



PST TRAINING (PTY) LTD

# PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

## Conference Booking Form

<b>Company</b>	
<b>Contact Person</b>	
<b>Designation</b>	
<b>Postal Address</b>	
<b>VAT Number</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Date(s) Required</b>	

### REQUIREMENTS

<b>Venue Required (tick applicable box)</b>	<input type="checkbox"/> Boardroom (seats max 12 people)
<b>Additional Equipment Required <sup>(1)</sup></b>	
<b>Other Requirements</b>	

<sup>(1)</sup> The following equipment & stationery are included as standard items: White Board & Markers; Data Projector; 1 x Computer per delegate (Flat Screen); 1 x Pen/Notepad per delegate.

### TRAINING PROGRAM

<b>Arrival Time <sup>(2)</sup></b>	
<b>AM Tea Time</b>	
<b>Lunch</b>	
<b>PM Tea Time</b>	
<b>Conference Close <sup>(2)</sup></b>	

<sup>(2)</sup> Training venues available from 08h00 to 16h00. Alternate or extended schedules must be arranged with PST Training.

### COSTS

<b>Full-day package <sup>(3)</sup></b> R450 per person per day (excl. VAT)	<b>Number of delegates <sup>(4)</sup></b> <b>(incl. facilitators)</b>		<b>Cost</b>	<b>R</b>
			VAT at 15%	<b>R</b>
			<b>Total</b>	<b>R</b>

<sup>(3)</sup> This includes: Tea/Coffee - Arrival; Tea/Coffee with Biscuits & Muffins - Mid morning; Set menu or finger lunch - Lunchtime; Tea/Coffee - Late Afternoon; Standard Equipment; Venue Hire; Water & Mints; 1 x Pen/Notepad per delegate.

<sup>(4)</sup> Minimum of 10 delegates plus facilitator.

**I hereby acknowledge that I have read and understand all of the terms and conditions of this registration.**

<b>Name and Surname</b>	
<b>Signature</b>	
<b>Date</b>	

Please email completed form to: admin@psttraining.co.za  
For further information please contact us on (Phone) 021 914 0850 or (Cell) 082 894 6643.



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## **Terms and Conditions for use of Conference Facilities**

### **Hours**

Facilities only available from 08h00 until 16h00 daily. Alternative arrangements can be negotiated.

### **Rates**

The rates quoted are valid for 30 days and exclude 15% VAT.

### **Reservation Policy**

Final numbers are required 48 hours prior to the function and will be charged accordingly. Please note that no bookings are confirmed until proof of 50% deposit is received. Kindly e-mail a copy of the deposit slip to admin@psttraining.co.za. Full pre-payment is required 48 hours prior to the function.

### **PST Training Banking Details**

PST Training (Pty) Ltd  
Standard Bank  
Tygermanor Branch  
Branch Code : 050410  
Account Number : 071577262

**All payments are strictly C.O.D. Accounts that are in arrears will be handed over to our attorneys for collection. Any related collection fees will be for the defaulter's account.**

### **Special Dietary Requirements**

Vegetarians can be catered for.  
Kosher and Halaal – outside catering can be arranged on request.

### **Cancellation Policy**

0% if cancelled 7 working days prior to arrival

50% if cancelled 5 working days prior to arrival

100% if cancelled 3 working days prior to arrival

- An e-mail can be sent to our following e-mail address: admin@psttraining.co.za
- As soon as we have received your request, one of our sales consultants will reply with a confirmation.
- Should you not have received such a confirmation within 24 hours, it will be your responsibility to follow up the request telephonically, to ensure that it has been noted.
- Your confirmation/postponement will only be valid if you are in possession of such a confirmation from our office.
- If not – you will be liable for the total fee.

### **General**

No adhesive of any kind may be used to attach anything on the walls.  
Artwork/pictures on the walls may not be moved or have anything adhered to them.

### **Disclaimer**

PST Training (Pty) Ltd will not be held liable for any loss or damage to any client's belongings whilst on the premises. The Client shall be responsible for any damage to the allocated rooms, furnishings, utensils and equipment therein, caused by any act or omission of the Client or Employee of the Client.

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_