



Please provide us with as much of the following information in order to book the date on our system.
Complete this form and send it back to us via fax or email (see above) as soon as possible, so that we may compile a quotation.

GENERAL INFORMATION		DATE OF APPLICATION		DD	MM	YYYY
Company Name				Vat#		
Contact Name 1						
Contact Numbers 1	Tel		Cell			
Contact Name 2						
Contact Numbers 2	Tel		Cell			
Email Address						
Physical or Postal Address						
Event Type	Conference		Year End Function			
	Prizegiving		Birthday Party			
	Gala Dinner		Wedding			
	Reunion		Church Service			
	Other					
Seating Style	Theatre	U-Shape	Classroom	Boardroom	Banquet	Cabaret
Event Dates	From			To		
Event Times	Initial Arrival			Final Departure		
Total Attending (excl. Service Providers)	Adults:		Children (under 10):		Children (under 4):	
Total Service Providers Attending						

Please describe the demographics of the group to help our chef prepare suitable choices for Chef's Choice Menu options

Gender	Male & Female		Males Only		Females Only	
Age Range	18-25		26-35		36-50	
Races	African	Coloured	Indian	White	Other	

ACCOMMODATION (Check-in is after 14:00 & Check-out is by 10:00)

Dates	Date:	Date:	Date:	Date:	Date:
Number of Guests					
Every unit at the Willows Resort has a main bedroom with a double bed in it, and single beds in all other bedrooms.					
Guests per Unit	Max people per unit (Sharing Double Beds)		1 person per bed		
	1 person per room		1 person per unit		

Any Special Accommodation Requirements:

BAR FACILITY

Bar Facility	No Bar Requested	Cash Bar Requested	Bar Tab Requested	R
Bar Times	Opening Time:		Closing Time:	(latest midnight)
Wine on Tables	Red per table:		White per table:	
Champagne (Alcoholic)	Red per table:		White per table:	



Champagne (Non-Alcoholic)	Red per table:		White per table:	
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BANKING DETAILS FOR REFUNDABLE DAMAGE DEPOSIT

Bank Name		Account No	
Account Name		Branch Name	
Account Type		Branch Code	

ANY changes to the above information must be made in writing no later than 7 days prior to the day of your function/event.