

# STEEL AWARDS 2019 – KWAZULU NATAL



Complete and email your booking form to [events@saisc.co.za](mailto:events@saisc.co.za) - RSVP by 20 September 2019

## EVENT DATE AND VENUE

10 October 2019

18:00 for 19:00

Mount Edgecombe,  
Gate 2, Golf Course Drive,  
Mount Edgecombe, Durban

## ATTENDANCE FEE

Individual, R 980

Table Bookings (10 x seats), R 9500

Gala Dinner and Table Wines included. Cash bar facilities available.

GUEST FULL NAME & SURNAME	COMPANY	EMAIL	DIET/ACCESS NEEDS
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

## BOOKING CONTACT (main point of contact regarding this booking)

Contact name and surname: \_\_\_\_\_

Job Title: \_\_\_\_\_ email: \_\_\_\_\_

Contact number: \_\_\_\_\_

## INVOICING DETAILS

Does your company require a purchase order number?  Yes  No

If yes, please provide purchase order number here: \_\_\_\_\_

(Note: A copy of the purchase order must be sent with your registration form)

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Company VAT number: \_\_\_\_\_

Finance contact (name and surname): \_\_\_\_\_

Finance contact e-mail: \_\_\_\_\_

Finance contact direct telephone number: \_\_\_\_\_

## AUTHORISATION/ SIGN OFF

Authorised by (Name and Surname): \_\_\_\_\_

Date: \_\_\_\_\_

I accept that ticking this box constitutes my digital signature, signifying that I have authorised and accept the terms of this registration.

## PROCEDURES AND POLICIES

### Registration Process

- Return the completed reservation form
- Pay on receipt of invoice – banking details will be on the invoice.
- Please use the invoice number as payment reference.
- Forward proof of payment to Debbie Allcock - [debbie@saisc.co.za](mailto:debbie@saisc.co.za)

### Cancellation Policy

Written cancellations received by [Debbie@saisc.co.za](mailto:Debbie@saisc.co.za) at least 10 working days before the event qualify for 100% refund. Thereafter, no refund can be made but replacement guests are welcome.

Note that without timely written cancellation, the company remains liable for the cost of the initial reservation, even with non-attendance.

### Guest lists

- For more than 10 x guests, please include names separately.
- **PLEASE NOTE:** Seating lists will close for all final changes *strictly* on Tuesday, 8 October 2019 @ 17:00.