



CHANCELLORS GUESTHOUSE ACCOMMODATION BOOKING FORM

Contact Information			
Name			
Company/Department			
Address			
Postal Code		Country	
Cellphone number			
Email address			

Booking Details			
Check in date		Check out date	
Number of guests		Number of rooms	
Rates	R750.00 per room per night		

Meals Required			
Breakfast	YES		NO
Lunch	YES		NO
Dinner	YES		NO
Dietary requirements			

Terms and conditions

1. The Client will be liable to pay all charges incurred by, on behalf of, or at the request of the client, its guests, agents or employees for any goods or services provided by HRA.
2. Full prepayment is required one (1) week prior to arrival date. Proof of payment to be emailed to at letselama@ufs.ac.za / seekanesc@ufs.ac.za
3. All cancellations received two days prior to the arrival date will result in the forfeit of one (1) night accommodation charges. No-shows and early departure will be charged in full.
4. The rates quoted are per room, per night. Any meals taken will be charged at an additional cost.
5. All meals should be ordered in advance
6. Check-in time is from 14h00 till 20h00. Check-out time is no later than 10h00 on the day of departure. Prior arrangement should be made for check-in/out outside of this time.
7. UFS or HRA shall not be liable for any loss or damage to property owned by, or in the custody of, the clients, its guest, employees, agents or others.

Method of method:

- **Journal:** Departments on campus can make a journal payment. Please pay the amount into entity: **2-651-82153**
- **Electronic payment**
Name: UFS Acc Number1
Bank: ABSA, Brandwag, Bloemfontein
Acc No: 1570850071
Branch Code: 630734
Ref: 2-651-82153

Signature.....

Date.....