Registered Company Name

Strategic Key Trading (Pty) Ltd

Division (where applicable)

Company VAT Registration Number:

Purchase Order Number:

Physical Address (domicilium)

139 Greenway

Greenside

Randburg

2034

Postal Code:

Postal Address:

Postal Code:

Telephone Number:

Name of Authorised Signatory

Races Moosamy

Position

Director

Signature



Date of Acceptance:

12/03/2018

May we mention your event in our public relations activities?

☒ YES

☐ NO

Do you accept any After Hours Rates which may be applicable if your function extends beyond the agreed hours quoted?

☒ YES

☐ NO

Contact Person at the Function:

Races Moosamy

Cell phone number

083 373 5364

If any additional items/services are ordered during the event, our Front of House Manager will obtain the signature of the above designated Contact Person, and a Post Event Invoice will be sent to you after the event.

Please complete the information, sign and return the pages together with all pages of the Terms and Conditions to us via fax (011) 582 3367 or email conference@astrotechconf.co.za

TERMS AND CONDITIONS

The Conference Centre refers to AstroTech Conference Centre. All bookings under this agreement shall be subject to the following terms and conditions:

1. The Conference Centre reserves the right to change the name and location of the Client's previously designated function room without notice.

2. Payment Terms

a. The **First Invoice** will be sent by the Conference Centre on receipt of the Client's signed **Acceptance of Quotation**

- i. 50% shall be payable within 3 days of signing the quotation and
- ii. The balance shall be settled at least 7 business days prior to the commencement date.

iii. In the event of bookings confirmed within 7 business days prior to the commencement of the function, full payment will be payable by the Client upon acceptance of the quotation, failing which the Conference Centre reserves the right to release your booking.

b. Any amount payable by the Client to the Conference Centre in terms of this agreement and not paid on due date, shall accrue interest at 2% (two percent) above the prime bank overdraft rate as advised by the Conference Centre Bankers. Payment made by cheque must be made with prior arrangement and must be a bank guaranteed cheque.

c. The Client agrees to pay for any additional services, catering, or equipment requested either prior to or during the running of a function, that have not been included in the original quotation, proposal, invoice & agreement, as well as any losses incurred in respect of equipment (see Clause 11)

3. Reduction of Numbers

a. The following reduction of delegate numbers will be allowed without penalty

- i. 15% reduction 21 days prior to the function date.
- ii. 10% reduction at least 14 days prior to the function date.
- iii. 5% reduction at least 7 days prior to the function date

b. No reduction of numbers will be allowed 6 days or less prior to the function date

c. Any reduction in numbers of expected delegates must be received in writing.

4. Minimum Number of Delegates

a. In order to qualify for the Conference Package Rate, a minimum of five guests will be charged for; alternatively an additional room hire rate may apply for numbers below five guests.

5. Minimum Beverage Surcharge

a. A minimum beverage surcharge is included in the quotation. Should the actual consumption exceed this amount, the additional cost will be payable by the Client after the event.

6. Cancellations, Change of date / Postponement Policy

a. All Conference Centre cancellations, change of dates or postponements must be received in writing more than 30 days prior to the function date to avoid any costs or penalties.

b. Should the function be cancelled or postponed within 30 days of the function date, 100% of the anticipated revenue will be charged.

7. The Conference Centre reserves the right to cancel any booking forthwith and without liability on its part in the event of any damage to, or destruction of the allocated rooms by fire, vis major act of God, any shortage of labour or food supplies, strikes, lockouts, and industrial unrest, or any other causes beyond the control of the Conference Centre which shall prevent it from performing its obligations in connection with any booking. In such event the Conference Centre shall, without any obligation to do so, use its best endeavours to assist the Client in placing the function at an alternative venue or postponing the function to another date. If no suitable arrangement can be made, all deposits received by the Conference Centre will be refunded to the Client. No party will have any claim against the other.

8. The Conference Centre shall take every reasonable precaution, but shall not be responsible for any loss of life, injury or damage suffered by the Client, any guest or invitee, as a result of any act or omission by any employee, contractor or sub-contractor or preferred supplier of services to the Conference Centre. The Client indemnifies The Conference Centre against any or all such claims, however arising.

9. The Conference Centre shall be entitled to put an immediate stop to any function, or request any guest or invitee to immediately leave the premises of the Conference Centre, should it be of the opinion of the Conference Centre Management that the function, Client, guest or invitee is causing a disturbance with any other function, exhibition or other activity at the Conference Centre, or that any function, Client, guest or invitee persists in the contravention of the rules and regulations as stipulated by the Conference Centre from time to time.

10. The Conference Centre shall not be held responsible, in any manner whatsoever, in respect of properties brought onto the premises by Clients, guests or invitees and the signatory hereto acknowledges all or any risk thereof.

11. The Conference Centre reserves the right to claim damages in respect of any property stolen, damaged or otherwise impaired as a consequence of any usage thereof, and the signatory hereto acknowledges all or any risk thereof. A non-refundable breakage fee may be charged on all non-standard conference related functions.

12. Should the Conference Centre hire additional 3rd party services, furniture or equipment for the Client's function then the Client will be bound by all third party supplier's terms and conditions.

a. Technical Equipment: Should the client/client contractor be supplying additional staging, lighting and AV equipment, by signing these terms and conditions, the client warrants that he/she has obtained the contractor's proof of Public Liability Insurance.

13. No advertising material may be displayed in any of the public areas at the Conference Centre, including but not limited to the reception, foyer, bar, parking and dining areas without the prior written consent of the Conference Centre.

14. The Client shall not be entitled to:-

- a. Paint, affix or attach to the function room provided any advertising signs, notices or other matter without the prior written consent of the Conference Centre which shall not be unreasonably withheld;
- b. Drive into the walls, floor, partition or doors of the function room any screws or nails in a manner calculated to damage same.
- c. Remove any excess food or beverages from the premises i.e. Take-away or "doggy bag".
- d. Bring any food or beverage for consumption onto the premises.

15. All day and evening functions must terminate by 17h00 and 23h00 respectively unless a later time is specifically agreed in writing with the Conference Centre, at the time the booking is made.

16. The Client agrees that a wireless internet connection is unsecured and that their employees utilise the internet at their own risk. The Client hereby indemnifies and holds the Conference Centre harmless against any loss or harm whatsoever arising direct or indirect from the dissemination of any data through the use of the Conference Centre's internet facilities

17. The Client shall not be entitled to assign or cede the booking to any third party nor to utilize the Conference Centre's facilities for any purpose than that stated without the prior written consent which shall not be unreasonably withheld.

18. A certificate signed by an authorised representative of the Conference Centre showing the amount owing by the Client at any one time and reflecting the amount thereupon as due and unpaid shall be prima facie proof of the effect therein stated for the purpose of any action whether by way of Provisional sentence or otherwise, shall be sufficient proof of the Client's indebtedness on insolvency or for any purpose whatsoever.

19. Any indulgence shown to the Client shall not constitute a waiver or novation of the Conference Centre's rights.

20. All information obtained in any brochure, or catalogue (or which accompanies or forms part of any tender made by the Conference Centre), which shall include prices, is subject to change and the Conference Centre will not be bound to comply exactly therewith. The Conference Centre shall not be liable for any inaccuracies in any brochures or information supplied by it which the Client fails to verify with the Conference Centre management. Where a price increase is necessitated the Client will be notified by the Conference Centre within a reasonable period.

21. The Conference Centre shall have the right to cancel this Agreement by written notice to the Client in the event that the Client is placed under provisional or final liquidation, judicial management or sequestration or commits any act of insolvency as defined in the Insolvency Act.

22. The Client agrees that it shall pay all Conference Centre's expenses in recovering any amounts the Client owes the Conference Centre, including legal costs on the attorney and client scale, collection charges and tracing fees, and VAT thereon.

23. Advice, recommendations or opinions by representatives of the Conference Centre are given and expressed in good faith and shall not constitute representations of any description, and shall not give rise to any claim against the Conference Centre or such representatives.

24. This agreement constitutes the whole agreement between the parties and no warranties or representations, whether express or implied not stated herein shall be binding on the parties. No agreement at variance with the terms and conditions herein shall be binding on the parties unless reduced to writing and signed by or on behalf of the parties by duly authorized persons.

25. South African Law shall govern this agreement. The Client consents to the jurisdiction of the Magistrates Court and confirms their domicilium citandi et executandi at the physical address noted on the *Acceptance of Quotation*, unless the Client advises the Conference Centre of any change of domicilium in writing. Should any legal action become necessary and instituted against the Client, the Client will be responsible for all costs incurred by the Conference Centre on the scale as between attorney and own Client.