



O.R. TAMBO  
INTERNATIONAL  
AIRPORT

P.O BOX 388 KEMPTON PARK 1620 SOUTH AFRICA  
TEL # 27 11 9773600 FACSIMILE # 27 11 975-5846 E-MAIL : [ssortambo.reservations@tsogosun.com](mailto:ssortambo.reservations@tsogosun.com)

University of Johannesburg

Group name : University of Johannesburg - OWN ACC

ACCOMMODATION REQUEST FOR GROUP # 1739646

Dear Delegate

This letter serves to advise you of the Block Booking held at Southern Sun O.R Tambo International Airport for the evenings of the 23 May 2017- 26 May 2017 :-

The following preferential group rates have been negotiated :

Standard rooms R 1365.00 Sgl & R 1565.00 Dbl

- The above rates are Inclusive of Breakfast
- The above rates apply per room / per night and include VAT at the prevailing rate of 14%. Rates may increase without notification, should the prevailing rate of VAT increase or should another tax or levy be introduced.
- Rates are nett and non commissionable

**Kindly note** : That no rooms have been block confirming a reservation will be subject to availability When making the booking.

Date of Arrival		Date of Departure	
Type of room i.e Sgl or Dbl			
Name / s			
Company Name			
Residential Address		Tel No. :	
		Fax No. :	
Credit Card details	No. :	Exp :	

In order to Guarantee / Secure your accommodation, the hotel requires a valid credit card number and expiry date when making the reservation,

\*\*\* Kindly note the "Deposit / Guarantee" requirements listed below.

A Cash Deposit OR Credit card guarantee will be required upon check in, by means of the following :-

Standard rooms                      R 1365.00 Sgl & R 1565.00 Dbl

Please note the Cash deposit / Credit Card authorization is used as a guarantee of payment only with any credit refund being reimbursed upon departure.

Please note that should access to rooms be required before 14h00 on the day of arrival, we recommend that you reserve the room from the previous night in order to "Guarantee" the room being available.

Should the expected time of arrival be after 14h00, kindly note the Hotel requires a credit card number and expiry date or Prepayment of one night's accommodation as a guarantee to hold the room.

Should the room not be guaranteed with one of the above the Hotel reserves the right to release the room within 24hrs of booking being made .

Guaranteed Reservations no longer required are to be cancelled prior to 14h00 on the day of arrival to avoid one nights' accommodation "no-show" fee being levied.

Should you wish to make a pre-payment directly into our bank account, please note herewith the Hotel's Bank account details :-

Bank	:	Nedbank		
Branch	:	Boksburg		
Account number	:	1904097766	Branch Code	: 19044241
Type of account	:	Current	Swift number	: NEDSZAJJ

Kindly note, should prepayment be made into the Hotel's account, a faxed copy of the Deposit Slip / Money Transfer together with the relevant reservation numbers, is required prior to the arrival date. The account/s will however not be credited until the amount appears on the hotel's bank statement.

Please be advised that the Hotel provides free transfers to and from O.R Tambo International Airport.

This service operates on a 24 Hour basis, running on 15-minute intervals. The **shuttle may be located at the Bus Terminal at O.R. Tambo International Airport. The bus terminal is located behind the Airport Sun Intercontinental hotel.**

For further directions on how to locate this hotel, please visit our website on [www.tsogosun.com](http://www.tsogosun.com)

Secure "open parking" is available on the Hotel grounds at an additional fee of R45,00 per vehicle

\*\* Kindly note this fee is subject to change

Please do not hesitate to contact me should you require further assistance.

Yours sincerely

Vuyo Memela  
Groups Co-ordinator (G&C)