

**BOARDROOM RESERVATION FORM**

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| **NAME OF COMPANY:** |  |
| **NAME OF COMPANY REPRESENTATIVE:** |  |
| **CONTACT NUMBER OF COMPANY REPRESENTATIVE:** |  |
| **DATE OF BOARDROOM RESERVATION:** |  |
| **TOTAL GUESTS ATTENDING THE RESERVATION:** |  |
| **START TIME OF BOARDROOM RESERVATION:** |  |
| **END TIME OF BOARDROOM RESERVATION:** **(Reservation may not to be later than 19h00)** |  |

**PLEASE SELECT APPROPRIATE BEVERAGE REQUIREMENTS FOR YOUR BOARDROOM BOOKING:**

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| **FREE SERVICES THAT WE OFFER - COFFEE, TEA AND WATER**  |
|  | **Filter Coffee**  |
|  | **Tea (Rooibos / Original)** |
|  | **Filtered Water – Still** |
| **ADDITIONAL SERVICES INCLUDE THE FOLLOWING AT A COST TO THE LESSEE** |
|  | **Cold Drinks – Coca Cola, Coca Cola Light, Tab, Fanta Orange, Crème Soda, Sprite and Twist** |
|  | **Beers – Castle Lager, Castle Lite, Amstel, Black Label, Hansa, Windhoek Lager, Windhoek Draught and Flying Fish** |
|  | **Ciders – Brutal Fruit, Hunters Gold, Hunters Dry, Savanah Dry, Savanah Light, Smirnoff Twist** |
|  | **Liquor – Johnny Walker Black Label, J&B, Jameson, Bells, Richelieu and Captain Morgan Dark Rum** |
|  | **Spirits – Absolut Vodka, Smirnoff Vodka, Gordon’s Gin and Malvy Gin**  |

**LIQUOR BILL TO BE CHARGED TO**

|  |  |
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| **Name:** |  |
| **Postal Address:** |  |
| **Company VAT Registration (if applicable):** |  |

**ADDITIONAL EQUIPTMENT – FREE SERVICE TO THE LESSEE**

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| **Wireless Internet (Wi-Fi)** |  |
| **Projector Screen** |  |
| **Data Projector** |  |
| **Extension Cord** |  |
| **Flip Chart and Cockeyes** |  |

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| **Signature of Company Representative** |

**PARKING ALLOCATIONS**

We have 8 parking bays available for you to utilise in the front of the Ambiton building for the duration of your reservation. Below is a representation of where these parking bays are:

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| **AMBITON HOUSE** | GARAGE | **VISITOR PARKING** | **VISITOR PARKING** |
| **VISITOR PARKING** |  |
| **VISITOR PARKING** |
| **VISITOR PARKING** |
| EMERGENCY EXIT DOOR |
| **VISITOR PARKING** |
| **VISITOR PARKING** |
| **VISITOR PARKING** |
| FRONT GATE |

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| **Signature of Company Representative** |