

## MEETING BOOKING ENQUIRY 2022

Date of Enquiry	D	D	M	M	Y	Y	Y	Y
Contact Person								
Name of Unit					Work Tel.			
Email Address					Mobile No.			

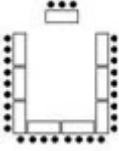
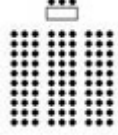

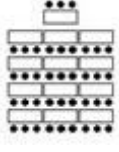
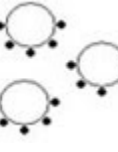

## EVENT INFORMATION

Name of Meeting																				
Date of Event	From:	D	D	M	M	Y	Y	Y	Y	To:	D	D	M	M	Y	Y	Y	Y		
Number of delegates (PAX)																				
In which region will the event be hosted?													Preferred Venues							
Accommodation	Yes	No	Date from:	D	D	M	M	Y	Y	Y	Y	Date To:	D	D	M	M	Y	Y	Y	Y
Number of delegates (PAX)					Number of rooms															

Additional Comments																		
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## EVENT REQUIREMENTS

Tick as per your requirements. If yes, please provide any relevant information.

<input type="checkbox"/>	Day Conference package (includes venue hire, 2 teas and lunch)			
<input type="checkbox"/>	Venue Layout	 <input type="checkbox"/> U-sha	 <input type="checkbox"/> Cinema Style	 <input type="checkbox"/> Boardroom Style
		 <input type="checkbox"/> Classroom	 <input type="checkbox"/> Cabaret	 <input type="checkbox"/> Banquet rounds
<input type="checkbox"/>	Equipment	Flip chart and pens		
		Whiteboard and pens		
		PA System		
		Laptop		
		Printer		
		Data projector		
		Podium/Top table		
		Standing microphone		
		Roving microphone		
		Lapel microphone		
	Notepads and pens			

## PLEASE NOTE

1. Unit are allowed one strategic planning per unit, per financial year
2. No team building activities allowed for unit meetings, strategic planning sessions, workshops, etc.
3. Group dinners can be booked however, the staff member is not allowed to claim the overnight allowance
4. No alcohol allowed on SAMRC accounts
5. Accommodation booking only includes bed & breakfast, no additions allowed such as laundry, room services, etc. unless motivated to your Unit director. Note that the accommodation rate may not exceed the amount as prescribed by National Treasury
6. Clients is not allowed to contact venues directly and making provisional bookings before completing the form. In addition, venue booking contracts must be signed by Travel Agent and not the unit.
7. Additional costs to the approved quotation/RFQ should be motivated by the unit