

# ACCOMMODATION BOOKING REQUEST FORM

**“SACSSA - 31 JULY 2011 - ERMELO”**

**To be faxed to: Fax: 017 819 4709 or email to: bookings@headsonbeds.co.za  
Queries: Tel.: 017 819 4707 / 9 or 084 8400 232**

School/Company name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel no.{W}: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax no.: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell no: \_\_\_\_\_

**Accommodation:** Please provide quotation for the following:

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Total number of guests requiring accommodation: \_\_\_\_\_ No.Single: \_\_\_\_\_ No.Sharing: \_\_\_\_\_

**No. Single Rooms:**  (One bed in the room, one person in the room)

**No. Double Rooms:**  (One double bed in the room, two persons to share the bed and the room)

**No. Twin Rooms:**  (Two beds in the room, two persons to share the room)

Is breakfast required? \_\_\_\_\_ Is dinner required? \_\_\_\_\_

## PREFERENCES:

Self-catering: \_\_\_\_\_ B&B: \_\_\_\_\_ Guesthouse: \_\_\_\_\_ Lodge/Hotel: \_\_\_\_\_

Budget/Basic: \_\_\_\_\_ Standard: \_\_\_\_\_ High Quality: \_\_\_\_\_ Star graded: 3\* \_\_\_\_\_ 4\* \_\_\_\_\_

**Other requirements: (Please specify any details that is not included above, or specific requests)**

\_\_\_\_\_  
\_\_\_\_\_

Who should the quotation/ invoice be made out to? \_\_\_\_\_

VAT NUMBER: Please provide your company VAT number \_\_\_\_\_

**Signature:** ..... **Date:** .....

On receipt of the above quotation request, a quotation will be sent with available establishments with descriptions and rates as pre your specific requirements. Heads on Beds is the central reservations for Ermelo and works with all the reputable establishments – this service is at no cost to the client, i.e. you pay the same! **We have also negotiated group rates at certain establishments so make sure you book early to benefit.**