



Company:	Tel:
Billing Address:	Cell:
	Vat no:
Delegate:	Position:
Email:	Seminar Date:

Contractual Agreement

Confirmation Instruction: On receipt of the submitted booking form, the delegate will be entered into the database as a confirmed attendee. Please note this in your event calendar as a reminder.

Venue & Details: Location map with directions will be available on the website. The company will forward further details and reminders closer to the time. Attendees to please bring business cards for networking.

Payment: This to be made by direct deposit or electronic funds transfer and to be received at least 7 working days prior to the commencement of the conference. Please quote the company and delegate name so that payments can be tracked. Thank You.

Cancellation: Under no circumstances of whatsoever nature, shall the delegate be entitled to any refund of its deposit and/or balance of payment. However, a delegate who is unable to attend may be represented by another member of their company. Please inform us in writing so we can make the necessary changes.

Penalty Fee: Please note that if the delegate fails to pay the purchase price timeously, ie at least 2 weeks prior to the event, all discounts will fall away (if applicable) and further, the organisers shall be entitled to add a penalty fee of R1250 per delegate over and above the contracted amount due to reservations having been made and paid for in advance on behalf of the delegate and additional costs thereof added to.

Special Meal Surcharge: Please inform us in writing of any exclusive catering requirements required with regards to health or religious matters and acknowledgment thereof. Kindly note there will be a surcharge of R550 pp per meal as these need to be prepared separately off site to accommodate. Thank You

Event Changes: The organiser retains the right to make minor changes to the program and speakers, if applicable. They also retain the right to change the venue; date of the event and/or cancel the event by written notification to the delegate. In case of cancellation, a full refund will be provided.

Insurance-exclusion Liability: As the organiser's insurance does not cover liability for any attendees of the conference/workshop whatsoever, it is incumbent on all such attendees to subscribe to their own appropriate insurance. Accordingly, the organisers will not bear any liability for any damage, loss, personal injury or death, under any circumstances, which may occur to the persons and/or property before, during or after the event including disturbances or possession and all commercial losses.

Disclaimer: The Lightness of Being may, at its sole discretion, change this agreement or any part thereof at any time without notice.

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Contractual Agreement

Conference Investment: _____

Special Rate: _____

Banking Details: The Lightness of Being
FNB Bank Tokai
Acc: 62489366239
Branch Code: 200409

Please email proof of payment to
info@thesparklingstar.co.za or fax to (0866) 22 9960

Delegate Fee (per person) * Fees are inclusive of VAT * Payment to be made within 7 days of signing this agreement.
I hereby acknowledge that I have read and understood the above terms and conditions, and that I accept them as the duty authorised company representative.

Date:..... Signature: Name: