



Address: 61 Selbourne Road, Johannesburg North, Randburg, Johannesburg, 2188  
Reg Nr: 022/767395/07

## Booking Confirmation Form – Team Events (Pty) Ltd

Requirements & Terms of Agreement

**To confirm and secure your booking with Team Events, please carefully read and agree to the following terms:**

### 1. Booking Confirmation

- A completed Booking Form is required to confirm any activity.
- By submitting the form, you agree that you are entering into a binding agreement with Team Events, and all payment and cancellation terms will apply.
- Bookings are classified as:
  - Booked in Advance: Event scheduled more than 10 days away.
  - Last-Minute Booking: Event scheduled within 10 days of the booking date.

### 2. Payment Terms

- Once your Booking Form is received, we will issue an invoice.
- Booked in Advance:
  - A 50% non-refundable deposit is required immediately to validate the booking.
  - The remaining balance must be paid no later than 10 days before the event date.
- Last-Minute Bookings (within 10 days):
  - Full payment is required immediately to secure the booking.
- Proof of payment must be emailed to sales@teamevents.co.za.
- If payments are not made within the agreed timeframe, Team Events reserves the right to cancel the booking and apply cancellation fees in line with Section 3 below.
- Interest & Collection Costs: Late payments will accrue interest at 2% per month, and all collection, legal, and administrative costs incurred in recovering overdue payments will be charged to the client.

### 3. Cancellation & Postponement Policy

- Deposits are strictly non-refundable.
- Booked in Advance: If the booking is cancelled more than 10 days before the event, the deposit will be retained as a cancellation fee.
- Booked in Advance & Last-Minute Bookings: If cancelled within 10 days of the event date, 100% of the total booking cost will be charged.
- Postponement: In cases where an event must be postponed, we may, at our discretion, allow the deposit to be held as a credit for a rescheduled date (subject to availability). The rescheduled event must take place within 3 months, otherwise the deposit will be forfeited.
- Under no circumstances will payments already received be refunded.

### 4. Responsibility for Payment

- The company listed under "Company Responsible for Payment" on the Booking Form is legally and financially liable for all payments due.
- If you are a P.C.O. (Professional Conference Organiser) or Venue acting on behalf of a client:
  - You are fully liable for all payments (deposits and balances), regardless of whether your client cancels or fails to pay you.
  - It is your responsibility to secure payment from your client in advance.
  - Alternatively, the client may complete the booking form and pay Team Events directly, after which you may invoice us for commission (by prior arrangement only).
- As a P.C.O. or Venue, you must ensure that your client is fully informed of all quotes, invoices, and booking terms.

### 5. Liability & Damages

- Team Events provides all equipment in good working order. Any loss or damage to equipment or property caused by the client, delegates, or guests will be charged to the client at full replacement or repair value.
- Team Events accepts no liability for injury, illness, accident, loss, or damage to persons or property, except where directly caused by our proven negligence.
- It is the client's responsibility to ensure that the venue and event environment are safe, appropriate, and suitable for the activity.

### Confirmation of Terms

By signing below, the client confirms that they have read, understood, and agreed to all the terms and conditions set out in this Booking Form.

<b>Quotation Number:</b>	
<b>Name &amp; Surname:</b>	
<b>Designation:</b>	
<b>Date:</b>	
<b>Signature:</b>	



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**Important Notice:** All participants take part in activities at their own risk. Team Events (Pty) Ltd, its directors, staff, facilitators, and performers accept no responsibility or liability for any injury, loss, or damage to persons or property during activities.

<b>Company Details:</b>		<b>Quotation Number:</b>	
Full Company Name:			
Contact Person Name:		Surname	
Cellphone Number:		Email Address:	
Office Number:		Vat Number	
<b>Event Details:</b>			
Activities Chosen:			
Number Of Delegates		Date of Activity:	Starting Time of Activity
Venue/Where at the venue:			
Group Attending / Participating:			
Contact person of the group		Cellphone:	
*NB: The "Number of delegates" is specifically required for our Events. The amount you submit here is the amount we will invoice for. No refunds will be given should less delegates attend or R.S.V.P. with you later. If unsure, please submit the least number of delegates you expect, we can always invoice for extra delegates attending later.			
<b>Payments:</b>			
Total Amount quoted:	An invoice will be sent on receipt of your booking form.		
Please take note: Booked in advance (booking is more than 10 days away). – A 50% Deposit is due immediately and the balance will be due 10 days before the event. • Last minute bookings (booking is in the next 10 days) – The Full amount is due immediately. • Please email all proof of payments to <a href="mailto:bookingss@teamevents.co.za">bookingss@teamevents.co.za</a>			
<b>Final Sign-Off and Confirmation of Booking</b>			
I have read and understood the booking requirements and terms of agreement & I confirm that I understand the cancellation fees. I am authorised to sign on behalf of the company and all delegates attending:			
Full Name & Surname:			
Designation:			
Date Signed:			
Signature:			
Notes:			