

## AFRICAN UNION MEETING

### ACCOMMODATION OPTIONS & BOOKING PROCEDURE

The following hotels in close proximity to the Caesars Convention Centre where the African Union meeting will be hosted, have been identified:

- **Road Lodge Isando** (City Lodge Group) is situated alongside the R24 airport freeway and about 5 km from Caesars Convention Centre. Rooms are fully carpeted and air-conditioned with colour television & radio channels, en-suite bathroom with shower, toilet and hand basin and a working desk. A Continental breakfast is served daily. It is a 1-star rated hotel. Website [www.citylodge.co.za](http://www.citylodge.co.za).
- **Road Lodge Johannesburg International Airport** (City Lodge Group) is set in a pretty garden in close proximity to the R24 Airport freeway and about 5 km from Caesars Convention Centre. Rooms are fully carpeted and air-conditioned with colour television & radio channels, en-suite bathroom with shower, toilet and hand basin, and a working desk. A continental breakfast is served daily. It is a 1-star rated hotel.
- **Town Lodge Johannesburg International Airport** (City Lodge Group, is situated 5 km from Caesars Convention Centre. Spacious rooms are fully carpeted & air-conditioned with double or twin beds, colour television & radio channels, en-suite bathroom with maxi shower, toilet and hand basin and tea & coffee making facilities. A full breakfast is served daily. It is a 2-star rated hotel. Website [www.citylodge.co.za](http://www.citylodge.co.za).
- **City Lodge Johannesburg International Airport** (City Lodge Group), is situated in close proximity to the R24 airport freeway and about 5 km from Caesars Convention Centre. Spacious rooms are fully carpeted & air-conditioned with double or twin beds, colour television with selected DSTV channels, en-suite bathroom with bath and separate shower, electronic safe, working desk and tea & coffee making facilities. A full breakfast is served daily. It is a 3-star rated hotel with all the services related thereto. Website [www.citylodge.co.za](http://www.citylodge.co.za).
- **Holiday Inn Garden Court** at Johannesburg International Airport is only about 5 km from Caesars Convention Centre. Each air-conditioned room has a private bathroom, colour TV with M-Net, tea & coffee making facilities and telephone with voice mail. It is a 3-star rated hotel and well-known for its friendly service and comfortable accommodation. Website [www.southernsun.com](http://www.southernsun.com).
- **Holiday Inn Johannesburg International Airport** is also only about 1 km from Caesars Convention Centre. Each air-conditioned room has a private bathroom, colour TV with radio & pay movie channel, internet access, tea & coffee making facilities, telephone and modem point. It is a 4-star rated hotel. Website [www.southernsun.com](http://www.southernsun.com).
- The 5-star rated **Emperor Hotels** (*intended for the visiting Ministers*) is situated at the Caesars Convention Centre and therefore the best located. The beautifully appointed Rooms all have 24-hour room service, air conditioning, interactive pay TV with selected digital satellite and local TV channels as well as radio stations. There is also a writing desk with a business panel comprising standard electronic connections and a modem connection. Website [www.caesars.co.za](http://www.caesars.co.za)

### TRANSPORT

A specially appointed bus transport service will daily transport delegates to and from Caesars Convention Centre where the conference is hosted. Transport will be provided from these hotels only and will not be available for delegates staying elsewhere.

## **ACCOMMODATION AVAILABILITY & COST ANALYSIS**

The rates as negotiated with the hotels, are summarized below:

Hotel	Rating	Rooms available	Booking Form to be used	Booking No to be used	B&B Rate per room	
					Single	Sharing
Road Lodge Isando	1-Star	20 Rooms	Annexure A	AUCLA	R305	R332
Road Lodge Johannesburg International Airport	1-Star	20 Rooms	Annexure A	AUCLA	R305	R332
Town Lodge Johannesburg International Airport	2-Star	40 Rooms	Annexure A	AUCLA	R466	R589
City Lodge Johannesburg International Airport	3-Star	40 Rooms	Annexure A	AUCLA	R577	R760
Holiday Inn Garden Court	3-Star	50 single & 50 double Rooms	Annexure B	1612.45	R678 <sup>1</sup>	R779 <sup>1</sup>
Holiday Inn Johannesburg International Airport	4-Star	150 Rooms	Annexure C	250.84	R858 <sup>2</sup>	R958 <sup>2</sup>
Caesars Emperor Hotel	5-Star	40 Rooms	Annexure D	DEPT 150405	Classic singles: R1 165 Deluxe singles: R1 273	

A total number of about 410 rooms were thus still available on 2005-03-07. Important however is that as delegates will book and pay for the accommodation themselves, no group/block bookings have been made with the hotels. It is thus very important that delegates make and confirm bookings as soon as possible

### **BOOKING PROCEDURE**

Once delegates have decided on a hotel, he/she must follow the following procedure:

- Complete the applicable Booking Form – see Annexure A for the Road, Town or City Lodge hotels and Annexure B for the Holiday Inn Johannesburg International Airport. For a booking at the Holiday Inn Garden Court or Caesars Emperor, contact them per telephone or e-mail - See Annexure C or Annexure D for the contact detail.
- Fax or e-mail the relevant Booking Form (Annexure A or C) to the hotel or contact them per telephone/e-mail (Annexure B or D) – see contact details on the booking form.

Important is that the relevant Booking Number be used when making bookings.

<sup>1</sup> Excluding R150 per delegate per night for incidental cost – balance reimbursed on departure.

<sup>2</sup> Excluding R250 per delegate per night for incidental cost – balance reimbursed on departure.



## CITY LODGE HOTELS LIMITED

\*The Lodge\*, 38 Wierda Road West, Wierda Valley, Sandton  
 PO Box 782630, Sandton 2146, South Africa • Telephone: 011 884-5327 • Fax: 011 883-3640  
 E-mail [info@citylodge.co.za](mailto:info@citylodge.co.za) • Website [www.citylodge.co.za](http://www.citylodge.co.za)

**Event:** African Union Conference – Department of Labour  
**Venue:** Caesars Conference Centre, Johannesburg, South Africa  
**Dates:** 17 – 24 April 2005

**Group Code:** AUCLA

Dear Delegate

I have pleasure in confirming that specially negotiated rates have been confirmed for you to stay at the City Lodge, Town Lodge or either of the Road Lodges situated close to Caesars' Conference Centre.

Please find enclosed rates and details of how to book. No rooms have been reserved and therefore you are urged to send your request as soon as possible to avoid disappointment.

Hotel	Rates per night	Contact Details	I want to stay here
<b>City Lodge Johannesburg International Airport</b> 4 Sandvale Road, Edenvale	R577 Single R760 Double	Tel +27 11 392 1750 Fax +27 11 392 2644 Email <a href="mailto:cljia.resv@citylodge.co.za">cljia.resv@citylodge.co.za</a>	
<b>Town Lodge Johannesburg International Airport</b> Herman Road, Harmelia	R466 Single R589 Double	Tel +27 11 974 5202 Fax +27 11 974 5490 Email <a href="mailto:tljia.resv@citylodge.co.za">tljia.resv@citylodge.co.za</a>	
<b>Road Lodge Johannesburg International Airport</b> Kruin Street, off Herman Road, Harmelia	R305 Single R332 Double	Tel +27 11 392 2268 Fax +27 11 392 4820 Email <a href="mailto:rljia@citylodge.co.za">rljia@citylodge.co.za</a>	
<b>Road Lodge Isando</b> 50 Shelton Avenue, Harmelia	R305 Single R332 Double	Tel +27 11 392 7430 Fax +27 11 392 7431 Email <a href="mailto:rlisando@citylodge.co.za">rlisando@citylodge.co.za</a>	

**Room rate includes breakfast, VAT and Tourism Levy and must be settled on arrival at the hotel.**

<b>Surname</b>		<b>First Name</b>	
<b>Arrival</b>		<b>Departure</b>	
<b>Number of Persons</b>		<b>Number of rooms required</b>	
<b>Smoking/Non Smoking</b>		<b>Payment</b>	Cash or Credit Card (please pay on arrival)

Please complete and fax or email to the relevant hotel. You will receive a written confirmation of your booking.



**JOHANNESBURG INTERNATIONAL AIRPORT**

This Hotel is operated by Southern Sun Hotel Interests (Pty) Ltd., under licence from InterContinental Hotels

P.O BOX 388 KEMPTON PARK 1620 SOUTH AFRICA

TEL No 27 11 975-1121 ; FAX NO 27 11 975-5846 E-MAIL: valerieb@southernsun.com

AFRICAN UNION CONFERENCE – DEPARTMENT OF LABOUR

ACCOMMODATION REQUEST FOR GROUP BOOKING # 250.84

Dear Sir / Madam

This letter serves to advise you of Negotiated rates held at the Holiday Inn Johannesburg International Airport Hotel for the period 17 to 24 April 2005

The rates applicable are as follows:

- i.e R 850,00 - Per Single Room
- R 950,00 - Per Double / Twin room [Breakfast inclusive for 2 Adults per room]

- 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.
- The above rates are exclusive of 1% Tourism levy on accommodation only i.e R 7,60 per Single & R 7,70 per Double (per day)

**Kindly note, all accommodation requests are subject to availability.**

To secure your accommodation, kindly complete the following :

Date of Arrival		Date of Departure	
Type of Room i.e Sgl or Dbl			
Name / s			
Postal Address		Tel No. :	
		Fax No. :	
E-mail address			
Credit Card details	No :	Expiry Date :	
	C.V.V No :		

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

To secure your accommodation, the Hotel requires full prepayment by no later than the 01<sup>st</sup> of April 2005.

Deposits required are as follows :

- Single room : A R 857,60 Per Single room, per night
- Double room : A R 957,70 Per Double room, per night

Failure to prepay deposits by due date will result in the release of your accommodation. Delegates settling by Credit Card, are to provide their credit card numbers and expiry dates as a guarantee of payment.

The Hotel will require an additional guarantee for incidental expenses, upon your arrival at the hotel. The guarantee

Required is as follows :

A R250,00 Cash deposit OR Credit card guarantee [ per person / per day ]

In the event that you are unable to provide the above mentioned Incidental expenses guarantee, all telephone lines and pay movie channels will be blocked, and all additional services required will be on a strictly c.o.d basis.

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 upon your arrival.

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		

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 by no later than the 01<sup>st</sup> of April 2005.

Please be advised that the Hotel provides free transfers to and from Jhb International Airport. This service operates on a 24 Hour basis, running on 15 minute intervals from opposite the International Arrivals Hall / Terminal A –in lane 3 of the hotel shuttle / Taxi pick-up section.

Secure open parking is available on the Hotel grounds at an additional fee of R30,00 per vehicle

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

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

Yours sincerely

**Valérie Budai**  
**Revenue Manager**



GARDEN COURT JOHANNESBURG INTERNATIONAL AIRPORT

PRIVATE BAG 5, JOHANNESBURG INTERNATIONAL AIRPORT, 1627

TEL NO 27 11 392-1062 ; FAX NO 27 11 974-8097 ; E-MAIL: [louisas@southernsun.com](mailto:louisas@southernsun.com)

**BOOKING NO: 1612.45**

**For bookings contact Louisa Sauvage on Tel No 27 11 392-1062 or e-mail [louisas@southernsun.com](mailto:louisas@southernsun.com) referring to the above Booking No.**

She will then make the booking and inform you of the Payment and other Terms & Conditions.

**B&B Rates:**

R 857,60 Per Single room, per night

R 957,70 Per Double room, per night

## **ANNEXURE D**

### **CAESARS – EMPEROR HOTEL**

PO BOX 956, KEMPTON PARK, 1620  
TEL NO +27 11 928-1000 ; FAX NO +27 11 928 1201

#### **BOOKING CODE FOR MINISTERS: DEPT 150405**

For bookings contact Caesars on Tel No 27 11 928 1000 (switchboard) who will transfer you to any of the Reservation clerks. Quoting the above Booking Code will ensure that although the Ministers are booking & paying direct, they will still get the Groups & Conventions accommodation rate subject to availability. Alternatively the booking can be made per e-mail at [reservations@caesars.co.za](mailto:reservations@caesars.co.za) also referring to the Booking Code.

You will then be informed of the Payment and other Terms & Conditions.

#### **B&B Rates:**

R1 165 Per Classic Single Room per night

R1 273 Per Deluxe Single Room per night