



SCHOOL OF TOURISM AND HOSPITALITY

University of Johannesburg, School of Tourism and Hospitality Management

Kerzner Banqueting and Events

Guest Booking Form

Name and Surname:			
Company Name:			
Address:			Postal Code:
Company Tel:		VAT Number:	
Cellphone Number:			
Email:			

Please tick the appropriate box

Name of Event:		Type of Event:	Full Day Conference	<input type="checkbox"/>
Number of Guests:			Half Day Conference	<input type="checkbox"/>
Day:			Lunch/ Dinner Event	<input type="checkbox"/>
Date:			Wedding	<input type="checkbox"/>
Venue:		Seating Style:	Banqueting (Round tables of 10 guests)	<input type="checkbox"/>
Start Time:			Schoolroom (Schoolroom desks with chairs)	<input type="checkbox"/>
End Time:			Cinema (Rows of chairs only)	<input type="checkbox"/>
Registration Table Required:			U-Shape (Schoolroom desks with chairs)	<input type="checkbox"/>
Flipchart and Pens (Additional R150):			Boardroom (1 long table with chairs around)	<input type="checkbox"/>
			Cocktail (Waist high cocktail tables with no chairs-standing event)	<input type="checkbox"/>
			Town Hall (Cinema style u-shape with a stage in the centre)	<input type="checkbox"/>

Tel: +2711 559 1141 / +2711 5591142

E-mail: sthreception1@uj.ac.za

Website: <https://www.uj.ac.za/faculties/management/School-of-Tourism-and-Hospitality-STH/Pages/default.aspx>

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UNIVERSITY
OF
JOHANNESBURG



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Please tick the appropriate box

Please tick the appropriate box/ fill in number

Beverage Requirements (Not applicable if you have chosen a package)	Softdrinks Only	<input type="checkbox"/>	Catering Requirements	Buffet (Min 30 guests)	<input type="checkbox"/>
	Softdrinks, Beers, Wine & Ciders	<input type="checkbox"/>		Plated (5 -150 guests)	<input type="checkbox"/>
	Full Open Bar	<input type="checkbox"/>		Finger Lunch	<input type="checkbox"/>
	Bar with Limit	<input type="checkbox"/>		Cocktail (16h00 to 19h00 only)	<input type="checkbox"/>
	Cash Bar	<input type="checkbox"/>		Kosher (Surcharge of R500per guest)	<input type="checkbox"/>
Table Cloth Required	Standard White	<input type="checkbox"/>	AVU Required	Screen and Projector	<input type="checkbox"/>
	Standard Black	<input type="checkbox"/>		Mic (Additional Hire of R300 each, only available for 50 guests or more)	<input type="checkbox"/>
Additional Comments and/or Requests				Audio (Additional Hire of R150),	<input type="checkbox"/>
				Conference Call (Only available in the Stellenbosch Room, quoted upon request)	<input type="checkbox"/>
				*Please note that avu will setup your requirements before the event but will not be present for the full duration. We will contact them if any problem is experienced.	

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