



BOOK YOUR EVENT



ENQUIRY

Based on your event requirements, a Sales Executive or Event Executive will be assigned to help you.



INITIAL QUOTATION

The CTICC will provide a quotation based on the information you supply. The quotation is valid for two weeks, or as otherwise stated.



PROVISIONAL BOOKING

Based on the initial quotation, your event organiser submits a request to the CTICC. If space is available, all conditions are met, and the relevant booking details are received, a provisional booking is made. The Contract of Hire containing the General Conditions of Hire and Client Booking Schedule is sent to you.



CONFIRMED BOOKING

Once you have signed the contract and paid the required deposit, the agreement becomes binding.



FINAL NUMBERS

One month prior to the event, you provide the CTICC with full and final information in writing. This includes final attendance numbers, and equipment and services required. This information is used to compile a function sheet.



FUNCTION SHEET

Two weeks before the event, the CTICC will send you a function sheet providing full and final details. Major details may not be changed less than 72 working hours before the event. The CTICC will do its best to cater for extra numbers, but this cannot be guaranteed.



NOTE: PAYMENT AND VAT

Payments should be made by electronic funds transfer (EFT) or cash on the agreed dates. Credit card payments will only be accepted onsite for total hire charge payments less than R50 000, including VAT. Anyone wishing to process credit card payments of more than that amount will be liable for the bank charges.

The CTICC charges VAT (Value-Added Tax) on services it renders. The VAT rate is currently 15%. All venue hire costs and additional services quoted are exclusive of VAT. Food & Beverage charges are quoted inclusive of VAT.