



Excite • Inspire • Set Trends

*Conference &
Corporate Events
Booking Form*

Terms & Conditions

Booking Terms & Conditions

- No provisional bookings or holding of dates.
- Bookings are only confirmed once the proof of payment for the Non-Refundable Venue Booking Fee has been received.
- Outstanding invoice to be settled in full 7 days prior to the Conference date.
- The final number of delegates must be confirmed no later than 7 days prior to the conference date.
- Additional unannounced delegates will unfortunately not be accommodated.
- Should a conference be cancelled within 14 days of the pre-booked conference date, you may have the option to reschedule to another available date for both parties, alternatively, you will forfeit the prepaid venue booking fee.

General Terms & Conditions

- Right of admission reserved.
- Damages and breakages will incur extra charges, as deemed necessary by Management.
- Smoking is only permitted in designated outside areas.
- No additional music equipment, or DJ's are permitted onsite.
- Additional suppliers of decor or equipment must make prior arrangements for delivery and set up with Management.
- VinBoHo will not be held responsible for third party property loss or damage.
- Setup time is only permitted 1 hour prior to the conference start time. Additional hours required can be arranged with Management at a once off fee of R250 per hour.
- No property and furniture of VinBoHo may be moved on or removed offsite at any stage.

Acknowledgement

- Payment of the venue booking fee constitutes that the booking terms & conditions have been read and agreed to.
- VinBoHo reserves the right to update the terms & conditions as deemed necessary.
- Please find the most recent version displayed on www.vinboho.co.za.

What to know about Lockdown

- Number of delegates - No more than 50 Individuals may be present on the day of the conference.
This includes any staff or service providers that will be present at all areas of the property.
- Masks - All delegates must wear masks at all times.
- Hygiene stations - VinBoHo has ensured to make numerous sanitising stations throughout the venue available.
- Celebration Hours: Keep travel curfew times in mind for guests to ensure that they are able to reach their homes or destination before 00:00.
- Screening - It is compulsory to screen all attendees of the event before entering the function space. However if attendees have a temperature of over 38 degrees, entry onto the premises will not be allowed and guests will unfortunately be turned away.
- Visitors Health Questionnaire - All delegates will be required to complete a health questionnaire for visitors before gaining access of the premises.



Milestone Celebrations - Booking Form

Client Details

| | | |
|------------------------------|--|-------------|
| Name | | |
| Tel No | | |
| Email | | |
| Postal Address | | |
| | | Postal Code |
| Where did you hear about us? | | |

Function Details

| | | | |
|--|--|---------------|--|
| Type of Function | | Function Date | |
| Start Time | | End Time | |
| Person(s) / Company for whom the function is being held: | | No. of Guests | |
| Other requests / comments | | | |
| | | | |

Banking Details

Electronic bank transfer or Credit Card payments are accepted.

Please inquire with us for a direct online payment link should you wish to pay via Credit Card.

Account name: VinBoHo
Bank: First National Bank
Branch: N1 City (200410)
Account number: 62441774610
Type: Current
Reference: your name & surname
Swift Code: FIRNZAJJ

Contact Us

Please contact us if you have any questions or to arrange a site visit. We would be delighted to discuss your plans with you and assist you to arrange a memorable event. Photos from previous events can be viewed on our Facebook page or Website.

| | | | | | |
|------|--|------|--|-----------|--|
| Name | | Date | | Signature | |
|------|--|------|--|-----------|--|

Please email this page together with your proof of payment to reservations@vinboho.co.za

