

Cafeteria

**CATERING BOOKING FORM**

# CUSTOMER DETAILS:

Ordering/Booking/Function date: …………………………………………………..…………………..…… Name of Organization: …………………………………………………..…………………………..……..… Name of Contact/Organizers: …………………………………………………..…………………………...... Name of Finance contact in your organization: ……………………………………......................….. Contact number and email of finance person: ………………………………………………................….. Postal address: …………………………………

Physical address: ……………………………...

Telephone: +264 …………….……………………… Mobile: +264 ……………………………………….. Fax: +264 ….…………………………………. email: ………………………………………………………

# FUNCTION/TRAINING/CONFERENCE DETAILS:

Event Title: …………………………………………………………………………………………………... Conference Room: ……………………......................................... Number of Attendees…………… Duration: from .......... /.......... / 2024 to.......... /.......... / 2024 Total duration: days

Daily start and end time: .......... h .......... to .......... h ..........

# TIMING AND ARRANGEMENTS:

Select options: Welcome tea

AM tea

Lunch

PM tea

For more information contact: +264 61 296 4800; cafeteria@nipam.na

Preferred times: .......... h .......... .......... h .......... .......... h .......... .......... h ..........

# PLEASE INDICATE NUMBERS OF DRINKS PER PERSON PER DAY:

Water: .......... Cooldrinks 300ml: .......... Juice 100% 300ml: ..........

# PLEASE INDICATE NO OF SPECIAL MEALS PER PERSON PER DAY:

For more information contact: +264 61 296 4800

Diabetic: .......... Vegetarian: .......... Halaal: ..........

Other specifications: ..…………………………………………………………………………………………

…………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………..

……………………………………………………………………………….................................................

# STANDARD TERMS AND CONDITIONS:

1. Written confirmation and acceptance of the quotation with the order or Proof Of Payment must be to send to cafeteria@nipam.na and finance@nipam.na at least five (5) working days before the function/conference date.
2. Booking must be sent via email to cafeteria@nipam.na. and finance@nipam.na. Telephone Number.: +264 61 296 4800
3. Should the quoted organization not have approved credit facilities with NIPAM, 100% payment will be required before any services can be rendered. Customers with a credit facility must settle all invoices within 15 days after the event, and thereafter interest at 2.5% will be charged on 30 days overdue accounts.
4. By accepting the provided quotation, the customer/organization accepts the terms and conditions, and any subsequent cancellation or reduction in attendance must be communicated in writing, subject to the following cancellation/reduction penalties:
	1. Cancellation or reduction received five (5) working days prior to event – No cancellation fees.
	2. Cancellation or reduction received one (1) working day prior to event – 50% of the quotation amount will be paid.
	3. Cancellation or reduction received on the event date – 100% of the quotation amount will be fully paid.
5. A final invoice containing all the charges will be issued on or after the event date.
6. Catering services are limited to the menus attached hereto. Special menus can be arranged prior to the event.
7. Any special requests made on the day of the event will be considered, if possible, but an additional fee of N$ 1 500.00 will be added to the account.

I (Insert full name), Owner/representative

of (Insert full name of company)

I hereby undertake in writing that my company will at all relevant times fully comply with the above terms and conditions.

I am fully aware that failure to abide to such shall lead to the actions as stipulated in the terms and conditions above.

Signature: ……………………………….............Date: ……………………………… Seal/Stamp: