



**CAPE TEACHING AND LEADERSHIP INSTITUTE: RESERVATION FORM**

This form serves for reservation purposes only. Confirmation will be communicated once the availability of your required venue(s) has been determined.

Please complete this form in full and fax to: 086 535 5659 or 021 900 5162/5027/5013 as soon as possible. **(Note that reservation forms must be sent 30 days prior to the requested date(s))**

**PURPOSE AND DETAILS OF RESERVATION:**

**Title of the intervention, expected outcome of the intervention, target audience etc.**

**[No acronyms]**

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**INFORMATION REGARDING RESERVATION:**

**Contact person:**

Name & surname: .....

Email: ..... Persal: .....

Cell no.: ..... Tel. no. (W): .....

**Person responsible for group:**

Name & surname: .....

Email: ..... Persal: .....

Cell no.: ..... Tel. no. (W): .....

**Directorate:** .....

**Director approving reservation:**

Name & surname: .....

Signature: ..... Date: .....

## VENUE REQUIREMENTS

Please complete all the fields on this form and indicate the preferred layout and number of rooms required:

VENUE	No. of each room required
<b>1. Flat-surfaced style:</b>	
Lecture rooms (22 x 30 seats)	
Lecture rooms (3 x 60 seats)	
<b>2. Theatre style:</b>	
H1 (69 seats)	
H2 (92 seats)	
H3 (201 seats)	
<b>3. Conference centre:</b>	
Hall (100 seats)	
Seminar rooms (2 x 40 seats)	
<b>4. Boardrooms:</b>	
Boardroom 1 (20 seats)	
Boardroom 2 (12 seats)	
<b>5. Little theatre:</b>	
Theatre 2 (203 seats)	

Number of delegates: .....

Date(s) requested: .....

Arrival time: ..... End time: .....

Catering required: .....

### Available equipment:

The CTLI provides the following equipment in venues:

- 1 x data projector
- 1 x screen
- 1 x flip chart stand
- 1 x whiteboard
- 1 x whiteboard cleaner

### PLEASE SUPPLY YOUR OWN STATIONERY!

\*\*\* **Please note**, all CTLI venues (excluding theatres) are equipped with docking stations for **Lenovo Think Pad W540** laptop computers. If you do not have a compatible laptop model, the CTLI will provide a laptop in the venue for you. Please do not use other laptop models as **you are not allowed to disconnect any cables in order to connect other equipment.**

## CATERING REQUIREMENTS

As from 01 April 2015, **Capitol Caterers** has been contracted as the sole service provider for all catering requirements on the CTLI campus. All users requiring catering must make arrangements with **Capitol Caterers** directly as soon as the reservation has been confirmed. Payment will be the responsibility of each user and must be processed through Procurement Services. The contact details for Capitol Caterers are as follows:

### **CAPITOL CATERERS:**

Contact person: Tertia Solomon

Tel. no.: 021 900 5124 / 021 377 4337/9

Email: [ctli@capitolcaterers.co.za](mailto:ctli@capitolcaterers.co.za) / [mph.mainkitchen@westerncape.gov.za](mailto:mph.mainkitchen@westerncape.gov.za)

## ACCOMMODATION REQUIREMENTS

### **[PLEASE COMPLETE ALL THE FIELDS]**

Check-in date: ..... Check-out date: .....

Check-in time is between **16:00–18:00 daily**.

Check-out time is between **07:30–08:00** on the final day of the course.

A luggage storage system is available after check-out.

A standard, refundable key deposit of R50 per person will be charged on registration. The deposit will be **refunded** on return of the key on the last day.

Total number of rooms required: .....

Number of male delegates: .....

Number of female delegates: .....

Vehicle registration numbers of every delegate using hostel accommodation:

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## DECLARATION BY PERSON RESPONSIBLE FOR THE GROUP

I..... (full names)  
hereby accept full responsibility and accountability for the group. I am fully aware that the Cape Teaching and Leadership Institute (CTLI) will not be held liable for any accident or loss of property.

Name: ..... Position: .....

Signature: ..... Date: .....