



HARARE'S LUXURY HOTEL & CONFERENCE CENTRE

1 Pennefather Avenue, P.O. Box 3033, Causeway, Harare, Zimbabwe
Tel: +263 242 772633 - 9
Email: reservations@rtg.co.zw
Website: www.rtg africa.com

DATE: 27 December 2024

PROFORMA INVOICE

Contact Person Rejoice/Mr Manyowa
Company ANOT 2025 - JMM
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Contact Person Tandiwe
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VAT REG NUMBER
10001189

BANK DETAILS
Account Name: The Rainbow Towers
Bank Name: Stanbic
Branch: Nelson Mandela
Acc Number: 9140000892512
Nostro FCA

ANOT Concert 1/1/2025

THE RAINBOW TOWERS HOTEL

REQUESTED SERVICE	NO. OF PAX	NO. OF ROOMS	UNIT PRICE/PER PERSON	NO. OF DAYS	TOTAL AMOUNT	US\$
Room hire - VIP Lounge		1	2,500.00	1		2,500.00
Holding rooms		2	250.00	1		500.00
TOTAL US\$						3,000.00

TERMS AND CONDITIONS

- The hotel will provide all required equipment for the conference at a cost.
- The hotel shall not allow clients to bring own equipment as this is a service provided by the hotel. Equipment shall include but not limited to PA systems, screens, translation equipment.....
- All Equipment needs to be communicated at the point of making a reservation.
- 100% of the total amount quoted is required within 48 hours of making an enquiry to guarantee your booking.
- Full payment is required for confirmation of the booking.
- Rates are subject to change without notice

AIRPORT TRANSFERS AND ACTIVITIES

The hotel through it's subsidiary Heritage Expeditions Africa (HExA) provides the following ground handling services
Shuttle Services
City Tours
Day Trips
Various Activities

CANCELLATION POLICY

Accommodation and conference rooms booked are subject to the following policy.
15 - 29 Days 50% refund is made
8 - 14 Days 25% refund is made
0 - 7 Days No refund

PAYMENT

We require confirmation of payment 2 weeks before arrival to secure your booking. Payment can be a purchase order, cash or bank transfer.
Please note that we hold the right to cancel your reservation if we have not received your full payment,an order or letter of commitment to pay
This quotation does not constitute an undertaking by RTG to provide the requested services.
It will only remain a quotation and may only constitute an undertaking to provide services after both payment has been made and the booking confirmed.

INCREASE IN NUMBERS OR ADDITIONAL SERVICES

Day conferences – numbers to be communicated by 0900hrs
Lunch Bookings – numbers to be communicated by 0900hrs
Dinner/ Cocktail bookings – numbers to be communicated by 1200hrs
Please note that if there is no communication regarding the reduction of numbers, the hotel will charge as per original booking numbers.
In the event of an increase in numbers for either conferencing or accommodation bookings, the hotel will charge accordingly and your organisation will be required to provide order, commitment letter or payment within 24 hours.

NO SHOWS

Guests with a valid room reservation who do not arrive on the day of the reservation will be considered no-shows and the applicable room rate equal to one night stay will be charged.

If in agreement, please sign and return copy to certify confirmation

Name Signature Date.....