



Where country living meets modern comfort.

### **Cancellation Policy**

Once a signed contract has been received and provisional booking has been made the following rules regarding cancellation of the function/accommodation will be applied:

- Less than 48 hours notice to the function the entire deposit is forfeited 100%
- Less than 1 week notice prior to the function 50% of the total deposit is forfeited
- Less than 2 weeks notice prior to the function 20% of the total deposit is forfeited

No cancellation fee is applicable if the function is cancelled in writing 2 weeks prior to the function and Avoca Vale Hotel does not suffer any financial loss of other business or services. The function organiser will be liable for the losses incurred. The number of delegates quoted for will be charged for, unless written notification of changes is received by the banqueting department 4 working days prior to the function. The organiser is responsible to ensure that all orders for the accommodation and meals are adjusted accordingly, Avoca Vale Hotel has the right to charge for extras should the facilitator make adjustment on the day of the function. Should a client fail to comply with the above rules, Avoca Vale Hotel has the right to cancel the booking without prior notification.

My signature hereby indicates that I am authorised to accept the quote as provided by Avoca Vale Hotel on behalf of my company, government department, travel agency, professional conference organiser or individual. I accept that no liability will be accepted by the lodge, should I not secure my booking due to non-compliance of the conditions stated above.

Tel: 015 151 0015|, email: [info@avocavale.co.za](mailto:info@avocavale.co.za)  
Portion 10, Farm New Gate, N1, Louis Trichardt, 0920

I hereby accept the quotation on behalf of \_\_\_\_\_ who ultimately remains responsible for the entire account as presented after the function or as per the cancellation policy: \_\_\_\_\_

Contact No: \_\_\_\_\_  
Name Print: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_

