



WITS RURAL FACILITY

WRF, P/Bag X420, Acornhoek, 1360, South Africa
Tel: +27 (0)15 793-7500 ∞ Email: wrfreservations@radioactivewifi.co.za or wrfmanager@tiscali.co.za

***Thank you for your reservation at Wits Rural Facility
Please take note of the below reservation procedures information***

RESERVATIONS

A 25% non-refundable deposit is required within seven (7) days of making the reservation.
All individual bookings are provisional until the requested 25% deposit is received.
Full payment is required seven (7) days prior to arrival.

MONTHLY RESERVATIONS

Monthly bookings are from the 1st of the month to the last day of the month. Arrival later than the 1st of the month and departure earlier than the last day of the month will still be considered a full month.
25% payment is required in advance to confirm the booking and all bookings are provisional until this deposit is received.

CANCELLATIONS (GENERAL & MONTHLY)

Only written cancellations will be accepted, please ensure you receive acknowledgment of cancellation from reservations.
25% of deposit if cancellation is less than fifteen (15) days prior to arrival.
50% of deposit if cancellation is less than seven (7) days prior to arrival.
100% of deposit if cancellation is less than two (2) days prior to arrival.

CHECK IN & DEPARTURE

Check in times are from 14:00 and close at 16:30.
The entrance gates close at 22:00 and for security reasons the guards have been informed not to allow entrance after this time. (Also, WRF staff are not paid overtime and it would be unfair to expect them to wait up or be disturbed after hours)
Rooms to be vacated by 10:00 on the day of departure. Keys to please be handed in and signed for at reception.
Please note that Wits Rural Facility is a rural area where sound does travel and for this reason, along with respect for other guests, we request that there is no noise after 22:00.

PAYMENTS

Payments can be made directly to the Wits Rural Facility Bank account:

Account Name:	University of the Witwatersrand, Sundry Debtors Account
Bank:	First National Bank
Branch:	Corporate Account Services – Johannesburg Branch
Branch Code:	255-005
Cheque Account Number:	62077141580
Customer Reference Number:	9110

Proof of payment to be emailed to wrfreservations@radioactivewifi.co.za or wrfmanager@tiscali.co.za

Internal requisitions for Wits University business are to be supplied at least 14 days prior to arrival.

PO Box 464, WITS, 2050, South Africa | T +27 (0) 11 717 1701 | F +27 (0) 11 717 1726 | www.wits.ac.za

Please bring extra requisitions in the event of additional or unexpected charges.

CATERING

Catering will be provided.

Please inform Wits Rural Facility in advance of any special dietary requirements i.e. allergies, religious preferences, vegetarian etc.

Breakfast will be served between 07:00 and 08:00 daily.

Lunch will be served between 12:30 and 13:30 daily.

Dinner will be served between 18:30 and 19:30 daily.

Guests arriving for dinner after 20:30 will unfortunately not be catered for.

For special functions the above times may vary depending on type of function and prior arrangements made with Wits Rural Facility.